

## DELTA KAPPA GAMMA - Zeta Zeta Chapter

Promoting professional and personal growth for members and excellence in education

July 12, 2010

### Executive Board Minutes

- I. Call to order: 10:10 AM, Stephanie Brown-Myers presiding
  - A. In Attendance were Stephanie Brown-Myers, Gail Costello, Valerie Kellner, Donna Bell, Sue Robinson, Linda Swatek, Elaine Penning, Lynne Heyne
  
- II. Approval of Minutes – Elaine Penning presented the Minutes from the June 13, 2010 Meeting. The Minutes were reviewed and with no changes will be up for vote at the board meeting in August.
  
- III. Treasurer's Report - Sue Robinson
  - A Proposed Budget 2010-2011: Income: \$15,539.11, includes dinner sales, dues, raffle/book sales, carryover from 2009-2010. Expenses: \$15,539.11, includes dinner costs, conventions, backpack project, membership dues, international dues, insurance, printing and directory, website, gifts/donations, administrative costs, member grant, carryover income. Account Balances Report and Cash Flow Report were reviewed.  
Questions and Discussion: Income from raffle and books went up, pin money-World Fellowship income is not included in this report and is turned in once a year. Administrative costs were up for buying pins this year. When turning our dues into Chi State, 'member grant' is the money used to cover uncollected dues which are reconciled later.
  - B. Supervision of chapter finances: Sue Robinson was appointed Treasurer. Discussion: Sue Robinson explained her difficulty keeping records due to outdated technology equipment. She was using Quicken from 2004 and floppy discs to maintain budget records. A discussion took place regarding whether we could consider purchase of a new laptop and compatible printer for the treasurer's use. Donna Bell suggested we consider, at the August Board Meeting, using carryover funds in the amount of up to \$1,000.00 for such a purchase.
  
- IV. Duties of In-coming officers: Stephanie Brown-Myers asked board members to consider the purposes of our chapter, 1)Fellowship and 2) Enjoy Life Long Learning, and how our monthly meetings might relate to those purposes. She asked that we each select a committee and communicate with the chair as to how that committee could support the program for one meeting. Stephanie also suggested we consider two additional non dinner meetings for use as publicity. Meetings might consist of bringing in a legislator to discuss educational issues and at another meeting have a technology support session.

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AGENDA

IV continued Discussion: Several suggestions were offered regarding meetings. These included keeping meetings and programs short because many members work and have already had a long day. Build enthusiasm at the first meeting by having committee chairs and project managers describe what they do in a short fun quip. To shorten meetings have less monthly reporting and money collecting.

V. Committee Structures & Chairs: Stephanie noted that we are still in need of three committee chairs. She will be calling to find chairs for Membership, Professional Affairs and Music & Ceremonies. A volunteer is needed for Public Relations (PR).

VI. New Business

A. Programs: themes of our purposes. The group viewed a DVD of DKG that will be shown at our September meeting. Valerie Kellner and Donna Bell will prepare suggestions of information committee chairs might share. Large post-it note pages can be used in their presentations. At the August meeting ideas will be refined for aligning our meetings with our purposes. Also in August we will review the use of the raffle and how it can be improved. A Chapter Honoree needs to be selected before October 1, 2010.

VII. Adjournment: 12:05 PM, Stephanie Brown-Myers

**Respectfully submitted by Linda Swatek, Co-Recording Secretary, July 12,2010**

**Next meeting:** General Board meeting, 10:00AM,  
August 16, 2010, at Stephanie Brown-Myers' house