



Alpha Kappa Alpha Sorority, Incorporated

Alpha Kappa Omega
Transparency Inclusioness True Sisterliness



Meeting Minutes ♦ March 25, 2017

The Basileus, Soror Marsha Penn, called the March 25, 2017, regular meeting of the Alpha Kappa Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated to order at 11:10 AM at The Kingdom Builders Center, 6011 West Orem Drive, Houston, TX 77085. The meeting was attended by 279 sorors.

Approval of Agenda: Soror Penn presented the meeting agenda without corrections. The agenda was adopted.

Invocation: Soror Joyce Jacquet provided the devotion.

Update of Sorors on Quiet Time: Soror Penn requested continued prayer for all sorors on quiet time as reported in the chapter newsletter, weekly eblasts and announcements.

Introduction of the Hostess Committee: Soror Mary Barnett, Chairman of the Hostess Committee, introduced Soror Vanita Reed, Chairman of the March Hostess Committee, who recognized hostesses serving this month. Soror Reed informed the body that the March community service project is to support Target I: Educational Enrichment by donating backpacks to be distributed to students that attend Blackshear Elementary School. Sorors Dawn Dubose and Lana Reece are Co-Chairmen.

Introduction of VSGs: Soror Njeri Mathis, Protocol Co-Chairman, introduced Soror Mattelia B. Grays, 18th Supreme Basileus (in her absence); Soror Faye B. Bryant, 21st Supreme Basileus (in her absence); Soror Polly Sparks Turner, 20th South Central Regional Director; Soror Gwendolyn J. Brinkley, 23rd South Central Regional Director; Soror Berna Greer, Former Supreme Tamiouchos and Chairman Investment Committee; Soror Nekeidra Brown, Former 2nd Supreme Anti-Basileus (in her absence), and South Central Regional International Risk Management Committee. South Central International appointments were recognized: Sorors JoAnn Brown, Conference Planning; Regina Carrington, Program; and Tamara Cubit, Reinstatement. Other International appointments recognized: Launching New Dimensions of Service Investigation and Evaluation – Sorors Patricia Roberts, Darlene Johnson, Diana Johnson, Tishauna Washington, Felicia Ransfer, and Pamela Lazard. Regional appointments recognized: Sorors Kim Topps, Texas Statewide Connections Coordinator; Ulonda Crawford Eurey, Strategic Planning, Chairman; Karen Grays, Logistics Co-Chairman; Carol McCree, Mentoring Chairman, and Mary Smith Johnson, Membership.

Introduction of Visiting Sorors: Soror Mary Smith Johnson, Hodegos, welcomed and introduced six visiting and six reactivating sorors.

Reading of the Rules: Soror Karen Grays, Parliamentarian, presented the special rules of order related to debate that were adopted December 17, 2005, to govern all chapter meetings.

OFFICER REPORTS

Approval of the Minutes: Soror Helen J. Houston, Grammateus, moved for approval of the Saturday, February 18, 2017, meeting minutes as distributed with the following correction. The word “middle” should be deleted from the ASCEND program committee report. Motion carried. **Discussion:** Soror Elnora Flewellen requested that a correction be made to the February minutes for the approval of the President’s Report in regards to her questions of the basileus getting approval from the executive committee to appoint committee chairmen. In addition to Soror Penn saying “no,” Soror Flewellen requested inclusion that Soror Penn stated the bylaw had been changed, and she was doing research to find the bylaws. Soror Flewellen stated the chapter bylaws state that the Basileus shall appoint committee chairperson with the approval of the Executive Committee. Soror Penn stated this was not a correction to the February minutes, but will be included in the March minutes.

Correspondence: Soror Karen Aubrey, Epistoleus, informed the body that thank you cards were received from sorors for spiritually uplifting words, prayers, emails, calls, visits, ivy plants and the love, support and sympathy shown during their time of illness or bereavement. A letter was received from Soror Andrea Stamps Porter clarifying her participation as one of the chapter co-chairman to the National Pan Hellenic Council of Houston.

Financial Secretary's Report: Soror Sheri Cole, Anti-Pecunious Grammateus, reported the following: financial reporting period for February 1, 2017 thru February 28, 2017, the Anti-Pecunious Grammateus collected \$7,660.00, the Pecunious Grammateus collected \$18,933.50. Anti-Pecunious Grammateus and Pecunious Grammateus collected \$26,593.50 for the financial reporting period of February 1, 2017 through February, 28, 2017. Year to Date total is \$201,660.32, which includes Eventbrite and Pay Pal electronic payments. The financial reporting period for January 1, 2017 thru January 31, 2017, the Anti-Pecunious Grammateus collected \$42,060.00, the Pecunious Grammateus collected \$92,014.00. Anti-Pecunious Grammateus and Pecunious Grammateus collected \$134,074.00 for the financial reporting period January 1, 2017 thru January 31, 2017. The Year to Date is \$172,286.57. For detailed accounting, please refer to the actual report. Report referred to Audit Committee for review.

Treasurer's Report: Soror Lisa Brooks, Tamiouchos, presented the following reports for the period ending February 28, 2017: *Comparison of Budget to Actual, Statement of Financial Position, Monthly Bank Reconciliation, and Outstanding Checks.*

STATEMENT OF FINANCIAL POSITION - ASSETS			
Chapter Operations	\$218,951.27	Housing	\$83,680.56
Grants and Self-Sustaining	\$63,896.75	Savings	\$19,154.51
		Prepaid Expenses	111.00
		TOTAL ASSETS	\$385,794.09

TOTAL INCOME				
February 28, 2017	\$33,684.02	Actual	YTD	\$300,440.30
TOTAL EXPENSE				
February 28, 2017	\$60,154.42	Actual	YTD	\$114,556.77
TOTAL INCOME IN EXCESS OF EXPENSES				
February 28, 2017	(26,470.40)	Actual	YTD	\$185,883.53

Soror Lisa Brooks, Tamiouchos, apologized for only pages 1,2 & 3 included in the packet. A verbal report was given for Statement of Financial Position, Outstanding Checks and Monthly Bank Reconciliation for February 28, 2017. Soror Lisa related there is a January and February balance variance between Pecunious Grammateus and Tamiouchos Income Total, representing monies received in 2016 for prepaid per capita, EAF, chapter dues and debutante fees. The amount is approximately \$94,000.00. Some January and February chapter dues were not submitted to the Corporate Office in timely manner. Tamiouchos and Madam Basileus are working with financial team and Corporate Office, respectively. Letters have been sent to Corporate Office requesting the delay in processing period be corrected and have an appropriate effective date of January 31. On April 26, Finance Committee will meet to discuss what action occurred. A request has been submitted that the chapter review internal procedures utilized to ensure payments are received and processed in a timely matter.

Discussions: The following are concerns that sorors expressed about the payment of sorors dues not submitted to the Corporate Office in a timely matter: How many sorors dues were paid late? What is the amount of late fees that the chapter will incur? Will sorors lose their 24 months of consecutive service? Why were sorors not informed of the mistake? Why were transfer and reactivated sorors payments not sent to the corporate office in a timely matter? Is there a time of completion for this task to be corrected? Sorors requested individual letters be sent to the corporate office explaining how the chapter made the mistakes, an individual copy of the letter be given to sorors for their personal file, and a copy for the chapter file.

Soror Penn responded she was not aware of incident until one soror was unsuccessful in registering for a training workshop at regional conference. She is compiling a list and we will hear from her about dues transferred to Corporate Office and all sorors who paid before deadline will be reconciled before February 1, 2017. She will ensure they will not incur a break in service by Corporate Office. Receipts have been sent to Corporate Office.

Soror Lisa responded all sorors have been submitted and will tell number of late payments later; but she believes it is at least 50 late payments.

A point of order was called and moved that the discussion be sent to the Finance Committee for resolution. Motion passed.

Soror Elnora Flewellen ask what is the number of active sorors in the chapter; because her list is showing 635 members. Soror Lisa responded her financial list has 648; but the Corporate Office listing may be over 700 (including life members).

Soror Penn responded before regional conference, Corporate Office reported 723; after regional conference, Corporate Office reported 738. Life members are reported in a different way.

Soror Elnora ask why no February printing cost was showing on the Treasurer's report?

Soror Penn responded Mr. Metoyer is reallocating the invoice and the bill has not been paid.

Soror Elnora ask why was a \$4,030.00 room setup fee for February on page 2 of Treasurer's Report?

Soror Lisa responded this information was taken from the February hospitality invoice.

Soror Penn responded that she is investigating the charges after receiving the invoice showing fees not paid for 2 months.

Soror Darlene Johnson asked if the treasurer's missing reports will be available at next meeting.

Soror Penn responded all pages are uploaded on website for viewing.

Executive Committee: Soror Andrea Bonner, Anti-Grammateus, presented the report of the Executive Committee which met at The Power Center on Wednesday, March 22, 2017, at 6:30 PM, with a total of 30 Executive Committee members and Committee Chairmen present. The executive committee approved the following recommendation for ratification: to support Soror Kim Topps, with a half-page ad in the souvenir booklet in the amount of \$200.00, for her honor with the Aloysius M. Wickliff Founders Award presented by the Houston Lawyers Association on Saturday, May 27, 2017. Monies will come from the advertising budget. Motion carried.

Graduate Advisor's Reports:

Gamma Psi: Soror Erica Smith reported that the Graduate Advisor's Council members participated in a mandatory training on Saturday, March 11, 2017, with a total of 16 sorors in attendance. The training was a requirement for the chapter to return to active status by a letter that was sent from the South Central Regional Director, Soror Katina Semien. The letter also stated that once the training is completed sanctions would be lifted from the chapter. Soror Smith thanked Soror Fanny Hawkins, Campus Advisor, and Soror Gwendolyn J. Brinkley, 23rd South Central Regional Director for their support. The chapter report is included in the packet.

Omicron Gamma: Soror Faye Phillips presented the chapter report that is included in the packet.

Epsilon Lambda: Soror Erica Smith, in the absence of Soror Patricia Roberts, presented the chapter report that is included in the packet.

VISION BOARD VISION STATEMENTS

Fine Arts: Soror Eugenia Cain, Committee Chairman, and Soror Fennoyee Thomas presented the report. The sorors informed the body that the committee will support the Target 1: ASCEND Educational Enrichment community with the Arts. Also, a trip will be planned to Washington, D.C. to visit the National African American Museum. Verbal Report.

Plugged-In with the Transfers and Reactivates: Soror Monica Arrington, Committee Chairman, presented the report. Soror Arrington informed the body that the goal of the committee is to provide information for a smooth transition for transferring and reactivating sorors. Verbal Report.

It's Time for a Crucial Conversation: Sorors Bettye Narcisse, Susan Bynam and LaDonna Harris, Members-at-Large, presented the report. The concern: Why were dues paid by sorors to the chapter in December and January sent to the

corporate office late? Would this affect sorors 24 months of continuous service? (this concern was addressed during the Treasurer's report and has been sent to the Finance Committee for resolution). Verbal Report.

COMMITTEE REPORTS

Hospitality: Soror Anitra Provost gave directions for serving of box meals. Verbal Report.

Entertainment: Soror Edwina Johnson, Committee Chairman, presented the report. Soror Johnson informed the body of the following activity: Dancin' in the Street: Motown & More Revue. Friday, May 26, 2017, 8:15 PM, Miller Outdoor Theatre, 6000 Hermann Park Drive, Houston, Texas. The committee is in the process of gathering information to host a New Year's Eve Extravaganza, Sunday, December 31, 2017, TBA location.

Debutante: Soror Staci Taylor Fullmighter, Committee Chairman, presented the report. Soror Fullmighter informed the body that the chapter will be presenting 20 young ladies at the Debutante Ball. The theme for the Debutante Ball is Treasured Pearls of Splendor, and will be held on Sunday, July 23, 2017, at the Royal Sonesta Hotel Houston, 2222 West Loop South, Houston, Texas 77027 at 6:00 PM. The attire for the event is formal. The following are other upcoming events: Worship Service and Brunch, Sunday, May 28, 2017; Debutante Parent Reception, Sunday, July 9, 2017, Houston Junior League.

South Central Regional Conference Awards: Soror Jennifer Rachel, Committee Chairman, presented the report. The following are the chapter awards and recognitions received: 1st Place Outstanding Scrapbook, 1st Place Exhibit, STAR Award and EAF Platinum Status. The following sorors won individual awards: Graduate Advisor of the Year, Soror Faye Phillips, Deralyn Riles Davis Spirit Award, Soror Kim Topps. Soror Polly Sparks Turner requested that the chapter's individual named endowed awards and recipients be put in our newsletter. Motion was made and passed. Soror LaDonna Harris was recognized for these awards during her leadership as chapter president.

Ivy Educational Advancement and Charitable Foundation (IEACF) Scholarship Luncheon and Fashion show: Sorors Barbara Roberts, General Chairman and Erika Edmond, Co-Chairman of the Raffle Committee, announced that tickets were available for the Fashion Show and raffle. Verbal Report.

IEACF Scholarship Report: Soror Betty Merritte Williams, Committee Chairman, presented the report. The following scholarships were awarded: nine general, two ASCEND, one Historically Black Colleges & Universities, and three general undergraduates.

Think HBCU: Soror Pamela Etienne-Branch, Committee Chairman, presented the report. Soror Etienne-Branch informed the body that the month of March is "I Love My HBCU". Texas Southern University has been designated by the committee to receive donations and all sorors are encouraged to give. The following are the upcoming events for the committee: Pep Rally in September, a Forum in October and the chapter will sponsor a student to participate in a Fall HBCU Tour.

ASCEND: Soror Cherise Story, Committee Chairman, presented the report. The students participated in the following activities: skills enrichment including: M&M Breakout Sessions, STEM Activity, and were provided information for scholarships and internships. The following are the upcoming events: Four students will serve as delegates to the UNA Global Classroom event at the University of Houston Downtown campus on April 22, 2017; and students will visit the Houston Health Museum. The ASCEND Program was nominated by Soror Filecha Lucas for a GO! Grant. The funds will be utilized solely for ASCEND students and other programs coordinated with ASCEND.

Act of Green and Community Spaces: Sorors Dorothy Gabriel, Co-Chairman, Acts of Green Committee and Una Topps, Chairman, Environmental Spaces Committee presented the report. The sorors informed the body of the following collaborated upcoming events: March, 2017, environmental bookmarks that will be given to sorors at the March sorority meeting; April, 2017, sorors will plant shrubbery at Hartsfield Elementary; May, 2017, sorors will revitalize a playground area; June, 2017, sorors will plant an AKA tree at Emancipation Park on reopening day. Sorors were encouraged to use the hashtag #alphakappaomegagoesgreen.

Membership: Soror Wondy Weston, Committee Chairman, presented the report. Soror Weston made the following recommendation: The chapter retreat to be held on September 9, 2017. Motion passed. The undergraduate general membership application for Jessica Ventures, daughter of Soror Barbara McFarland, was not included on the March directorate agenda.

Unfinished Business: Sorors were given a shorter hashtag address for go green activities which is #akomegagoesgreen.

New Business: No new business.

Announcements: Soror Karen Aubrey provided the following announcements: Chapter financial cards, Manual of Standard Procedure and Constitution and By-Laws documents are available at the Finance table; MBA Association is hosting the 17th Annual Leadership Empowerment Scholarship Banquet and Soror Dawn Dubose is an honoree. The event will take place on Thursday, March 30, 2017, at the The Power Center, 12401 S. Post Oak Rd from 6:30 PM- 9:00 PM; National Pan Hellenic Council of Houston is hosting the following activities on April 28-30, 2017, during Greek Weekend: Happy Hour, Friday, April 28, 2017, Café 4212; community service project, Saturday, April 29, 2017, Bread of Life; and worship, Sunday, April 30, 2017, Harvest Time Church. Ladies Who Lunch Committee, Soror Rosa Rush, Chairman, will meet at the Olive Garden, from 12:45 PM until 3:00 PM, 2808 Smith Ranch Road, Pearland, Texas; Soror Carolene Goffney is available to assist with online committee registration for the 2018 Boule; Soror Douthulia Gardner is requesting chapter support for her re-election to the Smart Financial Credit Union Board of Directors. A membership fee of \$5.00 is required and your attendance at the annual meeting on April 6, 2017, Sheraton Brookhollow Hotel, 3000 North Loop, at 6:00 PM; An estate sale at the home of Soror Mercedes Terry, 3324 Rosedale, from 9:00 AM until 5:00 PM; Texas Southern University will host a Maroon and Gray Affair scholarship banquet, April 29, 2017, Marriott Marquis Hotel. Contact Sorors Tanya Allen Easter and Regina Carrington for details; For accurate attendance records, the chapter Grammateus reminded all sorors to sign in; 2018 Boule Decoration Committee Chairman and Co-Chairman requesting sorors to volunteer and assist with the 3,000 centerpieces needed; a shoe was found after the February sorority meeting; March Health Committee reminds sorors of the following activities: Sister's Network Walk, Saturday, April 8, 2017, 7:00 AM; and NAMI Impact Day, Saturday, April 8, 2017, 1:00 PM.

Open Mic: Other Announcements: Soror Darlene Johnson requested to receive all National Pan-Hellenic Council of Houston (NPHCH) packet donations; Soror Janice Warner reminded sorors that the 2017 Data forms are due on March 25, 2017; Soror Raaya Carrington requested a Fashion Show Hostess Committee meeting after sorority meeting; Soror Karen Grays, 2018 Boule Hospitality Chairman, requested sorors to volunteer for the committee; Soror Penn informed the body that Soror Michelyn Demaris Porter would be featured on Crossroads, Sunday, March 26, 2017, ABC, at 12:00 Noon; Soror Carolyn Jones informed the body that she received little response to the Punchbowl eviting the senior citizens to dine at Luby's on March 25, 2017, located at 288 and South MacGregor. Soror Jones will resend the evite.

Birthday Recognitions: Sorors Dawn Dubose and Lana Reece, recognized sorors celebrating March birthdays. The chapter serenaded these sorors by singing happy birthday.

Adjourn: Soror Penn adjourned the meeting at 1:50 PM.

Submitted By:



Helen J. Houston
2017 Grammateus



Marsha Penn
2017 Basileus

Please contact Soror Helen J. Houston via email at hjhouston@yahoo.com by April 12, 2017, with any suggested corrections.