



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™

New Jersey Alpha Zeta State Organization
Saturday January 9, 2016 Executive Board Meeting Minutes

Alpha Zeta State State President, Barbara Smith (Omicron), called the AZS Executive Board Meeting to order at 10:00 a.m. in the all-purpose room of the Sayen Elementary School in Hamilton, N.J.

Smith called on Alpha Zeta State Motivator, Babette Wise (Pi), to deliver the motivational thought of the day.

First Vice President, Carol Schwartz (Gamma) led the flag salute.

Smith instructed committee members and chapter presidents to meet in assigned rooms from 10:15 to 11:15 a.m.

All AZS chapter presidents and state officers were present.

A quorum being present, Smith reconvened the meeting for matters of business at 11:30 a.m.

Parliamentarian, Lori Daly (Omicron) reviewed the rules of the meeting, as per our Bylaws.

Recording Secretary, Susan Davis (Epsilon) presented the September 12, 2015 minutes that were distributed to the executive board electronically prior to the meeting. Having no corrections to the minutes, the September 12, 2015 meeting minutes were approved as dispersed and will be signed, dated and filed in the state archives.

Corresponding Secretary, Ingrid Williams (Nu) reported that 12 correspondence notes have been sent.

Treasurer Ellen Hahn (Beta) provided the treasurer's report. Checking account balance: \$27,900.24; Margaret Abel scholarship Fund: \$63,684.38; Designated Funds: \$56,234.80; CD account: \$26,660.04; capital One 360 Commercial Savings account: \$9,400.83; TD Bank Savings: \$20,217.19. Hearing no questions from the floor, the report will be filed.

President's Report - Barbara Smith (Omicron)

- Smith visited an AZS member who is recovering from a medical condition and kept in contact with another who is battling a tough fight through her medical condition. They both wanted the Alpha Zeta State members how much they appreciate the cards, calls, emails and good wishes you have sent through this difficult time they both face.
- Smith attended two (2) chapter meetings this fall and met with new prospective initiates from Beta and Omicron, which included the New Jersey State Teacher of the Year.

- Smith met with AZS committee chairs from the Rules and Bylaws, Yearbook, and Special Awards Committees. She participated in an electronic meeting of the Finance Committee to work on the 2016-2017 budget proposal.
- Smith announced that Saula Cutter and Jan Wilson have agreed to work on creating the convention booklet and Jan Wilson will take the lead of the AZS Committee for the Arts in the absence of Linda Adams.
- The special committee of the X & Ys was disbanded. The work of this committee will continue through the combined efforts of the Alpha Zeta State Membership and Expansion committees and the entire membership.
- The recognition of our AZS members on our website has expanded by the addition of the chapter listings of the awardees of Teacher of the Year, Governor's Teacher Recognition Award, County and State Teachers of the Year and other awards of recognition. Visit the website to view the outstanding accomplishments of our sisters.
- The webmaster has completed her data input for MailChimp.com and is ready to use this tool for electronic mailings to all state members. Smith asked members to contact Jan Paxton with any email address changes, to make sure the data remains updated.
- Smith will form an Ad Hoc committee with the charge of taking a comprehensive look at our communications and publishing procedures, and develop a streamlined and efficient method for accomplishing this. The areas of investigation will include: e-communications, publicity, sharing international correspondence, and important deadline dates, etc. Editing and publishing the convention booklet will also be discussed. Smith asked for volunteers to chair and or join this committee by February 1st.
- The announcement of the success of the first edition of the Collegial Exchange was made. AZS participants include Editor, Dr. Judy Merz, Editorial Board member, Dr. Nora Pollard, an article by Annabelle Boehm and a Personal Reflection/anecdote by Jan Wilson. The DKG website has posted the dates and information for future submissions to the Exchange.
- The US Forum/National Legislative Seminar will be held in Washington D.C., March 13-16, 2016. Visit www.usforumdkg.org for more information or contact Carmela DeMarco (Gamma) .
- Smith provided a list of "Dates to Remember" for the attending members to use for upcoming deadlines and to add important convention deadline dates to the list.

Standing Committee Reports

Membership - Dr. Pam Devine (Mu)

This morning, the Membership, Expansion, Initiation and X's and Y's (as their last task) met. These committees' working together has been very beneficial to the progress of the goals of Membership as outlined in the Strategic Action Plan (SAP). We had, combined, over twenty attendees.

Expansion Information – Pam Miller (Kappa)

- Reminded chapters that their spreadsheets were due and that she is still waiting on seven chapters. One chapter said that it was complete; however, she has not yet received it.
- Reminded chapters to use the information in this document to reach out to other, untapped districts. If you find that there are any districts in your region that do not have DKG members, this is where you should focus your recruiting efforts.

X & Y's Information – Jane Flanagan (Xi) and Kim Falcone (Lambda)

Any chapters that did an open house were asked to share their feedback with the committees. Several chapters shared that they did hold Open House Meetings and the feedback was all positive. Suggestions such as differentiating the sessions, so that prospective new members and veteran members could all have an opportunity to share the benefits of membership in DKG, were discussed.

Future Actions: Chapter Membership Chairs will:

- Utilize the information provided by Expansion to solicit new members following the guidelines established.
- AZS Confirmation of Invitation to Membership form will be completed in Google by February 1st
- Prepare for the orientation and reorientation of members.

Finance Committee - Gail Griffin (Nu) A motion by the Finance Committee to accept the 2016-2017 Alpha Zeta State proposed budget was made. The motion was unanimously adopted.

Rules and Bylaws - Chair, Dr. Barbara Glazewski (Lambda) made a motion to revise the following articles of the AZS Bylaws.

Proposed Amendments to the Bylaws of Alpha Zeta State

Proposal # 1 – Article XI.D.1

Current wording:

The state's Dedicated Service Award may be given biennially, in even numbered years, to a member in Alpha Zeta State in recognition of distinguished service to the Society.

Proposed wording:

The state's Dedicated Service Award and the Rosebud Award may be given in alternate years to a member in Alpha Zeta State in recognition of distinguished service to the Society.

Rationale:

The AZS Bylaws should reflect the wishes of the membership as indicated in a state-wide survey in 2014 and endorsed by the Awards Committee to include an award for a member with 10 or fewer years of membership.

Proposal # 2 – Article XI.D.2

Current wording:

Rose Awards may be given annually in recognition of contributions by an actively employed member of each chapter.

Proposed wording:

Rose Awards may be given biennially in recognition of contributions by an actively employed member of each chapter.

Rationale:

The AZS Bylaws should reflect the wishes of the membership as indicated by a state-wide survey in 2014 and endorsed by the Awards Committee. Members prefer presenting Rose and Key Awards in alternating years.

Proposal # 3 – Article XI.D.3

Current wording:

Key Awards may be given annually in recognition of contributions by a retired member of each chapter.

Proposed wording:

Key Awards may be given biennially in recognition of contributions by a retired member of each chapter.

Rationale:

The AZS Bylaws should reflect the wishes of the membership as indicated in a state-wide survey in 2014 and endorsed by the Awards Committee. Members prefer presenting Rose and Key Awards in alternating years.

Proposal # 4 – D.4

Current Wording:

None

Proposed wording:

The President’s Award for Chapter Excellence may be given at the end of each state presidents biennium to chapters meeting the established criteria.

Rationale:

The 2013-2014 state executive board approved developing and awarding a President’s Award for Chapter Excellence in 2015. Criteria were developed and the award presented to qualifying chapters. The state awards co-chairs and committee recommend this award continue and, therefore, be included in the description of the state’s award structure.

After much discussion, the motion was adopted.

[Upon review of alpha Zeta State Bylaws, parliamentary procedures, and discussion with the Rules and Bylaws Committee Chairs, it was found that correct procedures were not followed for presenting the above motion. Therefore, the motion to revise the articles in the above motion is null and void.]

Dr. Barbara Glazewski moved to accept the following proposals submitted by the Finance Committee:

Article IX.A.1.j Society Business, Committees & Appointments

Current Wording:

Finance/Audit

Proposed Wording:

Finance

Rationale:

AZS Standing Rules uses the term “Finance Committee.” Only independent companies can perform/conduct an “audit.”

Article IX.B.3 Finances, Financial Controls

Current Wording:

The report of the annual audit shall be submitted for acceptance to the Executive Board at its first meeting of the year.

Proposed Wording:

The report of the annual review shall be submitted for acceptance to the Executive Board at its first meeting of the year.

Rationale:

Only independent companies can perform/conduct an “audit.”

Article IX.C.1.j and IX.C.1.j.3) Composition and Duties of Committees

Current Wording:

Finance/Audit – Appointed

3) The Finance/Audit Committee shall be responsible for the annual audit of the state’s financial records

Proposed Wording:

Finance – Appointed

3) The Finance Committee shall be responsible for the annual review of the state’s financial records

Rationale:

AZS Standing Rules uses the term “Finance Committee.”

Only independent companies can perform/conduct an “audit.”

The motion was defeated.

Newsletter/Communication - Dr. Margaret Niemiec (Rho)

The Newsletter committee would like to remind the Executive Committee, Committee Chairs, and Chapter Presidents of the Newsletter content and submittal schedule for 2015-2016.

The Winter 2016 issue of the AZS Newsletter will focus on the upcoming AZS Convention as well as other state business. Submission date is January 23, 2016. The Spring 2016 issue will focus on professional news from all chapters, information from the executive committee and individual committees as well as reports from the AZS Convention. Submission date is April 30, 2016.

Instructions for submitting copy and the Newsletter schedule for 2015-2017 has been sent by electronic copy to all chapter presidents and is posted on the AZS website. The DKG News style sheet has been posted as well. We would like to thank Jan Paxton for her prompt posting of the newsletter. We would like to thank Jane Tallmudge for mailing the hard copies of the newsletter.

Convention - Mary Jean DiRoberto (Rho), Jan Paxton (Alpha), Susan Davis (Epsilon)

- Chapter responsibilities for the 2016 convention were reviewed and clarified.
- Menus were discussed and will be finalized shortly.
- Agenda tri-folds will not be published this year since all pertinent convention information can be found in the Convention Directory. This will be cost effective.
- AV requests should include the need for tables and chairs.
- Banner carrier information will be posted on the website. Please adhere to directions and deadlines.
- All information concerning convention will be posted on the State website. Please send Jan Paxton any information you want posted.

Program Planning - Carol Schwartz (Gamma)

The Committee reviewed the final workshops for our 2016 convention. Mu, Theta, Epsilon and Rho will be our facilitators for the 2016 convention. Sandra Smith Bull, Executive Director of Delta Kappa Gamma Society International, will be our international guest for the 2016 Convention. Chapter Presidents will be sent the responsibilities for facilitators/presiders. Contact information is due

February 15th to Carol Schwartz. The program committee members have also been asked to volunteer for any extra that may be needed for program assistance during the convention.

- **Educational Excellence** - CTAUN Conference will be held on January 22, 2016 at the United Nations in New York. The topic for the conference will be “Stewardship for the Sustainable World: Education in SDG” and is based on the seventeen Sustainable Development Goals (SDGs).

Necrology - Ruth Mooney (Gamma)

The chair reported that eight Delta Kappa Gamma New Jersey sisters have died since February 2015. They are: Gamma Chapter – Reba Burcher, Constance Hunt, and Joyce Palumbo; Zeta Chapter – Carolyn M. Campbell, and Florence Bak-Kernaghan; Epsilon – E. Lucille Whitmire; Xi – Patricia Carmen and Judith Gibson. These sisters will be honored at the State Convention in April. An email was sent to all Necrology chairs with a copy to Chapter Presidents regarding the due dates for completing Necrology tasks.

Necrology chairs are reminded that the Delta Kappa Gamma Necrology Chapter 2015 Annual Report – Form 2 is due by February 1, 2016. All chapters must complete this form whether or not you had a deceased sister.

Tributes and a 5 x 7 photo are due to me no later than March 1, 2016.

Future Action: Submit Form 6 – Death of a Member immediately upon learning of the death of a sister with a copy sent to the State Necrology chair.

Those chapters who have lost a sister should be working on the tribute – due no later than March 1, 2016.

Submit Delta Kappa Gamma Necrology Chapter 2015 Annual Report – Form 2 by February 1, 2016.

Expansion - Pam Miller (Kappa)

At a combined meeting of Membership, Expansion and X&Y, an update to the status of the 2015 Expansion Project was given by Pam Miller. To date, 11 Chapters have returned completed spreadsheets. Copies of all Chapter spreadsheets can be found on the AZS web site under “Committee Information”, “Expansion Committee”. Those Chapters that have completed their spreadsheets should now use that data to determine districts/schools/buildings where AZS does not have a presence. A list of all school districts, by county, can be found on the AZS web site under “Expansion”. Chapter Expansion Chairs should use the collected data to determine which buildings they have a presence and to target buildings to establish a presence.

Chapters that have not completed their spreadsheet were encouraged to do so and send a copy to Pam Miller/Expansion.

Scholarship –Faith Steinfort (Eta)

The chair reported that there are eleven candidates. Award materials were distributed and discussed: Application, Criteria, and Rating scale.

Materials will be emailed to the chapters. Rating scales are due back to me (email or regular mail) by Feb. 15.

Encouraged attendees to find someone from the chapter who would be willing to review the materials from the candidates: resumes, essays, professional and personal letters of recommendation; and complete the rating scale. It’s critical we have a representative decision from the state.

Future Actions: Evaluation of candidates’ materials; completion of rating scale; selection of winner; revision of application form

Initiations- Carol Boehm (Lambda), Angela Castaneda (Gamma), Amy Weinstein (Gamma)

At the January Alpha Zeta State meeting the Initiation co-chairs met with Chapter representatives to talk about the initiation ceremony, provide information that should be conveyed to the initiates, and emphasize the necessity of meeting the February 1st deadline. We requested each chapter initiate 2 members at minimum, as per our objectives this biennium. We are also looking to make small additions to the ceremony to add a warm and welcoming feeling for our initiates. These touches include possible ribbons for initiates and a more organized set-up prior to the ceremony.

Future Actions: In February, a letter will be sent to all initiates welcoming them to Delta Kappa Gamma and providing them with the information for convention. Chapter presidents will also be provided email copies of the information sent to the initiates.

The 2016 Alpha Zeta State Initiation will begin promptly at 6 pm on Saturday evening April 9, 2016. State officers, initiates and their escorts will meet at 5:30 to line up. The committee has changed the way initiates stood during the ceremony so the audience could have a better view, allowing them to be in the center at the conclusion. As each initiates' name is called, they will proceed around the room, as in previous years, to sign the chapter red book, and to receive their certificate and red rose.

Strategic Action Plan – Dr. Nora Pollard (Lambda)

- Chapter presidents should review their SAP as they prepare their statements for the AZS convention booklet.
- Accomplished goals should be moved to an appendix at the end, as in the State SAP.
- During transition, out-going and in-coming chapter presidents should work together to update and develop the chapter's next SAP.
- Updated chapter Strategic Action Plans are to be sent to the State SAP between June 1 – August 30, 2016.

Future Action: Continue the Strategic Action Plan as an ad-hoc committee.

New Business: None

Announcements

- Smith thanked the social committee.
- All members should consider attending the DKG International Convention, Nashville, Tennessee.
- The next state meeting will be held on April 9, 2016, Somerset Doubletree, Somerset, NJ.

Adjournment

With no further business, the meeting was adjourned at 1:15 p.m.

Respectfully submitted,
Susan Davis (Epsilon)
AZS Recording Secretary

Approved April 9, 2016