



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™

New Jersey Alpha Zeta State Organization
Saturday September 10, 2016

Alpha Zeta 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.

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

Treasurer, Ellen Hahn (Beta), led the flag salute.

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

President Smith reconvened the meeting for matters of business at 11:30 a.m.

Parliamentarian, Lori Daly (Omicron) was absent. Peggy Madison (Sigma) substituted for Lori and reviewed the rules of order as per our Bylaws.

A quorum being present, the meeting was called to order.

Recording Secretary, Susan Davis (Epsilon) – The minutes for the January 9, 2016 Executive Board Meeting were approved at the 2016 convention general meeting. They were signed and will be placed in the archives.

The Corresponding Secretary Ingrid Williams (Nu) – read received and sent notes.

Treasurer Ellen Hahn (Beta) - provided the treasurer's report. Checking account balance: \$18,102.41; Margaret Abel Scholarship Fund :\$63,646.37; designated Funds : 56,383.55; CD Account: \$26,896.01; Capitoal One 360 Commercial Savings: \$5,909.44; TD Bank Savings: \$23,578.10. Hearing no questions from the floor, the report will be filed.

President's Report - Barbara Smith (Omicron)

President's Report – September 10, 2016 Executive Board Meeting

Twenty-two Alpha Zeta State members attended the July 5-9, 2016 International Convention in Nashville, Tennessee. The Jersey Girl Dinner was held at the local Rainforest Café.

The state photographer, Michele Contala, was seen everywhere, snapping photos and posting them up on The DKG Big Screen. Jan Paxton has posted many of the convention photos on the AZS webpage. Everyone who attended was thanked.

The Northeast Regional Conference, where our new AZS officers will receive their official training and many other great workshop sessions will be offered to all members, will be held July 12-14, 2017, in Windsor, Ontario, Canada.

Our new DKG International President is Carolyn Pittman. Carolyn's biennial theme is, "Leading Women Educators Impacting Education Worldwide."

Carmela DeMarco was also elected at the convention, as The Delta Kappa Gamma United States Forum Chair. Claire Swanson was appointed by President Carolyn to The Delta Kappa Gamma Membership Committee. Carmela and Claire will continue to work with the other outstanding New Jersey leaders who are serving at the international level: Dr. Nora Pollard, a Member of the Editorial Board, Dr. Judith Merz, a Liaison for the Communications and Publicity Committee, a Member of the Editorial Board and the Editor of *The Bulletin*.

Alpha Zeta State chapter presidents have been working diligently, since their biennium began, appointing committee chairs, submitting the revised Yearbook information, planning programs with their executive team, and other activities. They were thanked and offered any support they need as they continue in their leadership roles for their chapters.

The executive committee met in August to discuss:

- the Alpha Zeta State Strategic Plan and schedule a date in October to complete the state plan, using the new format of the DKG Strategic Plan;
- to review some of the proposed Bylaws and Standing Rule changes being presented this upcoming year;
- to discuss the need for an Alpha Zeta State camera and projector, for Alpha Zeta State use only, which the committee was in favor of;
- to review and edit forms that will be sent to all state committee chairs this year to assess the committee they are currently chairing, and a second form, to use when writing their biennium reports for the 2017 convention program;
- the committee discussed the very disappointing decision that was made by Tau, accepted by the executive board by electronic vote, to dissolve Tau Chapter, and how we could help members find a new chapter to transfer into;
- discussed the need to have an ad hoc committee to review and revise the communications/circulation committee in our Bylaws due to the ever changing technology used for publicity and other electronic communications used in our Society today.

President Smith appointed an ad hoc committee for Communications and Publicity chaired by Jan Paxton. The committee members include, Carol Schwartz, Claire Swanson, Dr. Margaret Niemiec, Dr. Pam Albert Devine, and Jessi Oliano.

Description of the ad hoc committee's responsibilities are:

1. To investigate the communication and publicity needs of the AZS Organization,
2. To establish the responsibilities of a new communication and publicity committee that will address all areas of communication and publicity, and define the roles of the committee and the committee chairs
3. To draft the language for a comprehensive communication and publicity standing committee proposal for AZS, incorporating the AZS Bylaws and Standing Rules, the DKG Constitution and ISR, the DKG

Guidelines for Chapter Communications and Publicity Committee Chairs and any other necessary resources the committee needs to accomplish their charges.

Sigma President Susan Yoder and member Sky McClain, sent a news article, published in the Burlington Times, about a Sigma chapter project Sky led for the chapter. It is posted online at www.dkgnj.org for you to appreciate. This was a great example of publicizing the work of her chapter.

Our Alpha Zeta State Historian and Archives chair, Kathy Froriep, sent an update on the state archives at Georgian Court University:

- The AZS Archive boxes were moved to Mercy Hall. They are locked in the lower level, safe and secure. Mercy Hall is a new and modern building.
- She is **not** able to get to them, to unpack them, until later in September, because the facilities department is tied up with other university initiatives.

Kathy found this paragraph, in a report, at the archives to share with the Executive Board:

“Chapters should keep their own archives rather than placing them at GCU. However, each chapter has a drawer in the metal filing cabinets. They may keep "significant" material in the drawer, that is material which has relevance to the state. This is not to include the president's books (the large scrapbooks) as there isn't sufficient room. Materials which do not relate to the State should be kept with individual chapters.”

From a June 2011 Archives Ad Hoc Committee Report

President Smith and Kathy discussed having each chapter store a copy of their Chapter Charter in the Georgian Court University archives, as soon as we have access to the files. Kathy will be bringing any chapter yearbooks that have been stored in the archives to our January 7th meeting to return to chapters.

Committee Standing Reports (complete committee reports are attached as reference)

Membership - Dr. Pam Devine (Mu) Membership and Expansion Committees met together. The committees are encouraging chapters to identify schools/districts for new members and to follow the DKG Membership Plan in each chapter.

Rules and Bylaws – Co-Chairs, Dr. Barbara Glazewski (Lambda)/Irene Maskaly (Iota) The Rules & By-Laws committee met with Chapter Chairs/Representatives to discuss the proposals to be sent out to chapters for their input responding back to Co-Chairs Barbara Glazewski and Irene Maskaly no later than November 15th, in preparation for the January meeting, presentation and voting. Bylaws amendments and subsequent Standing Rule changes are being prepared for presentation to the membership in the Winter AZS Newsletter and ultimately brought to convention for a vote.

Newsletter/Communication - Dr. Margaret Niemiec (Rho) The deadline dates for submission were outlined. Dates are posted on the AZS web page.

Convention - Mary Jean DiRoberto (Rho), Jan Paxton (Alpha), Susan Davis (Epsilon) Evaluations from 2016 Convention were discussed. Arrangements and information about the 2017 convention were given to the committee. Chapter responsibilities for this year were reviewed.

Nominations - Roxanne Adinolfi (Sigma)

- Chapter presidents must notify the state chairs of names for 2016-2018 representatives as soon as possible.

- Chapter Committee Representatives & Contact Information was updated and logged
- Chair reviewed chapter chair duties Section D State Bylaws
- Reviewed the updated **Form for Nominations**
- Deadline for submissions September 30th
- Confidentiality was discussed
- Recommendations were discussed to be fair and transparent to all chapters. All chapters should be provided the same information. Photographs are essential for each nominee

Finance Committee – Gail Griffin (Nu) – The committee met August 8, 2016 to review the finances. The report was presented and reported to be in order. The possible purchase of a projector and camera for AZS use from the Permanent Fund or President’s Discretionary Fund was discussed and the committee was in favor of the purchases. The committee made a recommendation to add a new column to the Discretionary Fund chart. The Finance Committee chair made a motion, “It is moved that a special fund, to be titled *Anniversaries/Celebrations*, be established by the executive board.” The vote was unanimous and the motion was adopted.

The committee is reaching out to the chapter committee chairs and state committee chairs for budget recommendations for the next budget formulation.

Necrology - Ruth Mooney (Gamma) The committee reviewed the responsibilities of the chapter necrology position. Chapters were reminded about the importance of filing DKG Form 6 and the Biographical Form. The committee is planning to post a directory of our deceased sisters on our AZS Web page.

Program Planning & EEC- Carol Schwartz (Gamma)

The chairs discussed chapter responsibilities and society purposes.

A list of suggested book titles book titles will be emailed to chapter program planning chairs and presidents so each chapter can choose two titles they would like for the AZS Convention book discussions. This must be completed by October 15th.

Convention Program Recommendation forms were presented to the committee. Programs were selected for breakout sessions for our 2017 Convention.

Scholarship/Stipends –Jean Jaeger(Alpha), JoAnne Applegate(Zeta), Faith Steinfort (Eta) The committee reviewed criteria and deadlines for awards and scholarships and the duties for the chapter committee chairs. Applications were explained to new chapter chairs. Michele Contala (Lambda) was awarded a one thousand dollars (\$1000) stipend for her Vets Project with her after school club. Michele spoke of her Vet’s project.

Additional Committee Reports:

Strategic Action Plan Ad-Hoc Committee - Nora Pollard (Lambda) The committee met several times this summer. 15 chapters have submitted their chapter plans for review.

Announcements

- The yearbook has been distributed to chapter presidents and yearbook chairs. The Yearbook chair will review the format of each chapter's yearbook and update each one for future publications so we can be a bit more standardized as far as formatting goes.
- CTAUN is January 27, 2017.

- The next AZS Executive Board Meeting will be held on January 7, 2017.

Adjournment

With no further business, the meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Susan Davis (Epsilon)
AZS Recording Secretary