



MEETING MINUTES

OBJECTIVE:	To review monthly regional call information, October financials, hear committee progress		
MEETING TYPE:	Executive Board	DATE:	11-04-2018
START TIME:	3:38pm	END TIME:	5:10pm
FACILITATOR:	Jasmyn Madison	NOTETAKER:	Amala Waldon
LOCATION:	Intel Corporation 4100 Sara Rd. Rio Rancho, NM 87124	# FOR QUORUM (25%)	5
ATTENDEES(12):	Theresa Carson, Geraldyn Fuller-Dehoney, Ramona Dillard, Jasmyn Madison, Dionne Rodgers, Vicki Scott, Sonya Smith, Brenda Steele, Farnicia Trotter, Olivia Underwood, Khayyan Wafer, Amala Waldon		

AGENDA ITEMS	PRESENTER	AGENDA ITEMS	PRESENTER
1. Call to Order	Jasmyn Madison	8. International Awareness & Involvement	Jasmyn Madison
2. President's Report	Jasmyn Madison	9. Physical & Mental Health	Olivia Underwood
3. Budget & Finance-Financial Secretary Report	Amala Waldon	10. Arts & Letters	Vicki Scott
4. Budget & Finance-Treasurer's Report	Dionne Rodgers	11. Ways & Means	Amala Waldon
5. Internal Audit	Brenda Steele	12. Political Awareness & Involvement	Brenda Steele
6. Membership Services	Ramona Dillard	13. Founders Day	Amala Waldon
7. Economic Development	Theresa Carson	14. Announcements	?

RECOMMENDATIONS

1.	Update draft MOU with the NMBHM Organizing Committee to reflect goal of 175 tickets to be
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Submitted by:		Date approved:	
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	sold by Albuquerque Alumnae. Currently states 500 tickets. Last year chapter sold 164 tickets.
2.	Approve the recommended size and price increase for storage unit. It will be inside and climate controlled to accommodate robes and other properties. Price increase will be \$1 dollar more than current rate of \$73.

	PREVIOUS ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1.	Setup PayPal for Masquerade Ball.	Dionne Rodgers	Completed
2.	Add events to the calendar: 3/2/19- Feeding the homeless at Word of Life Ministries Adopt-A-Highway 9/21/18- Delta Movie Night, Nappily Ever After	Sonya Smith	9/14/18
3.	Schedule meetings with Budget and Finance to review findings from quarterly audits.	Victoria Jackson	Completed 11/3/18
4.	Schedule Risk Management (Suggested 9/30 at 4:00pm). Find out how long background checks take.	Jeri Fuller-Dehoney	Completed 10/7/18
5.	Have the bank analyze our accounts to see if there is a better way to set them up.	Dionne Rodgers	Q2 B&F Meeting
6.	Political Awareness and Involvement to update final numbers for voter registration.	Kirsten Ray	Completed 11/4/18
8.	Ways and Means needs to recommend Masquerade ticket money collection date.	Sonya Smith	Completed 11/1/18
9.	B&F to hand off Q1 books to IA	Dionne Rodgers, Victoria Jackson	Completed 10/13/18
10.	All committee chairs and officers should transition to chapter emails for official chapter business	All Chairs, Officers	11/1/18
11.	Have the bank analyze our accounts to see if there is a better way to set them up.	Dionne Rodgers	Q2 B&F Meeting

	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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1.	Update electronic check register per IA recommendation	Dionne Rodgers	11/18/18
2.	IAI committee to follow up with Theresa Carson to find population of students with which to work for DREF grant.	Shakeba Weathers Raudia Sallee	12/31/18
3.	Update MOU with NMBHM Organizing Committee to reduce target ticket sales to 175	Vicki Scott Jasmyn Madison	
4.	Create a quarterly package of chapter information and community highlights to be mailed to those sorors that are not tech savvy.	Chrisandra Henderson	11/30/18

NOTES & OTHER INFO

Our chapter service area is the city of Albuquerque; UNM is the service area of Eta Iota. With the exception of Popejoy Hall (Arts & Letters) and Truman Health Services (IAI), no partnerships or collaborations should be formed on campus.

We will form an ad hoc committee to begin compiling information for the National Heritage and Archives national award application.

New Political Awareness and Involvement Chair needed; the current chair will step down December 31, 2018.

Ways and Means will be accepting final ticket sales money and auction items at Tomasita Elementary 6:00 pm, 11/8/28.

240 voter registration applications completed during the partnership with other D9 organizations.

Khayyan Wafer was appointed Custodian of Properties.

Amala Waldon was appointed Founders Day Chair. Planning to begin immediately following the Masquerade.