



MEETING MINUTES

OBJECTIVE:	March Budget and Finance Reports, Committee progress		
MEETING TYPE:	Executive Board	DATE:	April 9, 2019
START TIME:	3:40 pm	END TIME:	5:15 pm
FACILITATOR:	Sonya Smith	NOTETAKER:	Kirsten Ray
LOCATION:	Intel Corporation 4100 Sara Rd. Rio Rancho, NM 87124	# FOR QUORUM (25%)	5
ATTENDEES (8):	Geraldne Fuller-Dehoney, Jane K. Gates, Dionne Rodgers, Raudia Sallee, Vicki Scott, Sonya Smith, Brenda Steele, Khayyan Wafer, Amala Waldon, Shakeba Weathers		

AGENDA ITEMS	PRESENTER	AGENDA ITEMS	PRESENTER
1. President's Report	Sonya Smith	8. Membership Services	Brenda Steele
2. Review March action items	Sonya Smith	9. Arts & Letters	Vicki Scott
3. Budget & Finance Financial Secretary	Amala Waldon	10. Economic Development	Sonya Smith
4. Budget & Finance - Treasurer	Dionne Rodgers	11. Educational Development	Jasmyn Madison
5. Internal Audit- Q2 Findings	Not presented - No Audit Committee members present.	12. International Awareness & Involvement	Shakeba Weathers, Raudia Sallee
6. Policies & Procedures	Sonya Smith	13. Delta Emergency Response Team	Jane K. Gates

RECOMMENDATIONS

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Submitted by:		Date approved:	
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PREVIOUS ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
1.	All committee chairs and officers should transition to chapter emails for official chapter business- still waiting on Ramona, Victoria	All Chairs, Officers	11/1/2018
2.	Create a quarterly package of chapter information and community highlights to be mailed to those sorors that are not tech savvy.	Chrisandra Henderson	12/31/2018 No status
3.	Ask whether the chapter will get credit for tickets sold online for Cotton Club.	Vicki Scott	12/10/2018 Moot
4.	Final draft of Membership Directory	Ramona Dillard	3/10/ 2019 Still working on it
5.	Political Awareness and Involvement to follow-up with Jay C. Block, Sandoval County commissioner who wants to see how we can work together.	Kirsten Ray	By March EB Meeting Updated to By June EB Meeting

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
1.	D.E.R.T. Committee to make recommendation on the storing and maintenance of soror's emergency information (physical cards and digital spreadsheet).	Jane K. Gates	By May EB Meeting
2.	Check on updating the chapter Policies & Procedures to include the D.E.R.T..	Sonya Smith	By May EB Meeting

Notes:

Arts & Letters

Soror Scott read with her report a letter she received from the Cotton Club organizers. The letter, which was addressed to President Madison and the chapter, had not been previously seen by President Madison and was not part of Soror Scott's submitted report.