



MEETING MINUTES

OBJECTIVE:	March Budget and Finance Reports, Committee progress		
MEETING TYPE:	Executive Board	DATE:	May 5, 2019
START TIME:	3:36 pm	END TIME:	5:16 pm
FACILITATOR:	Jasmyn Madison	NOTETAKER:	Kirsten Ray
LOCATION:	Intel Corporation 4100 Sara Rd. Rio Rancho, NM 87124	# FOR QUORUM (25%)	5
ATTENDEES (13):	Theresa Carson, Geraldyn Fuller-Dehoney, Ramona Dillard, Chrisandra Henderson, Kirsten Ray, Dionne Rodgers, Sonya Smith, Brenda Steele, Farnicia Trotter, Olivia Underwood, Khayyan Wafer, Amala Waldon, Shakeba Weathers		

AGENDA ITEMS	PRESENTER	AGENDA ITEMS	PRESENTER
1. President's Report	Jasmyn Madison	7. Membership Services	Ramona Dillard
2. Review March action items	Jasmyn Madison	8. Community Services	Brenda Steele
3. Budget & Finance Financial Secretary	Amala Waldon	9. International Awareness & Involvement	Shakeba Weathers
4. Budget & Finance - Treasurer	Dionne Rodgers	10. Economic Development	Theresa Carson
5. Internal Audit- Q2 Findings	Not presented - No Audit Committee members present.	11. Delta Emergency Response Team	Sonya Smith
6. Policies & Procedures	Sonya Smith	12. Founders Day	Amala Waldon

RECOMMENDATIONS

1.	The executive board recommends the chapter accept the budget presented by the Budget and Finance Committee.
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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 (chaplain), Victoria	All Chairs, Officers	By June EB Meeting
2.	Create a quarterly package of chapter information and community highlights to be mailed to those sorors that are not tech savvy.	Chrisaundra Henderson	By June Chapter Meeting
3.	Final draft of Membership Directory	Ramona Dillard	By June Chapter Meeting
4.	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 June EB Meeting
5.	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 June EB Meeting
6.	Check on updating the chapter Policies & Procedures to include the D.E.R.T.	Sonya Smith	By May EB Meeting Done

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
1.	Follow-up with D.E.R.T. chair about the showing of the active shooter video during chapter meeting.	Jasmyn Madison, Sonya Smith, Jane K. Gates	By June Chapter Meeting

Notes:

Treasurer's Report

Budget & Finance committee made a recommended budget with recommended cuts on almost all line items. The executive board unanimously agreed to the recommended budget.

Membership Services

Sorors who become members of the chapter after the member directory is finalized and distributed will be added directly to the electronic version and an addendum will be printed for the physical copies.

Delta Emergency Response Team

Recommendations for viewing the active shooter video

- Show the video before or after the chapter meeting instead of during the chapter meeting.
- Have a professional present who can talk about the video.

Physical and Mental Health - Announcement

Because it is Mental Health Month, the committee will provide information on mental health and how to recognize the symptoms of depression and bipolar. Self-survey will be available related to mental health. Soror Riddle-Price to provide analysis of self-survey results in counseling sessions.