 **Executive Board Minutes**

 April 25, 2020 1:00-3:00 Electronic Meeting

**Call to Order:** President Susan Fritts (Alpha Sigma Kitsap) called the meeting to order at 1:00 pm. WSO was one of the first states in DKG to cancel, based on the spread of COVID 19 in our state. Susan explained that we waited for the Governor Inslee’s decree of social distancing. The committee decided to cancel the convention based on all the information they had at the time. Article 12 Section E indicates that we can have electronic communication if we need to, so opted for this for our society business.

**Protocol: Parliamentarian Barbara Clausen** (Chi Cowlitz) Barb reviewed the protocol for the Zoom meeting including muting while not talking. She also discussed the importance of reducing background noise and how to address the group while not causing overlapping talk on the technology.

**Roll Call: Secretary Jessica Tufts** (Beta Upsilon Coulee Dam) called the roll and 26 of the 31 chapters were represented as well as the six voting members of the executive committee. A quorum was present.

**Briefed Minutes from September 28, 2019 Fall Executive Board: Secretary Jessica Tufts** read the minutes, and they were filed as read.

**Correspondence: Secretary Jessica Tufts** (Beta Upsilon Coulee Dam) shared that an email had been received from International President Cathy Daugherty regarding the upcoming International Convention. Members were encouraged to look at the state website to read the email and watch the video.

**Affirmation of Executive Committee:** **Past Pres. Sherri Wagemann** (Eta Spokane) **It was moved, seconded and passed that DKG Washington State Organization begin the 2021-2026 Strategic Planning Process be authorized to begin. (This affirms the Executive Committee’s decision)**

**Reports Requiring Action:**

* **Treasurer’s Report: State Treasurer Patricia Russell** (Beta Sigma Seattle)
	+ All the financial actions from July 1 2019 to current are recorded and the current balance in checking: $32, 159.09
	+ Available fund reserve: $23,144.56 (fund that should hold one year’s worth of expenses ($60K). Money will be transferred in on June 30, 2020 to help reach that goal.
	+ Total assets: $106,896.62
	+ Clarified that those who want to donate money for scholarships that would normally be collected at state convention, use the form on the WSO website. Member wishing to contribute can mail that form with the check to Pat. There is also a Rachel Royston form to send with a check to Carol Linscott for those that want to contribute to that fund.
	+ Vouchers for refunding Rainbow lodge have begun to circulate and those affected should expect the refund by mid-May.
* **Finance Committee Report: Finance Chair Nancy Guthrie** (Alpha Tacoma) discussed the Proposed Budget 2020-2021. Pat explained:
* Strategic Planning does not have a budgeted amount due to the time frame that it was create it. The plan is to track the amount of money used and use extra monies to cover it this year. Next year there will be a line item for this. (Much of the work will be done electronically.)

**Nancy Guthrie (Alpha Tacoma): It was moved, seconded, and passed to approve the 2020-2021 budget.**

Travel Fund: **Nancy Guthrie (Alpha Tacoma), Finance Chair, moved due to the cancellation of the WSO State Convention and the elimination of the State Store, that the State Treasure be authorized to re-allocate $550 to the Travel Fund so that if leaders apply by June 1, they may receive some supplement to cover their expenses. Main motion carried as amended below.**

Pat R and Barb Clausen explained that this fund is defined in our bylaws as an international travel fund. “Leaders” is defined in the governing documents as those who are officers or have a designated duty in international business with a point system to be considered for reimbursement. The idea of re-allocating unused area liaison monies from this year to add money to this fund as well was shared. Pat Russell explained that the $550 was decided based on the average amount of money lost through the cancelling of the state store. The treasurer did not feel this pertinent as the lost money will be replaced by the above stated motion.

 **Amendment to the motion: Moved by Barbara Clausen (Chi Cowlitz) and seconded by Nancy Guthrie (Alpha to read “…cancellation of the *2020* WSO State Convention and ~~the elimination of~~ the State Store…”. Motion carried.**

* **Executive Secretary Report: Executive Sec. Paula Nichols** (Alpha Psi Walla Walla)
	+ 2021 Fall Board Motion: **Teri King (Iota- Mason & Thurston Counties) and seconded by Charlene Shae (Mu Vancouver) moved to approve the 2021 Washington State Organization Fall Executive Board meetings to be held at Yakima Red Lion on October 2-3, 2021 (Saturday/Sunday). Motion carried.**

Reminder: Fall Board 2021 will be held on Saturday/Sunday and Fall Board 2020 will be held on Friday/Saturday. The decision was made when members wanted to encourage teachers to participate on a Saturday and not after teaching.

* + 2022 State Convention Motion: **Teri King (Iota- Mason & Thurston Counties) and seconded by Charlene Shea (Mu) moved to approve the 2022 Washington State Convention to be held at the Hotel Red Lion Olympia, May 13-15 (Friday/Saturday/Sunday). Motion carried.**
	+ Paula explained that we are going back to Olympia in Red Lion in 2022. We decided to cancel the State Convention after Governor Inslee decreed the smaller gathering size and social distancing of six feet or more. In part of the negotiations with Red Lion, it was agreed that we would stay in Olympia in 2022. The 2023 State Convention will be on the East side. Due to the hotel themselves having to cancel this year because they could not meet the guidelines, we have no financial obligation to them, except to have the 2022 convention there.
	+ Presidents need to fill out the Form 110 from the International website that states who the chapter officers are. This needs to be given to Paula by August 15 for the state directory. This form needs to be sent by all chapters to Paula, Susan, and International. Paula still needs the geographical name of some chapters. Send to her ASAP if you haven’t already.
	+ Next year, Area IV will partner with Area X to host the State Convention 2021.
	+ State directories are sent via email to chapter presidents, area liaisons, committee chairs, and anyone else that requests an electronic one. Anyone can order a paper copy on Fall Board registration. If members are not going to Fall Board but want a paper copy, have someone in your chapter that is going know and they can order for you. Cost will be on the registration form. (If Fall Board is cancelled, there will be an option for mailing.)
	+ August 15 is the deadline for the State Directory-Area Liaisons need to let Paula know of the date of Area Workshops. While it is unknown if there will be workshops next year because of COVID 19, dates still need to be provided in the event that the workshops can take place. Virtual workshops can be an option if the current situation persists.
	+ Request an Office Depot card from previous president or contact Paula Nichols for a replacement.
	+ Email Paula if you are going to International with your email address and cell phone number.
	+ Cancellation of Rainbow Lodge Leadership Retreat, June 23-25, 2020.

This has been completely cancelled with no financial obligation. The 2022 dates are still set and planned for at the same location. Laurie Fisher (Kappa King) reported: the topics were literacy, leisure, and leadership. Laurie is hopeful to have this same retreat in the future.

She was thanked for the committee’s efforts.

* **Nominations Committee: Nominations Chair Joy Lauderbaugh** (Kappa King) nominations:
* Executive Secretary: **It was moved that Sherri Wagemann (Eta Spokane) be elected as Executive Secretary for the Washington State Organization. (This is a four-year term--July 1, 2021-June 30, 2015).** With no nominations from the floor**, the motion carried.**
* Rachel Royston: **It was moved to nominate Dr. Charlene Shea (Mu Vancouver) for the Rachel Royston Permanent Scholarship Fund Board of Trustees.** With no nominations from the floor**, the motion carried.**
* Nominations Committee: It was moved to nominate **Liz Friedrich for the Nominations Committee.** With no nominations from the floor**, the motion carried.**
* **Dissolution: Immediate Past President Sherri Wagemann** (Eta Spokane)
	+ Alpha Pi (Olympia): It was **moved by Sherri Wagemann (Eta- Spokane) and seconded by Susan Fritts (Alpha Sigma- Kitsap) that WSO accept Alpha Pi- Olympia Chapter’s request for dissolution, with regret.** The letter of dissolution request was read to the board. They have completed all the dissolution requirements. Iota has reached out to encourage members to join their chapter. At this point, no one has expressed interest to them. **Motion carried.**

**Unfinished Business: President Susan Fritts** (Alpha Sigma Kitsap)

* **Cancelled state convention workshops: First VP Pat Bennett-Forman** (Alpha Sigma Kitsap) reported about the different sessions that were to be offered at the cancelled State convention. Many of the speakers have agreed to present next fall or spring assuming their schedules allow. Gratitude was extended to presidents and others that helped to procure speakers and presenters. The work put into State Convention 2020 will be applied to 2021.
* **US Forum: Past President Sherri Wagemann** (Eta Spokane) reported that the NLS is held in March bi-annually to bring interested members together to discuss legislative issues. Social security, pensions, human trafficking, hate crime, MMIW, mental health, etc. were to be on the agenda this year. Pat Bennet-Foreman was going to be on a panel representing WSO and had provided templates and support for the NLS in Washington. Congress was in recess so they were going to meet with support staff. 78 registrants, 6 WSO members, were to attend, but it was cancelled. The printed papers that were to be given were mailed to those that were to attend. There may be podcasts, etc. shared. Sherri encourages all to attend in the future. Int. Administrative Board will be meeting in May to decide whether to cancel the International convention. If it is cancelled, there will be no US Forum elections. Should this happen, the current committee will continue into the next biennium.
* **Convention reports, minutes of Executive Board and newsletter will be available online.**
* **Events not held at convention may be done at Fall Board (Celebration of Life, etc.).**
* **The state Achievement Award will hopefully be awarded at Fall Board.**

**New Business: President Susan Fritts** (Alpha Sigma Kitsap)

* **Chapter Officer transition w/o electronic voting included in chapter rules**: **Parliamentarian Barb Clausen** (Chi Cowlitz) instructed chapters to look at your chapter rules to see if electronic voting is permitted. If it does, the chapter can hold the meeting online. One person would receive the votes and tally them through email. If it is not in the chapter rules, current officers should carry over into fall. Then have nominations and elections. You can also have members call individually with their vote if electronic means are not available to all members.
* **Rachel Royston Permanent Scholarship Foundation**: **Chair Marcia Perkins** (Eta Spokane) Welcome Dr. Charlene Shea as the newly elected member of the RRPSF Board of Trustees.

Washboard website has helped to make the scholarship more accessible to applicants and made it easier for the RRPSF committee. Five scholarships were awarded this year. They will be publicly honored at Fall Board. There is currently $1,161,000 in the fund. The fund lost $43,000 in the recent stock market drops. The board does not plan to alter their budget at this time. She called for more support from the chapters and members as this situation of COVID 19 happens. They are a 501c so it is tax deductible. Donations can be mailed to Carol Linscott. Make sure to include the form for donations from the WSO website.

**Announcements**

* **Dues Collection Dates: State Treasurer Pat Russell** (Beta Sigma Seattle)
	+ Dues are due June 30. International sent out an email stating that since there are no meetings, you are encouraged to collect via Mail. International will be extending grace. Normally, Sept 30 all dues are due and Oct 1 is when they will drop members. They will be looking at that date based on the COVID 19.
	+ Active members are $81 plus chapter collections. Reserve is $36 plus chapter collections. These prices are posed on the WSO website.
	+ There are 2 forms online. One is for members to request help paying dues confidentially and one to give help confidentially for those that feel inclined.
* **Status of the International Convention on July 9-11, 2020 Philadelphia, PA**

We will know in May and will send out emails once we know to let all members aware of decisions made. There may be an option for a “virtual convention”. Check the international website regularly for updated information.

* **Fall Executive Board Yakima dates: Sept. 25-26, 2020:** This is Friday/Saturday. If the

pandemic continues into July, that would be the date we would be cancelling. The hotel has new protocols for cleaning with different supplies, cleaning common touch spots every hour, etc.

* **Spring Convention Olympia dates: April 30-May 1, 2021**
* **Motion: Nancy Sauer (Psi) and seconded by Barb Clausen (Chi Cowlitz) moved that the unused portion of the Area Liaison money be re-allocated to the Travel Fund for the 2020 International Convention. Motion carried.**

Pat R explained that we would not know the amount until June 30. As long as we were able to notify those that apply for the money that it would not be mailed until July, this could work. It is important to note that those that want to apply for the money must be applied for by June 1.

**Adjournment of Executive Board at 3:03 pm**