



*Delta Sigma Theta Sorority, Inc.*  
*Saginaw Alumnae Chapter*

*Committee Meeting Agenda/Minutes*

Committee Name/Chair: Executive Committee/Karen Lawrence-Webster

Meeting Date: Saturday, October 26, 2019

Time: 9:30 a.m.

Location: Conference Call

Invitees: Executive Committee Members and the Chapter Parliamentarian

Agenda/Minutes

- I. Attendees: Sorors Peters, Ellison, Ingram, Moses-Johnson, Osborne and Smith (Soror Tatum had training in Traverse City)
- II. Identify Chair and Secretary for Meeting: Lawrence-Webster and Lawrence-Webster
- III. Review prior meeting minutes
- IV. Cease and Desist letter dated October 23, 2019
  - a. Review the 3 violations
    - i. Example: having an oath and wearing a ribbon (we will get further clarity)
    - ii. Using funds for other chapter operations (not accurate and will be clarified)
    - iii. We acknowledge that Delta daughters received financial awards
  - b. Review next steps
    - i. Finance Committee – scheduled to meet on Monday at 7:30 p.m.
    - ii. Policies and Procedures – send to chapter and remit to Soror Blackwell tonight
    - iii. Delta GEM Committee – scheduled to meet on Sunday at 7:00 p.m.
    - iv. DID workshops (appoint a DID coordinator to assist with hospitality)
    - v. Risk Management Training – scheduled for November 1, 2019
- V. Code of Conduct and/or chapter policies and procedures violations – getting on the same page
  - a. Immediate remittance of external communications to Chapter President and/or Chapter Corresponding Secretary
    - i. Example: if an external communication is received, don't take time to create an opinion prior to remitting to the President and/or Corresponding Secretary
  - b. Discussing sensitive chapter business and/or concerns in a public facility that is not private
    - i. Example: if sensitive information will be discussed, it should be behind closed doors and if it wasn't the intent for the discussion to become loud and controversial, immediately bring the concern of privacy to the members
  - c. Dereliction of Duty – not seeking help in a timely manner and causing a violation of a policy and procedure or a violation of other chapter documents
- VI. For the Good of the Order
  - a. Concern that DID workshops only require a quorum of the chapter to be in attendance
  - b. We will have a membership intake vote at the November meeting
  - c. The October Financial Workshop will be in November
- VII. Adjournment – 10:35 a.m.