



## *Delta Sigma Theta Sorority, Inc.*

### *Saginaw Alumnae Chapter*

#### *Committee Meeting Agenda/Minutes*

Committee Name/Chair: Finance Committee, Soror Gina Osborne

Meeting Date: Monday, October 28, 2019

Time: 7:30 PM – 8:30 PM

Location: Conference Call Topic: Chapter Youth Groups

Invitees: President Lawrence-Webster and Sorors Lisa Ingram, Deborah Williams, Gwen Bowman and Bev Harge

Optional Invitee: Soror Tracy Floyd

#### Agenda

- I. Attendees
- II. Identify Chair and Secretary for Meeting
- III. Prayer
- IV. Delta GEMS Committee Meeting Financial Recommendations – Soror President Lawrence-Webster
- V. National Fiscal Procedures for Youth Groups
- VI. Recommendation: Youth Groups Bank Account & Receipts – Soror Osborne
- VII. For the Good of the Order
- VIII. Closing Prayer

#### Committee Amended Minutes

Call started 7:35pm. Members present: Soror Gina Osborne-chair, Soror Lawrence-Webster-President, Soror Bowman, Ingram, Harge.

Prayer led by Soror Bowman.

1. Delta GEMS Committee request as read by Soror Osborne: 'The Delta GEM committee is requesting that the remaining funds in the Del Sprite account be reserved for Delta GEM. A budget is forthcoming.
2. Soror questioned how there are funds remaining if all were to be refunded to former Del Sprite parents? Soror Lawrence-Webster explained it was the directive of the Rehab plan to make the reimbursements as a result of Soror Hill's investigation to refund all 2019-2020 dues and any promised awards for 2019-2020. Current Delta GEMS book balance is \$3389.17, Certificate of Deposit balance \$1,041.32. The chapter voted in 2018 to not give financial award until senior year. All prior years, the Del Sprites received their awards annually.
3. There are currently no Delta GEMS.
4. National Fiscal Procedures for Youth Groups. Soror Gina referred to pg. 33 of Risk Management manual. Updated financial handbook will be available at chapter meeting. TABLE discussion on Fiscal procedures for Youth Groups.
5. Committee Recommendation: All remaining funds in the Del Sprite account be moved to the chapter's operating account.
6. All Del Sprite BLANK receipts are to be destroyed.
7. All Del Sprite UNUSED checks will be destroyed after it is confirmed all payments/refunds have been received and checks cleared.
8. Good of the Order: Financial Strategic Workshop in November. Soror Gina shared the outcome of some of the fundraisers in 2018-19. Some did not net a profit or very minimal. What is the method of ensuring chapter is aware of dollars raised and attendees? The chairs and committees work hard with disappointing results. Part of the discussion at the strategic planning meeting will be on knowing our market, is it time to increase dues vs. fundraising.
9. The chapter is responsible for covering the cost of DID trainers. Soror Lawrence-Webster will let Soror Gina know the amount, estimated amount \$1,500.
10. Third Wednesday will be ongoing date of Finance Committee meetings.
11. Recommended MOTIONS
  - a. I move that all remaining funds from the Del Sprite Youth Group after all refunds and awards have been paid, be transferred to the chapter's operating account.
  - b. I move to close the Del Sprite bank account, previously referred to as Del Sprite account, after all ex-Del Sprite liabilities are settled and funds transferred to the chapter's operating account.
12. Meeting was adjourned at 8:38 pm with prayer from Soror Bowman.

Meeting Secretary,  
Soror Beverly Harge

Karen L. Lawrence-Webster – Chapter President – P. O. Box 2062 – Saginaw, Michigan. 48605