



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

*Committee Meeting Agenda/Minutes*

Committee Name/Chair: READING Program/Soror Barbara Jones

Meeting Date: January 7, 2020

Time: 5:00 p.m.

Location: First Ward Community Center

Invitees: Chapter President Karen L. Lawrence-Webster, Sorors Georgia Barkley, Melleretha Moses-Johnson, Gina Osborne, Beverly Harge, and Lera Aikin

Agenda/Minutes

- I. Attendees: Sorors Georgia Barkley, Melleretha Moses-Johnson, Gina Osborne, Beverly Harge, and Lera Aikin
- II. Identify Chair and Secretary for Meeting: Soror Barbara Jones and Soror Barbara Jones
- III. Use Risk Management Manual/Develop READING Manual
  - a. 3.2 Volunteers page 8-9  
Reviewed the content from manual and began word on development
- IV. Develop READING Manual
  - a. Review risk management
  - b. Develop volunteer descriptions
  - c. How students are selected
  - d. Meeting frequency
  - e. Other operational procedures

Developed outline and incorporated content that pertained to the READING Program. Did include Headings based on risk management criteria and information submitted by Chapter President:

- |                              |                       |
|------------------------------|-----------------------|
| 1. Description               | 7. Measure of Success |
| 2. Place                     | 8. Benefits           |
| 3. Maximum                   | 9. Committee Chair    |
| 4. Selection of Participants | 10. Committee Member  |
| 5. Qualifications            | 11. Volunteers        |
| 6. Time Commitment           | 12. First Ward Staff  |

Soror Barbara Jones will take information and compile into a format for the manual.

Meeting Adjourned at (time): 6:00 p.m.

Motion (s): I move