

Chi State Area III
DELTA KAPPA GAMMA

Promoting professional and personal growth for members and excellence in education

August 9, 2008 Nordstroms

- I. CALL TO ORDER: 9:30 by Diana Sawin, Area III Director
- a. Welcome Introduction: Chapter Presidents, Treasurers, Guests
 - b. Attending The announced number was 28 – only 24 signin's
 - c. Sign-in's as follows (difficult to read handwriting):

Allison, Sydney	Zeta Zeta	Treasurer
Baco, Joanne	Epsilon Omega	Co-President
Boyle, Carolyn	Zeta Mu	Treasurer
Boyle, Pat	Zeta Mu	Guest
Campbell, Jen	Alpha Omega	President
Carlson, Carol	Chi State	Finance Chairman
Coldwater, Barbara	Zeta Phi	Treasurer
Doyne, Pat	Delta Gamma	Co-President
Gubiotti, Lenn	Zeta Mu	President
Johnson, Sherry	Delta Gamma	Co-President
King, Kit	Zeta Zeta	President
Krane, Roseann	Zeta Zeta	Area III Treasurer
Loretta Erlin	Alpha Iota	Treasurer
Mallet, Mary	Epsilon Omega	Treasurer
Marciel, Doris	Epsilon Omega	Guest
O'Toole, Olithia	Theta Psi	Co-President
Player, Patricia	Delta Delta	Treasurer
Reid, Marilyn	Zeta Beta	Co-President
Robinson, Joanne	Zeta Phi	President
Salinero, Susan	Theta Psi	Treasurer
Sangalli, Lauri	Delta Zeta	Co-President
Sawin, Diana	Zeta Zeta	Area III Director
Shaeprach, Susanne	Delta Zeta	Co-President
Sitterfield, Kim	Beta Nu	President
Ward, Marilyn	Zeta Beta	Co-President
Young, Pam	Theta Psi	Co-President

- II. MINUTES: Diana Sawin for Bobby Mortensen
- a. Reviewed Minutes of May 17 - accepted as corrected.

- III. TREASURER'S REPORT: Roseann Krane
- a. The checking account has a balance of: \$ 2020.92

IV. DELTA KAPPA GAMMA AREA III NEW BUSINESS

- a. Carol Carlson, Chi State Finance Chairman
 - i. E-Filing information for Chapter Presidents and Treasurers
 - ii. Carol stated:
 - a. You must have two signatures on bank checks to be covered by our state fidelity insurance even though the bank only requires one signature.
 - b. Your chapter bylaws should just say “chapter assessment” and not state an amount for dues.
 - c. The dues increase passed at the International Convention in Chicago after much discussion. They explained the money goes for many helpful projects and not communications.
 - d. Presidents must be sure to support the treasurers and follow the timeline as stated on page 2 of the Treasurer’s hand book.
 - e. Please refer to page 4 of the Treasurer’s handbook for fees.
 - f. Our liability insurance provides for \$1,000,000.00 of coverage on everyone. If you need proof of insurance, you must contact the Chi State office and request it. The coverage includes all activities and guests as well as members. If a need arises for help, you contact the insurance carrier. A copy of the form is on page 23 of the treasurer’s handbook.
 - g. The annual report of chapter treasurers is found on page 12 of the Treasurer’s handbook and is form number 15.
 - h. Form 18 is the report of dues and fees and comes to the treasurers preprinted with members’ names and ID numbers. The treasurers receive only two copies each year.
 - i. Carol then took the treasurers to a separate meeting room to review the filing of the annual IRS Form 990-N. The treasurers were given an instruction booklet.
- b. Diana Sawin - President’s Packets
 - i. Diana passed out the Chi State Directory printed in blue and stated:
 - 1. Page 7 has the Area III listings
 - 2. Be sure to look at the new Area III web site. It will be updated with all the information you need.
 - 3. Look at page 17 to find the Chi State leadership team.
 - 4. Please send copies of your newsletters and directory to her.
 - 5. When Presidents are at the Area III meeting, please utilize the file system picking up items from the portable file and inserting what items are needed.
 - 6. Discussed October 18 Area Conference
 - a. It was decided to include bio’s of the award winners and all presidents must send them to Diana
 - b. It was reminded that labels are due to Diana NOW
 - c. Chapters may email the conference invitation to members – Diana sent this to every chapter president

- d. Honorary members are designated by chapters who has contributed greatly to the chapter and their conference fee should be paid for by the chapter
- 7. Diana showed the presidents how to make a binder for all incoming hand outs
- 8. Diana reviewed what each chapter is doing for the conference
- 9. It was stated on the Arts Program that each person must be present to show their work.
- c. Doris Marciel talked about California Retired Teachers and asked everyone to join. She also talked about the current legislation in this regard.
- d. Flyers on Zeta Phi multi chapter meeting for March 10 were distributed and everyone was encouraged to attend.
- e. A raffle was held and two prizes awarded.
- f. The next meeting will be at Nordstrom's in the month of January 2009.
- g. The meeting was adjourned at 12 p.m.

Respectfully submitted by: Roseann Krane, Acting Secretary for Bobbie Mortensen