

Greater Houston Area Joint Founders Day Meeting Minutes- General Body

January 16, 2023

Hosted by Houston Alumnae Chapter

General Body Meeting called to Order at 6:42pm by Shelia Wheatly Clark—JFD Co Chair- HAC

- **Meditation:** Soror Berkley- Chaplain of HAC
- Soror Shelia Wheatly Clark reviewed virtual Housekeeping Rules

- **Roll Call**
 - **BAHA-** Tiffany Taylor-Lee President, Wykesha Hayes-Chair
 - **EHCLCA-** Alisha Norman-President, Michelle Neely -Chair
 - **HAC-** Karen Dourseau -President, Karen Woods Mason- Co Chair, Shelia Wheatly Clark- Co Chair
 - **HMAC-** Tracee Fletcher- President, Meredith Brown-Williams- Co Chair, Gayle Pierce-Co Chair
 - **KAAC-**Traci Malloy- President, Cynthia Allen-Chair
 - **NHCA-**Tricia Mayes Johnson- President, Cynthia Allen-Chair
 - **SHFBC-**Jackie Smith- President, Cassie Levy- Chair, LaTrenda Watcon-Co Chair
 - **Delta Gamma-** Zoria Goodley, President
 - **Rho Psi-** Jennie Johnson, Advisor
 - **Zeta Sigma-** Not Present

- Agenda presented with no objections. Adopted with flexibility and unanimous consent.
- Minutes was provided prior to meeting. No questions or corrections was stated. Minutes were adopted as documented.
- Breakout rooms were opened for 20 minutes. Presiding Chair, Soror Wheatly-Clark directed Sub Committee Chairs to return with reports for action items only.
 - Soror Natalie Johnson of SHFBC, requested that each chapter report their Public Service agency. Soror Wheatly-Clark confirmed that this would be reported out during announcements.

- **Breakout/Committee Reporting**
 - **Decorations- Nicole Townsend (NHCA) was recognized by Presiding Chair and reported:**
 - 90% of task are completed with exception of pipe and drapes and florals.
 - Reported that after visiting the site(GRB) the committee voted to not have the ice sculpture due to the size. Reported that it was too small for the space and would be underwhelming.
 - Asked if monies could be used to rent U-Haul to transport items to GRB instead of using 5 vehicles and having to pay for parking. Cost of U-Haul budget request- \$173.90 to include Friday pick-up and Saturday return rental, gas, and parking cost.
 - Expressed that \$5000 budget was used, the additional cost would have to come out of her pocket but in learning that a line item for the ice sculpture existed she presented a motion. Moved to ask that \$500 for ice sculpture be moved to decorations budget to be used as committee sees fit.
 - Soror Wheatly Clark asked for clarification about budget line item.

- Soror Cassie Levy was recognized by chair and stated the \$500 was listed under miscellaneous contributions and clarified that in the past the sculpture was not considered small and confirmed that she would support the U Haul rental. She deferred to Soror Tiffany Taylor Lee as President of BAHA, chapter overseeing finance to address line item inquiry.
- Soror Karen Dourseau was recognized and directed Soror Townsend to make a motion for more funds and then we would proceed with discussions. Explained that decorations could not make a motion for additional or miscellaneous funds to be used for U-Haul. A separate motion would be required.
- Soror Tiffany Taylor was recognized and offered the clarification. She stated that the additional \$500 was added to budget after administrative discussion took place but before budget was presented. It was accidentally left off so the ice sculpture was listed as a decorations committee line item.
- Soror Cynthia Allen was recognized and asked for clarification. She confirmed that if the \$500 was added to the decorations budget, then the motion was not necessary. She wanted to confirm her understanding.
- Soror Veronica Bowdry finance chair was recognized and confirmed that the ice sculpture was a separate line item
- Soror Tricia Mayes- was recognized and commented they are 2 separate things and if decorations needed additional funds they needed to request that separately. Soror Mayes also noted that it was within the rights of the decorations committee to choose not to purchase the ice sculpture.
- Soror Tomiko Meeks Henderson (BAHA) was recognized and asked what the additional cost would be to get a larger ice sculpture?
- Soror Tiffany Taylor Lee was recognized and clarified that the ice sculpture was a separate line item, but it was a second line item for decorations. It's their money but it was being called out because it was an addition to what they requested.
- Soror Karen Dourseau - was recognized and affirmed that it was still a motion that needed to be addressed because the administrative committee voted for the ice sculpture, and we needed to take a vote to allow the funds to now be used as the decorations committee sees fit.
- Soror Townsend- Moved to not use the \$500 for the ice sculpture and be allowed to use the \$500 for the U-haul and as committee sees fit.
- Soror Wheatley-Clark restated her interpretation of the motion. Motion received a SECOND by Soror Tracee Fletcher, President HMAAC
- Chair called for questions: Soror Natalie Johnson inquired if we had money to cover the additional cost of a larger ice sculpture and money to cover the \$173.90 for the U-Haul. Soror Nicole Townsend (NHCA) stated the committee had not priced a larger sculpture.
- Soror Jenkins was recognized and questioned the phrasing of the motion by the presiding Chair. Chair used the word "transfer of funds" and Soror Jenkins questioned if that was indeed the motion stated by Soror Townsend. Presiding Chair stated if the tenor of her statement changed the motion, it could be restated.
- Soror Tracee Fletcher was recognized and expressed that she thought the \$500 ice sculpture was donated and if so, there would not be additional funds.

- Soror Karen Dourseau was recognized and confirmed that the funds were not a donation, and that the administrative committee had a discussion and determined that the funds could be allocated from the JFD budget and that we earmarked funds specifically for the ice sculpture.
 - Soror Nicole Townsend amended her original motion (restated). She moved to not use the \$500 for the ice sculpture and instead to use funds as committee sees fit.
 - Soror Fletcher- confirmed that it was the same motion and offered a second. The second was acknowledged by the Presiding Chair.
 - No additional discussions. Vote was taken 13-affirmatives and 1 Opposed. Motion Passed.
- **Entertainment- Chair Cynthia Allen was recognized by Presiding Chair and reported:**
 - 1 more choir rehearsal will be held on January 30 at Lilly Grove Missionary Baptist Church at 7034 Tierwester St, Houston, TX 77021 at 6:45-8:30pm
 - Director requested Sorors wear Delta Attire for picture
- **Evaluations- no report or action items shared**
- **Historian- no report or action items shared**
- **Hostess/ERT- Sarah Hymes (Sub Committee Chair) was recognized by Presiding Chair and reported:**
 - Asked if Sorors needed to verify membership for rededication the morning of, how would that happen?
 - Soror Levy was recognized and stated if they have not been verified, they can't attend.
 - Soror Wheatly Clark responded that we have always left it to the honor system.
 - Soror Wheatly asked about ERT and Soror Hymes confirmed that they have been working with Soror Dr. Elgin and everything is in place.
 - Soror Neely asked if there is any reason we would not have access to red zone?
 - Soror Wheatly Clark questioned the efficiency of such process. She asked how would be facilitated at this point? She reiterated that we would have to go on the honor system.
 - Soror Levy stated that this should be deferred back to the administrative committee.
 - No further discussion was had.
- **Program- LaToya Ricketts was recognized by Presiding Chair and reported:**
 - A meeting would be scheduled for a practice run through via zoom.
 - Program is ready to be printed.
 - She also stated that she needed names of regional, state and national officers to be submitted by close of business 1/17/2024 to either Soror Ricketts or Soror Malloy of Katy.
- **Protocol- Gayle Pierce was recognized by Presiding Chair and reported:**
 - Met with rededication and protocol tonight during breakout. Next in person dress rehearsal would take place on January 30, 2024 at the collective. Details were emailed to the committee.
 - Informed that an additional rehearsal was discussed to be possibly held on Friday 2/2/24 the night before JFD. An email will be sent prior to with details should the additional rehearsal take place.
 - Confirmed that they needed to get with site to discuss refreshments for rededication holding room.

- **Public Relations- no report or action items shared.**
- **Public Service- Chair did not present report, however, the following was recognized for question(s):**
 - Soror Michelle Neely Wilson was recognized and asked if it had been stated that NHAC and East is hosting their presentation would happen on 1/20/24 at Family Time. Everyone was welcomed.
 - Soror Wheatly Clark confirmed that these Public Service Updates would happen during announcements but stated that “as chair we are also asking chapters to send pictures to founders@dsthoustonalumnae.org
- **Site/ Technology: Soror Michelle Neely Wilson was recognized by chair and reported:**
 - The initial \$30,000 deposit for brunch food was paid
 - Refreshments and fruit for speakers’ green room, as well as for Chairs and Presidents and Special Guest, will be available upon arrival.
 - Soror Neely shared a picture of the anticipated table setting and confirmed meal. Spinach Swiss cheese and turkey bacon frittata, herb roasted sweet potato hash, caramelized onions/veggies. For Vegetarian plate there would be crepe with Just Eggs and Peppers, Vegan toast with fruit and pastries would be laid on table.
 - Facility will be opened at 4pm for decorations on Friday night. Holding room will be available for decorations committee. Five passes will be available for docking area.
 - Technology and AV will be set up. Sound check with choir will be set up on Friday.
 - Registration will start at 8am
 - Programs will take place in general assembly room, and then we will move over to the room that the program will take place in. There will not be a 1 hour wait for Sorors as experienced in the past. The room will be ready for seating and processional.
 - She is asking hostess to be in the room as well to be at dedication to guide Sorors. Plating will start at 10:30am
 - Links sent to chairs for hotel block at Hilton. Room block cost is \$209.00 with service fees and tax.
 - Soror Karen Woods Mason was recognized and asked about the hall where rededication will take place; to help Delta Dears enter at closest point.
 - Soror Michelle Neely-Wilson explained that there will be walking and asked that we all set expectations for such. Sorors would have access to escalator and elevator.
 - Parking is \$38 for self-park and \$68 for valet.
 - Soror Shelia Wheatly Clark advised that there are parking lots for less (\$30) further back and they can visit GRB website for more information.
 - Soror LaToya Ricketts was recognized asked for clarification about Program start time. Soror Neely-Wilson asked that we encouraged Sorors to arrive at 8:45am so as to not delay. In previous years, Sorors were arriving between 9-9:15. She wanted to reinforce the importance of time.
 - Soror LaTrenda Watson asked what time will the room for Program be opened and more importantly will it remain close so that all Sorors and guest will be able to enter at the same time and not before Rededication is opened? Soror Neely Wilson- confirmed yes.

- Soror Neely Wilson, requested a confirmed number of vegetarian meals by tomorrow 1/17/2024 at 3pm. Information will be sent to caterer on 1/18/24 as detailed in contract.
- Soror Hymes was recognized to confirm support of Delta Dears by designated hostess will be available and armbands will be used to identify Sorors. Paid Sorors attending brunch will be neon red, and armband for Sorors only attending Rededication will be yellow. Sorors will work in shifts and will be available to assist in both locations (Rededication and Program).
- Soror Tricia Mayes recognized to reiterate that it is a vegan meal not vegetarian. Michelle Neely-Wilson responded that she was asked to use the term vegetarian because the food is not being prepped in an area with no other meat. While it is a Vegan meal the carter is asking that we refer to it as vegetarian.
- Soror Cassie Levy was recognized and stated all chapters should have turned their list in to BAHA with their final numbers and vegetarian counts so it may be easier to get that information from them versus going back to all chapters for final count.
- Soror Shelia Jenkins was recognized and asked if hostess chair could confirm that we would be checking in one time for both events. Soror Hymes clarified that we will only have 1 check in that will be located in front of the Grand ballroom in front of Brunch.
- Soror Karen Dourseau was recognized asked for clarification about the National, Regional, State appointees. We only want a list with names of those attending. Soror Ricketts confirmed that we only needed a list of those appointed.
- **Speaker: no report or action items shared**
- **Finance:** Soror Bowdry was recognized and reported via shared screen the following:
 - As of today total funds collected is \$67, 135; total expenditures paid out \$43, 573; pending expenditures in the amount of \$39, 535.60; after expenses we have \$23, 562 in the bank;
 - We owe a balance of \$23, 585.35 to carter.
 - We have \$40, 240 in transit and hope to have that by the end of the week.
 - Action Item: Soror Neely-Wilson will ask for a 7-day extension for the carter.
 - We owe \$14, 793.43 to AV services and \$900 to ambulance company.
 - Two vouchers were received from hostess committee in the amounts of \$87.67 and \$169.75
 - To date we have only received a list of paid Sorors from Katy
 - Remaining Tickets not sold: SHFB 39; Katy 42; and East 7. Tickets should be turned in for BAHA to manage redistribution.
 - Soror Cassie Levy was recognized and recapped for those in attendance. Stated a little over 1300 tickets close to \$1400. Asked for clarification about the list referred to in report. Soror Bowdry confirmed that it was a list of paid Sorors to be used for registration. The list would then be shared with hostess.
 - Soror Neely-Wilson was recognized and inquired about a contingency plan in the event we do not receive and extension. Referred to bold print of contract?
 - Soror Mayes-Johnson recommended that it is a discussion for the admin team, as we set the date. She also stated that the admin team would discuss the plan for extra tickets and communicate that plan out.

- Soror Natalie Johnson was also inquired about the link Soror Bowdry referred to regarding the link for extra tickets.
 - Soror Shelia Wheatly confirmed that the discussion would take place in admin
 - Soror Tiffany Taylor Lee was recognized and questioned the value of list being sent to BAHA and then BAHA sending to other committee (Site, and Hostess); given that every chapter is managing their own registration. The chair confirmed that this discussion would proceed in admin meeting.
- **Old Business-** no hands raised or report given.
 - **New Business-** no hands raised or report given.
 - **Announcements-**
 - Soror Cynthia Allen recognized and stated that North Harris and East would be going to “Family Time” but they are going to the actual Shelter called “THE DOOR”. They would be going this Saturday at 11am at 806 Wilson Road, in Humble, TX. All are invited to come and donate shoes.
 - Soror Natalie Johnson recognized and reported that SHFB chapter would be doing service project with FB Women’s Center on 1/20/24 from 8:30-11:30am in Richmond, TX.
 - Soror Ricketts was recognized and asked where should photos from service project be sent? Soror Shelia Wheatly provided the following email- founders@dsthoustonalumnae.org
 - Soror Ricketts reported that Katy completed their Service Project this past Saturday at Clothed By Mouth.
 - Soror LaTrenda Watson was recognized and reminded everyone to complete the surveys after Rededication and Program. Advised that all opinions are wanted, and the link will be closed on February 13, 2024.
 - Soror Trisha Mayes was recognized and asked if Chairs, Co-Chairs and Presidents could hang on after the meeting to address pressing action items.
 - **Next JFD Meeting to be held February 20, 2024 at 6:30pm**
 - **Meeting Adjourned without objections.**

Minutes Prepared by Wykesha Hayes-BAHA using recording from HAC