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Description automatically generated**Greater Houston Area Chapters of Delta Sigma Theta Sorority, Inc**

**Joint Founders Day Committee**

**General Body** **Meeting Minutes**

**November 19, 2024**

Hosted by: Katy Area Alumnae Chapter, Traci Malloy, President/ LaToya G. Ricketts, Chair.

Meeting was Call to Order by LaToya Ricketts, KAAC Chair at 8:30pm.

Meditation provided by Teri Simmons, KAAC.

Virtual Housekeeping was provided.

**Chapter Roll Call**

**Bay Area Houston Alumnae**

* Tiffany Taylor Lee – President
* Wykesha Hayes – Chair

**East Harris Chambers Liberty County Alumnae Chapter**

* Alisha Norman – President
* Misha Judge – Chair
* Adrian Stephens – Co-Chair

**Katy Area Alumnae Chapter**

* Traci Malloy – President
* LaToya Ricketts - Chair

**Houston Alumnae Chapter**

* Karen Dourseau – President
* Karen Woods-Mason – Chair
* Sheila Wheatley-Clark – Co-Chair

**Houston Metropolitan Alumnae Chapter**

* Tracee Fletcher – President
* Meredith Brown Williams – Chair
* Gayle Pierce – Co-Chair

**North Harris County Alumnae Chapter**

* Tricia Mayes Johnson – President
* Rosalind Kiel – Chair
* Cynthia Allen – Co-Chair

**Suburban Houston Fort Bend Alumnae Chapter**

* DaLana Guess – President
* Shantell Brown – Chair
* Nikki Roseman – Co-Chair

**Delta Gamma**

* Renechia Robinson – Advisor

**Rho Psi**

* None present

**Zeta Sigma**

* None present

**ACCEPTANCE OF THE PREVIOUS GENERAL BODY MINUTES**

* Meredith Brown Williams, HMAC, moved for acceptance of the minutes, Gayle Peirce, HMCAC, 2nd motion.  14 in favor, motion carried.

**Subcommittee Reports**

**ERT**

* Soror Angela Jones, HAC, stated that ERT has met and establish recurring meeting 2nd Wednesday 6:30pm.  ERT Committee to coordinate with venue's first aid vendor regarding medical support. The ERT committee requests the budget be extended by $100 to account for the mask, more vests and sanitizers. The original request for the budget was $150. Sign-up Genius for ERT Volunteers will be sent to chapters. Comment Soror Norman regarding budget increase request. Comment by Soror Tricia Mayes, NHCAC, regarding budget requests being previously submitted. Comment by Wykesha Hayes, BAHA, regarding Safety concerns with Outter Box in chat, acknowledged and deleted by KAAC Tech Chair.

**Entertainment**

* Soror Corlice Mims, KAAC, reported they met and tonight was the 1st night of Choir Rehearsals 60 members signed up for Choir. Rehearsals at St. Johns 2222 Gray Street Houston, TX. Rehearsal dates and times were sent to chapters. Still accepting choir members. Spoken Word and the choir will be the entertainment this year’s program.

**Evaluations**

* Soror Evelyn Brown on behalf of Anitra Piper, HAC, the committee will meet on December 4th 6:30pm to field test the evaluation for implementation.

**Historian**

* Soror Tomiko Meeks Henderson, BAHA, reported that an email was sent out to all chapter requesting historian photos, the due date is December 6th. The next Subcommittee meeting will be Dec 9th 6:30pm via Zoom.

**Hostess**

* Soror Karen Woods Mason, HAC, reported that the Hostess Committee met to discuss Pros and Cons from prior years hostess experience. Assignment for all hostesses will be prearranged prior to day of JFD. Please check with Hostess Subcommittee Chairs for your assignment. Next Subcommittee meeting will be December 9th at 6:00pm.

**Program & Public Relations**

* Soror Meredith Brown - Williams, HMAC, report that each chapter was requested to submit a recommendation for a theme that was centered around sisterhood. There were 4 responses, and they will be selected for vote by the administrative team. Flyers will be submitted shortly; the delay was due to the Speaker verification. Each Chapter is asked to confirm the name/spelling of their Presidents, Chairs, Co-chairs and Subcommittee Chairs, and Charter members. Public relations reported that Proclamations will be requested in January 2025, for the February 8th program.

**Protocol & Rededication**

* Soror Nikki Roseman, SHFBAC, reported that the Subcommittee met, and the approved budget is $350. The attire was voted on by the host Chapters as purple, and Sorors are allowed to attend rededication even if they are not in the approved color. The Subcommittee will attend the site visit confirmed for December 4th, during which the Subcommittee will confirm all logistics and volunteer needs which include floor plans, the days room flow and the holding rooms. They'll also be aligned with the Hostess committee and historian. They will be using the Delta Sigma Theta Protocol and Traditions Manual to execute the approved procedures for development of the reserve, seating and signage which include seating for ADA, delta dears, the choir and VIPs, etc. They will also develop the dais lineup, VIP escort duties, training, and providing guidance for the rededication ceremony. Protocol Subcommittee have confirmed that we will have in attendance the regional representative, and past national President Paulette C. Walker. The subcommittee is still awaiting confirmation whether they're going to participate in rededication, and if they agree at that time a request for ceremonial stoles from National Headquarters will be made. Protocol Subcommittee will begin to submit forms for national dignitaries from the national website through the President's access. The next steps of the Protocol subcommittee are to confirm the volunteers and assignments to support the efforts of Protocol. Contact has been made with the Regional Secretary, to obtain a list of the regional dignitaries any national dignitaries. It is requested that chapters obtain their members who are national officers and provide to the Protocol Subcommittee to be reconciled with ticket purchases. Protocol Subcommittee will do a detailed list for the site visit as well as draft protocols, for run of show. Protocol Subcommittee will review the flyer, program and the video.
* **Discussion:**
  + Soror Jones, HAC, inquired regarding the reference to a site visit on Dec 4th.
  + Soror Mayes, NHCAC, indicated that details regarding the Site Visit will be addressed during the Site Subcommittee report.
  + Soror Cassie Levy, SHFBAC, addresses the general body regarding questions on the rationale of accommodation for Sorors planning to attend the rededication ceremony. She also inquired about the plan of the ERT and hostess subcommittees to address the possibility of Sorors who may not be able to attend the rededication ceremony due to capacity restrictions. Soror Levy also inquired about the possibility of moving rededication to the main room or have one room for the whole event, in case of possible capacity restrictions issues.

**Rededication**

* Soror Shantell Brown, SHFBAC, reported that the Subcommittee met, and the approved budget is $900. Rehearsals have started in person at St. John Missionary Baptist Church 2222 Gray Street Houston, TX. Next rehearsal/meeting is November 20th 6pm for Committee member and 6:30pm for participants. Alternate participants are available to fill in during rehearsals, however adjustments may be made by chapters for non-attendees. Regarding the ceremony, per the national guidelines for Founders Day considerations should be made if a national officer, regional representative, regional director, or past national officer does attend the ceremony. The Rededication Subcommittee will adhere to the guidelines and have discussions with officers regarding what role they would occupy in the ceremony and adjustment will be made accordingly.
* **Discussion:**
  + Karen Woods-Mason HAC responded to the question bySoror Levy indicating that the Admin Committee is aware of that situation and the jot form will include a question whether a Soror plan to attend rededication, this will ensure ahead count for individuals who purchased JFD tickets. If they plan to attend rededication. After the ticket cut-off date, the Admin Committee will address if there is an issue with capacity.
  + Soror Stephanie Collins, SHFBAC, thanked Hostess Committee for their intended plan for potential capacity concerns. She provided her recommendation and inquiry on why this year’s tickets will be sold for over 1,254, if we can’t accommodate more than 1,254 in one room. Her rational is that tickets need to be based on the 1,254. If the contract won’t allow any movement in the other room, then we should not oversell with what we are not able to accommodate. Her recommendation is that if we go back to come up with a ticket price, we need to consider only basing it on the 1,254.
  + Soror Karen Dourseau, HAC, providedperspective on what was discussed as an Admin committee regarding capacity in the space for Rededication at the George R. Brown. She indicated that section B is what we have that accommodates the 1254. The GRB will not allow us to expand a portion of each side A and B of that room we either use all or none. If we select the whole room that accommodates 3,500 this will add another $20,000 to the bill, because AV system is required. This option wasn't cost effective for the budget. Regarding the question on utilizing the banquet room, it can be used however the auditorium space is under contract with GRB and if we don’t use it will lose those funds. In addition, the issues with using the banquet room are that after rededication, because that room is set up for the banquet and water, and it may not be sanitary to use that space if Sorors are not sitting in the same seats. There was also an issue having to turn that room over from rededication. There are financial and fire hazard implications with making this change. The admin team is working diligently to ensure a feasible Joint Founders Day ticket cost.
  + Soror Cassie Levy, SHFBAC, provided a response and thanked Soror Dourseau for elaboration on the discussion and a sisterly response. She expressed her serious concerns with potential capacity issues and the role of the chairs on the administrative committee. She also thanked the Sorors for the work on JFD events.

**Public Service**

* Soror Maia Bean, BAHA, reported that the Subcomittee met with the executive leadership from the boys and Girls Club, and from Y.M.C.A. Our partners are aware of which location we’re going to adopt, and they will collect the needs of each club and will provide a contact person for the planning. Information to create service projects are forthcoming. The Subcomittee will also communicate with the public relations committees for flyer development and press release. The committee will meet two weeks from today and the meeting information will be sent via email.

**Site & Technology**

* Soror Rosalind Kiel, NHCAC, report that there will be a site visit with George R. Brown Convention Center on December 4th for all committees. The chairs allow 2 members may attend.
* The Technology Subcommittee reported the necessary items that they'll need for the event related to rededication and program such as the run of show for the program as well as some other technology items.
* Discussion:
  + Soror Angela Jones requested clarification on who can attend the site visit.
  + Soror Rosalind Kiel, NHCAC, responded that for the site visit the chair and 2 other members on the on that committee, each committee has 3 representatives. Time is tentatively for 1pm.
  + Soror Levy inquired on the 2 contracts in place and expressed her concerns about the capacity for a program and rededication.
  + Soror Rosalind Kiel, NHCAC, indicated that we have the venue contract, but we do not have a catering contract in place at this time.
  + Soror Stephanie Collins, SHFBAC, inquired regarding contracts and ticket pricing and expressed her concern that we are in November, and we don't have a ticket cost yet.
  + Soror Rosalind Kiel, NHCAC, responded that we are awaiting tickets sales to sign contracts and pay deposits.
  + Soror Tricia Mayes, NHCAC, responded that we would discuss the budget in this meeting under the Finance Subcommittee.
  + Soror Sheila Jenkins, SHFBAC, inquired regarding addressing the possibility of making changes to the contract with the venue to address the potential capacity issue. She advised that the advertisement should have language regarding limited seating for Rededication Ceremony. Soror Karen Dourseau stated that Admin Committee is doing their best to address this matter.
  + Soror Tracee Fletcher, HMAC, spoke on the comments from Soror Jenkins, SHFBAC, and reiterated that the Admin Committee discuss this last matter during the meeting last. It was recommended to make an announcement regarding seating capacity for Rededication be made to each chapter and information about attendance captured on the JFD registration Jot Form.
  + Soror Sheila Wheatley-Clark, HAC, mentions that prior year’s evaluation results indicated that Sorors did not recommend having JFD Rededication & program in the same room due to the wait for the turnaround in that room.

**Decorations**

* SororLaToya Ricketts, KAAC, reported that the Decorations Subcommittee met to discuss the décor of the banquet room, the hallway and holding rooms. The Subcommittee will be purchasing more permanent decor items to use for future use. This year there are 50 additional tables to decorate, and additional items will be purchased to cover those we have in stock. Decorations Subcommittee will be meeting with the Site Committee regarding the piping, draping setup and the table color choice and plans to attend the site visit. The Subcommittee has set up a GroupMe for committee members and request members that have not been added to contact the Chair. The Decorations Subcommittee will be creating 4 sets of table design to present.

**Speaker**

* Soror Adrian Stephens, EHCLCAC, reported that the past National President Paulette C. Walker has graciously accepted our invitation, and she is excited about speaking at Joint Founders Day. A questionnaire to make sure that we can collect her accommodation needs and requirements will be sent to her. Speaker Committee plans to book hotel and flight accommodations.

**Finance**

* Soror Alisha Norman, EHCLCAC, shared her screen and reported that the budget update. **Finance** Subcommittee have solidified a ticket price in the amount of $80 per ticket. Soror Norman displayed the total revenue which includes, 50 collegiate tickets at the cost of the food, which is $40, and 1,711 tickets at $80. She displayed the expenses for each of the committees, the total expenses, 0 us out at $138,880. The Finance Subcommittee have the ticket allotment for each chapter. Finance Subcommittee requested that all committee chairs to submit itemized budget requests to Soror Norman via email. All chapters to promote Joint Founders Day ticket sales after Christmas to reach 1,711 ticket goal. Finance Subcommittee report is paused to locate the allocations.
* **Discussion:**
* Soror Tracee Fletcher, HMAC, pointed out that the screen was reflecting the Chapter member numbers not the allocation number.
* Soror Levy, SHFBAC, inquired on the reason for the budget for Regional Representative at $800, was an invitation extended to her and is JFD budget covering the cost for her travel and/or room accommodation.
* Soror Alisha Norman, EHCLCAC, responded that we are picking up her tab for her room. Her travel, and she's coming from Austin so that the $800 included her hotel room. It also included her travel from to and from Austin.
* Soror Cassie Levy inquired if the Regional Director was invited as well.
* Soror Alisha Norman, EHCLCAC, responded that the Regional Director will not be attending.
* Soror DaLana Guess, SHFBAC, offered guidance regarding the calculation for the ticket allocations. The committee continued discussion regarding calculation for the ticket allocation.
* Soror Simona Dunn, SHFBAC, had a question for Finance Subcomittee and request clarify on the ticket price of $80 being determined without a Catering budget.
* Soror Alisha Norman, EHCLCAC, responded that this is a projection based off of our past with the George R. Brown Convention Center. She deferred the response to Soror Kiel, NHCAC, for the Site Subcommittee to add additional information. what we had last year is that accurate.
* Soror Rosalind Kiel, NHCAC, responded that we started with last year's cost with the caterer, also adding the inflation, the admin fees, and taxes to keep the per plate cost at around $30.
* A Question in the chat regarding will the allocation for undergrad chapters be adjusted for any current MIT process?
* Soror Tracee Fletcher, HMAC, responded that 50 tickets are allocated of the collegiate. There is only one chapter having membership intake. Once we receive those numbers from those collegiate chapters, and then allocations will be calculated in the same manner as alumnae chapter allocations.
* Soror Cassie Levy expressed concern about the late start of ticket sales and recommend the Admin Committee to consider opening this event to the public to accommodate chapters with MIT process and allow nonmembers to attend the event. She also indicated chapter may expect to get their seed money back. Se also inquired about the details of discounted room blocks.
* Soror Angela Jones, HAC have a question for Finance Subcomittee about the line item related to First Aid and the cost for the EMS vendor.
* Soror Alisha Norman, EHCLCAC, responded that it is an itemized bill that comes under Site Subcommittee.
* Soror Rosalind Kiel, NHCAC, responded that EMS Services is a requirement, and the preferred vendor is from GRB. EMS will work with the ERT Subcommittee.

**Finance (Report resume)**

* Tracee Fletcher, HMAC, shared her screen and provided the ticket allocations Bay Area Alumnae Chapter will receive 239; East Harris Chambers Liberty County Alumnae Chapter will receive 147, Houston Alumnae Chapter will receive 339, Houston Metropolitan Alumnae Chapter will receive 307; Katy Area Alumnae Chapter will receive 99, North Harris County Alumnae Chapter will receive 228; Suburban Houston Fort Bend Alumnae Chapter will receive 352; Total of 1,711 tickets; Collegiate has 50 tickets and there are 4 comp tickets.

**Discussion:**

* + - Sheila Jenkins, SHFBAC, , SHFBAC, inquired who are the 4 comp tickets for.
    - Tracee Fletcher, HMAC, responded that the 4 comp tickets are for the speaker, the regional representative, Soror Sarah Brown, and Soror Zona Jefferson.
    - Stephanie Collins, SHFBAC, , SHFBAC, inquired what is the costs for the collegiate Sorors for the 50 tickets.
    - Soror Alisha Norman, EHCLCAC responded the $40 per ticket for collegiate.

**UNFINISHED BUSINESS**

* No old business

**NEW BUSINESS**

* No new business

**ANNOUNCEMENT**

* None

**ADJOURNMENT**

* MOTION: Soror Dourseau moved for adjournment at 10:08pm and seconded by Soror Wykesha Hayes.  Motion approved by unanimous consent.