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

**Joint Founders Day Committee**

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

**December 17, 2024**

**Hosted by:** North Harris Count Alumnae Chapter, Tricia Mayes Johnson, President/ Rosalind L. Kiel, Chair/Cynthia Allen, Co-Chair.

Meeting was Call to Order by Rosalind Kiel, NHCAC Chair at 8:34pm.

Meditation provided by Marcy Nelson-Wilson -NHCAC Chaplain

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**

* None Present

**Rho Psi**

* LiNesia Ivory-Chapter President

**Zeta Sigma**

* None Present

The number for the vote: 15

**AGENDA:**

**ACCEPTANCE OF THE AGENDA WITH FLEXIBILITY**

* Soror DaLana Guess, President SHFBAC moved for acceptance of the minutes, Soror Tracee M. Fletcher, President HMCAC, 2nd motion.  13 in favor, motion carried.

**ACCEPTANCE OF THE PREVIOUS GENERAL BODY MINUTES AS POSTED-NO CORRECTIONS:**

* Soror Wykesha Hayes, BAHA, moved for acceptance of the minutes, Soror Meredith Brown Williams, HMAC, 2nd motion.  13 in favor, motion carried.

NHCAC Technology Team opened the breakout rooms at 8:56 pm for a debrief. Attendees moved to their room of choice. The rooms were open for 10 minutes, afterwards all attendees were reverted to the main room.

**Subcommittee Reports**

Soror Rosalind Kiel, Chair, asked that we have the committee updates only from the committees with actionable or updated items.

**ERT**

Soror Angela Jones, HAC, shared the scope and accountability of the ERT for Joint Founders Day. They plan ongoing observation and situational awareness of all spaces to identify any urgent or emergency needs and mitigate, if possible, any potential injurious situations. There will be notification of an on-site EMS personnel for any emergent health events. Their goal is to have a solid communication plan among the volunteers; volunteer leaders and Founders Day leaders should ensure prompt responses to issues and be aware of the facility's evacuation plan.

ERT will need between 20 and 25 volunteers to cover the identified needs related to the pre-function area, the rededication space, the VIP room, and the luncheon ballroom. After we secure the contract, they will contact EMS.

There is a group me portal for communicating among the ERT Volunteers, and they plan to explore opportunities to collaborate with JFD hostesses. By December 23, all alumnae chapter ERT coordinators will receive a link to sign up for ERT Volunteers. The sign-up will include a reminder of the required registration to volunteer. ERT will send pre-event reminders to each ERT coordinator two weeks before the event and ask them to send them to their chapters. Like last year, the reminders include eating snacks, taking medication, and wearing comfortable clothes.

ERT Chair will contact all the volunteers two weeks before the event to review their specific assignments. The next ERT meeting is scheduled for January 8th at 6:30 PM.

Soror Cassie Levy, SHFBAC: Question for Soror Jones: Will your team have an overview of how to respond in case of any real emergencies on site, and what will your protocol be for that? Soror Levy understands that ERT has this written up. However, we have such a large group. With limited rededication space, she still has concerns about people standing long and potentially getting ill. ERT should provide information/overview on how ERT wants individuals to respond should they encounter this.  Should they call EMS?

Soror Angela Jones, HAC: ERT will brief the team and share with the body. ERT is waiting to connect with EMS for more details. ERT appreciates that that pre-function area may represent some place of tightness before we enter the rededication space and once the rededication ceremony has begun, with the likelihood of there remaining Sorors out in that area. Soror Jones thanked Soror Levy for the question and assured her ERT would be prepared to discuss it later.

**Entertainment**

Soror Traci Malloy, President, KAAC -No actions or updates

**Evaluations**

Soror Anitra Piper, HAC, The Evaluation committee will meet on January 7th. The committee will finalize the questions based on the previous survey and any updates they think they need. They will test the survey as a committee.  Following that success, they will send it to the administrative team for testing.

After the survey is finalized, the committee will work with the Hostess committee to determine socialization at the event.  Ideas include placing QR codes on the tables, on the screen, and at the entrances.  Post-event, the committee will send the survey to the chapters for additional feedback.

Evaluations need more committee members from other chapters. There are quite a few committee members from HAC, Suburban Houston, and HMAC, but only one from North Harris County and one from East Harris County. There is no representation from the remaining chapters. They would be pleased to get people from all the chapters to participate so there will be proper feedback as needed.

**Historian**

Soror Tomiko Meeks Henderson, BAHA, reported that the Historian will have ten tables, one for each chapter, for Joint Founders Day. The tables will be skirted and have linens. The subcommittee recommends that each chapter use the Joint Founders Day theme as a guide for decorating. They request that each chapter solicit volunteers to be on the historian committee.

**Hostess**

Soror Karen Woods-Mason, HAC JFD CHAIR: No update from the Hostess Committee.

**Program & Public Relations**

Soror Meredith Williams, HMAC JFD Chair: No update from the Program Committee

**Protocol**

Shantell Brown, SHFBAC JFD Chair, noted that Nikki Roseman, the co-chair, will provide the protocol update.

Soror Nikki Roseman, SHFBAC JFD Co-Chair, reported that the only protocol action item is for us to identify the VIP escort for our Regional Representative, Kamyia Gibbs. We have confirmed her hotel room and her dignitary needs.

**Rededication**

Soror Shantell Brown, SHFBAC JFD Chair, noted that co-chair April Beeks will provide the Rededication update.

Soror April Beeks, SHFBAC, reported for the Rededication Committee. They have started making purchases of properties for the Rededication Ceremony. The approved budget is $900. The committee has spent $426.23. The remaining balance is $473.77. The Regional Representative has confirmed her participation in a Rededication Ceremony and will serve as a presiding officer. The committee has been having in-person practices with participants since November.  The next practice is December 18, 2024, at St. John's Missionary Baptist Church.  There will be two additional practices on the 2nd and 4th Wednesdays in January. -- Both of those practices will be at One Delta Plaza. In addition, there will be a dress rehearsal on February 5.  All rehearsals will be at One Delta Plaza.  They added practice on Friday, February 7, to accommodate the Regional Representative’s schedule, and then a run-through of the show will be early Saturday morning.

The Rededication Committee is also working with our Site Committee to address items identified during the site visit. Lastly, we sent out a sign-up genius to solicit volunteers to ensure we can fill in all areas of need for the practice and Joint Founders Day.

Soror Cassie Levy, SHFBAC: Question for Rededication: Is the regional rep only having one rehearsal, and has she done rededication before? Noted there were bad experiences in the past where they were not very well prepared. Is someone assigned to work with her, so she doesn't get stage fright? Noted this is a large audience, and if they have done it before, this can put her in a bad situation where she may get stage fright. Soror Levey stated she may need assistance from Soror Grant or someone else.

Soror Karen Dourseau, President, HAC stated this was addressed in the Admin Meeting on 12/16/2024. Soror Renecheia Robinson agreed to work with the Regional Representative to make sure that she was prepared.

Soror Shantell Brown, SHFBAC JFD Chair: Confirmed President Dourseau’s comment.

**Public Service**

Soror Wykesha Hayes, BAHA, JFD Chair, No update from the Public Service Committee.

**Site & Technology**

Soror Rosalind Kiel, NHCAC, JFD Chair reported that We have completed our site visit with George R. Brown Convention Center on December 4th. All Chapters were represented, and we are working out the detailed request for each committee.

On December 3rd, we completed our tasting with Levy Catering the sole GRB vendor for food and beverages. Presidents Mayes, Dourseau, Malloy, and I were present at the tasting. President Guess was scheduled to attend but unfortunately had a work commitment out of the city.

The menu will consist of:

Texas-style French Toast with Berry Compote on the side, Maple Syrup, and Breakfast Sausage.

Vegan Option: Just Egg Vegetable Omelet with Vegan Chorizo Hash and Roasted Asparagus

Family Style Fresh Fruit/ in season

Juice/Cran apple, Water and Coffee Service

We are preparing to have hospitality for the VIP, dignitaries, and Rededication holding rooms.

Soror Kiel reported that scooter information was shared with the JFD Chairs.  It's individual booking and payment.  You can start booking a scooter now.  Sun Mobility will deliver the scooters and pick them up from the GRB or the Hilton. The Soror should make that determination when making the reservation. However, the scooter must be picked up and returned to the designated spot.

Now that we're selling tickets, we can start executing ancillary contracts, such as Security, EMS, and catering. Hopefully, we'll be able to execute some of those contracts soon.

Discussion:

Soror Cassie Levy, SHFBAC: Question for Site: What is the actual cost of the meal, and what are the collegiates being charged for it?

Soror Rosalind Kiel responded that the meal is $30, plus the service fee and taxes. Soror Kiel deferred the collegiate question to Soror Norman, President of EHCLCAC.

Soror Cassie Levy, SHFBAC, stated that the reason for her question was that the Speaker did not have to come from out of town, and we didn't have as much money to spend on the Speaker; she was wondering why we didn't get a nice lunch. Soror Levy noted that the last time we had breakfast, the French toast was so hard it was disastrous, but she said that this time could be different. She inquired if we couldn't have lunch instead of breakfast.

Soror Rosalind Kiel responded that the lunch cost for Levy Catering starts at $45 plus the service fee and taxes.

Soror Tracee M. Fletcher, HMAC President, stated HMAC is housing the collegiate tickets, and the collegiates are paying $40 per ticket.

**Decorations**

Soror LaToya Ricketts, KAAC JFD Chair, reported that the action item for decoration is that the Decoration Committee went to the storage to design the table setting decor. They are finalizing those designs at their next meeting on Sunday, and they will present the findings to the Admin Committee to take any action at our January meeting or any call meeting beforehand.

**Speaker**

Soror Adrian Stephens, EHCLC, JFD Chair, reported the update on the Speaker, which was previously communicated through chapter correspondence. Unfortunately, the original Speaker, Dr. Paulette C. Walker, is not able to make the event. However, Soror Tanisha Hudspeth graciously accepted the invitation as speaker.

**Finance**

Soror Alisha Norman-EHCLC President, reports updates as follows:

We have received seed money from all seven alumnae chapters for $14,000.

**Ticket sales:**

35 tickets were sold for East Harris Chambers Liberty County Alumnae Chapter, totaling $2,800.

28 tickets sold for North Harris County Alumnae Chapter, totaling $2,240,

Total income: $19,040.

**Expenses:**

$18,120.23

The last day for chapters to sell tickets will be January 21, 2025.

On January 22, 2024, the Chapters will turn over all remaining tickets to East Harris Chambers, Liberty County Alumnae Chapter.

EHCLC will continue to sell all remaining tickets **until January 31**, 2025

**Unfinished business**

Soror Cassie Levy, SHFBAC, noted that this issue could not be addressed this year and was unsure how many people attended the protocol webinar the prior weekend. Soror Levy provided an exact quote from it: the Founders Day Event site should accommodate all chapters and guests, and the site should have a space with a capacity that includes an equal amount of rededication. She asked to please consider this moving forward on this committee. She noted the importance of attending protocol workshops as Chairs and Presidents to avoid this issue next year.

Soror Levy's second question: What is the status of the pop-up banners that we're supposed to have from the money left over from last year's budget?  It was proposed that the banners be created for us to have the same type, step, and repeat banners that we could use in the future for activities other than Founders Day.

Discussion:

Soror Tracee M. Fletcher, HMAC President, deferred the question to Soror Taylor-Lee, President, BAHA.

Soror Taylor-Lee, President of BAHA, stated that the pop-up banners have been ordered and paid for. We're expecting them to be utilized at Joint Founders Day. They should arrive by the end of this week or early next week.

Soror Karen Dourseau, President of HAC, noted that Soror Levy mentioned in her question that the banners were being used for purposes other than Joint Founders Day. She thought it was the decision that Chapters would only use the banners for Joint Founders Day and asked for confirmation.

In the last communication, Soror Tracee M. Fletcher, HMAC President stated that the banners would be used for anything we do as a collective in the Greater Houston Area. Chapters can't take and use them for their individual chapter use. The banners will be housed in our storage for the Joint Founders Day Coalition. She questioned if we could still use that word.

**New Business:**

SororLaToya Ricketts, KAAC JFD Chair, questioned whether the Admin team had items concerning the leftover funding from the purchase of the banners to present to the body.

Soror Taylor-Lee, President of BAHA, reported that after we paid for the banners, $143.34 remained.

Soror Tracee M. Fletcher, HMAC President, stated banners and cases were purchased for each chapter. After that total was paid, there was $143.34 remaining, and the admin team voted to donate that to the Forge Families. The Forge Families is a Christian-based organization with an after-school program for our young people. The vote was unanimous to donate the leftover funds of less than $150 to that organization.

**Announcements.**

Soror Taylor-Lee, President of BAHA, noted the chapter will celebrate 20 years in February 2025. They are having a Charter Day celebration at South Shore Harbor on February 15, 2025. She is soliciting support from the Sister Presidents and Chapters. Event information was posted on social media, and flyers were shared with local chapters. For questions, reach out to her or any BAHA member.

Soror Karen Dourseau, President, HAC, noted that the State meeting dates were released in Soror Barker's Thanksgiving message. The Texas-New Mexico State meeting will be March 14 through 16th in the Woodlands again. The Registration Link should be out this week.  Please place this on your calendar.

**ADJOURNMENT**

Soror Rosalind Kiel, NHCAC, JFD Chair, entertained a motion to adjourn.

Soror Tracee M. Fletcher, HMAC President, moved that we adjourn the meeting at 9:23 pm.

Soror Karen Dourseau, President, HAC, seconded.

Motion passed by unanimous consent; meeting adjourned at 9:23 pm