

**Delta Kappa Gamma Society International
Maine State Organization
Administrative Meeting, July 24, 2019
Viles Ctr., Augusta, Maine**

President Donna Kenniston called the meeting to order at 9:30 AM. Her chosen theme for her biennium is: **Moving forward, preserving DKG**

Attendees: Donna Kennison, Mary Hyland, Priscilla McFarland, Elaine Hendrickson, Mary Whitten, Mary Gilman, Alice Deegan, Kathy Sticht, Teresa Brzustowicz, Linda Hussey, Janet Buck, Brenda Sturdivant, Nancy Grover, Nancy Ruark, Dawn MacPherson-Allen

Convention news: Elaine Hendrickson, Kathy Sticht, Priscilla MacFarland and Donna shared information about their trip to Des Moines, Iowa for the International Convention. All stressed that the city was beautiful, the speakers and training sessions were very well done and informative. Elaine took workshops on leadership training which she'll be using in her new role. President Donna led the group in an activity to fill in the 3 blanks to describe our positive roles as a woman - "I am a _____, _____, _____ woman." - as a way to introduce ourselves.

Ideas to shorten meetings: Committee chairs could write up reports to go into registration folders.

-Discussion on items could be held at the Executive Board Meeting, with a vote on items as needed and discussion at General Sessions would be limited.

-Crystal Ward suggested the use of a "**consent agenda**". If there's anything in the agenda that someone wants to address, it can be "held out" for discussion. The agenda would be sent to participants before the meeting. So deadlines for submitting items to the president would need to be adhered to. This timeline for deadlines could be formulated over the next year or so.

-Elaine stressed that if a "consent agenda" format will be used, the information should be posted in the Mainspring and that people will have to read the reports before the meetings and be ready to participate according to the new format.

- Dawn Allen mentioned that reminders to perform duties can be written/emailed instead of spoken at the meetings.

-Mary Whitten- some committees will need more time to address the body, such as special committees. Information could be sent with the minutes to chapter presidents to highlight during chapter meetings.

- Elaine mentioned that the state website serves as a history as agendas are posted there and are public.

-Crystal suggested that the event registrar has the email addresses of all participants and a copy of the minutes from the former meetings could be sent to them this way. A question was posed if the registrar would agree to that.

- Dawn -If new formats are put in place, the presidents should document them for the next president. Legislative issues, and convention reports are among the items that are important.

- Donna and Crystal - Reports to the whole body do need to be focussed and thoughtful and kept to a minimum, i.e., reports about trainings - tell us what you learned and pass that on to help members learn and grow.

-Mary Hyland - Business needs to be conducted efficiently, but relationships and community should be promoted and preserved. Time needs to be given for that to happen. Some things need to be put in writing and some things need to be delivered directly..

- Donna - Presidents need to share Society and State information, i.e., scholarship, achievement award, 40 year members, etc. Limit lengthy reports and try to streamline discussions. It is frustrating to find the balance between limiting times at meetings with the information that must be shared.

“If EVERYBODY needs to hear it, it won’t be heard at Executive Board.”

Update MyDKG profile on the web and an opportunity at Fall Workshop: Reminder to update member profiles and contact information on the website. That can be done at home, but Jo Nickerson will be in the Atrium at the Hutchinson Ctr to help people update. Emails, phone numbers and other contact info is critical to the president and officers. Treasurer should have the updates as well. Mary Whitten stressed the importance of keeping members without computer access informed, particularly for treasurers.

Leadership Training Dates for next Spring: A discussion about which day of the week would be best for Leadership Training

- Friday of convention or a Saturday in early June. The concern is for active teachers and the time they would need to take away from their work or family.

- A March or April date has happened in the past, but for one year the Immediate Past President would have both the Stretch Workshop and Leadership Training - two large tasks in a short timeframe.

- Possibly teaching members should have some input about this. Some districts will allow teachers to use personal days or professional days as it is a leadership training.

-Donna suggested a mid-week in June, at the end of school, although districts end at different times.

-Elaine will look into getting the church in June and the meal at \$150.00 for the church, plus rent for the rooms and \$12.00 per person for the meal, if that pricing is still available. Total is usually around \$300.00. The Viles Center is free, but a meal would need to be catered.

Stretch Workshop: March 21, 2020 is the date for the next workshop. An OT specialist, Tiffany Kennison, who works with children on the Autism Spectrum will provide the training. Dr. Tom Weld will be the keynote speaker. He authored the book, Dare to Do Well, and recently retired from the Augusta school district. His topic will be relationships between teachers and students. He will bring his book to sell.

-Elaine is looking for presenters on other topics from any area of the state. She's particularly looking for someone to address Math. Send suggestions to Elaine.

-Zeta will provide food for the event. Beth _____ and Janet Buck are the point people.

Cross Border Meeting, Oct. 5 - 6: Registration to attend the event in Fredericton, N.B., Canada is on the website. International people were very impressed with this effort. It was mentioned in Iowa and some states thought they might do this across state lines. Originally, the cross-boarder visit was only Lambda and New Brunswick. The vision is that every two years, the meeting can be held in the other country.

Strategic Plan/Goals 2025: Elaine was on the committee and will offer a Fall workshop for people interested in continuing the discussion, using one or two things on the suggested list from the Spring Convention and begin action.

A discussion of some length was held on the matter of our State Chapter being able to take a stand on Legislative issues concerning education. Crystal is willing to present our thoughts in that forum, but feels that she has no authorization from the group to do so. International does not take a stand on issues, but dispenses information to members. Nancy Grover felt that Maine State Organization (MSO) should follow International's lead.

Mary Hyland read a section of the **Statement on Neutrality** in the International Standing Rules (Purpose 4, Article VIII, Section C.,f and 8.102, c) which leads us to believe that a position can be taken if the majority of the group favors it and if it concerns educational issues and not political candidates or parties. Those attending the Connecticut convention may learn more on this matter and attendees will be looking for information there.

Ways in which information could be disseminated and a consensus reached were explored. This information could be sent electronically to chapter presidents for education and discussion. When the chapter makes a decision, the president would reply to the state president who will forward results to Crystal.

Because the Maine Legislature meets in two sessions, Crystal feels that it would be unlikely that we'd have input during the first session, but the second session bills could be impacted.

Theresa Brzustowicz made the point that this step could be very important to our younger members who are looking for a more vibrant organization. Also, this kind of activity addresses one of our purposes.

Misprinted brochures: President Donna offered these brochures with the Alpha Psi name to attendees. Teachers in classrooms might want to use the Maine map of counties on the back. Brochures will be available during Fall Workshop. Our bookmarks were a big hit in Iowa.

Keeping website updated: Committee info can be emailed to the MSO website in care of Betty Morrell at bjmorrell273@gmail.com . i.e., achievement award, necrology deadlines, treasurer's report, etc.

Communication Committee Chair Needed: President Donna has names of people to call. Job entails sending emails, posting things in newspapers, etc. Mainspring deadline will be August 5, 2019. Email is mainspringdkg@gmail.com - Joan Wenzel. Elaine asked that information sent to chapter presidents also be sent to the Administrative Board.

Collegiate members: According to information at the Iowa Convention, Collegiate members may be invited by chapters and can be accepted by those bodies. There will be no, or a small induction fee. Additionally a fee could be charged by the chapter. Once a collegiate member is employed they will pay the regular amount of dues.

Early Career Educators Connections: President Donna remains focused on connecting and mentoring new teachers and encourages more participation, however small to help overwhelmed teachers. Other members noted chapter efforts to support educators and education students.

Reinstating of the Ad Hoc archive committee - share with chapters as to preserving their material: Ad Hoc committees proposed by former presidents should be dismissed. If the new president wants to further the effort(s), she may do so. Archives and Collegiate Members were former ad hoc committees.

Collegiate Members - The former charge was to research and clarify for MSO what collegiate membership would mean and to answer questions about instituting it. A new charge would need to be given to a continuing ad hoc committee. Mary Whitten can send chapter presidents a list of colleges which provide educator training, to enable them to talk about a program between a chapter and a college/university.

New charge for the Collegiate Ad Hoc committee: To expand and maintain connections with college education classes and to invite 3rd, and 4th year students to join as collegiate members.

Nancy Ruark and Kathy Wilcox would like to work on this committee. Mary W. will supply her research on colleges with education departments.

Archives Committee former charge: To organize and catalog remaining materials and designate what goes into the archives for state and chapters. This charge is not yet completed and will be continued. Georgene Coombs, Kathy Wilcox, Lorraine Bowden, Judy Gilbert have been working on this committee.

Elaine would like a new 2025 Ad Hoc Committee with the charge to research where we are headed as a state organization. *Title will be Goals 2025.*

Mary Whitten, Megan Hills and Melanie Ruark have volunteered to help Elaine.

Clara Soule Update Workshop Presentation: Dawn's committee includes Sue Gauthier Deb Hillman, Theresa Brzustowicz . They will meet in August and survey each chapter to determine if and how they serve the Clara Soule committee.

-The committee needs to be funded to be able to help members in time of need. Dawn will write a bit for the Mainspring before Fall Workshop to invite members to attend an informational meeting.

-Question was posed as to the possibility of money being budgeted by the finance committee at the state level or taken from the Roberta Rogers Fund. Formerly it was funded by surplus from chapter dues. The state chapter provides funds to members in dire need of help due to medical or unexpected circumstances. Fund-raising ideas are needed.

Treasurer concerns: a.)In order to change the name of the state treasurer, the minutes of the last meeting are needed. Mary Whitten will provide a document stating that the new treasurer was appointed by the Executive Board. Donna can sign it.

b.)One of the three CDs are due. Question as to whether to deposit into or withdraw money from CDs to keep them stay active or notarize a form that says that the three CDs (\$3000, \$5000, and \$10,000) are ok as they stand. A suggestion was to take

money out for the Founders' Fund and/or Clara Soule (this fund currently has \$2019.00).

- Maine Community Foundation is currently paying 10% interest. Consider putting money into this fund. Decision was to take money from the CD that needs attention first and put it into the Founders' Fund and notarize the other two for now.

Lunch

Clarifying registration fee of workshop and Stretch presenters:

- Presenters are not charged for registration or lunch for the workshops.
- Elaine reports that a vote approved that registration fees will be raised to \$25.

Mary Hyland achievement award info:

- Forms will be sent out soon to survey chapters
- Question about the change of the name of the award because of the change of our new state name. The Alpha Psi Achievement Award has a history and medals are often passed on to other members after the death of the original owner. Recipient names can be "erased".
- The award should now include the history of the name Alpha Psi and the original title should be kept.
- Mary H. will contact Colleen(?) re: Sarah Chapman's award being passed on to Dawn.

Reminder about Necrology Reports and 40 year members:

- Priscilla McFarland reminded us of these reports.
- 50 year members should also get a certificate and be recognized. A consensus was reached on this matter.
- Should a 50 year pin be awarded? Cost factor may be prohibitive. Perhaps they could come from the chapter level. Although, *Alpha Iota, Michigan* sells them for \$9.00. Possibly this information could be shared in the Mainspring.
- Priscilla and Mary H will research names of 50 year members.

Judy Gilbert needs chapter histories from chapters for 2018 - 2020 biennium by April, 2020 and will send guidelines.

Bonding of State Treasurer: Because of the name change for the state organization the question was raised about how to change our name legally on accounts.

- State treasurer will need IRS form 15 from the chapters and will file form 16.
- When we are recorded as an organization, a name must be listed for the IRS form. If there is a new name will the forms need to be changed? Discussion was held as to

whether the official name is Maine State Organization, DKG or DKG, Maine State Organization as it's been printed each way. The formal name can be stated as *The Maine State Organization (formerly known as Alpha Psi), of DKG.*

- Crystal would like to work on a clarification of the name to have it include *DKG*.

Music Chair - permission to print sheet music:

- Lyrics could be put on a screen instead of in print.

- Printed copies should not go home with participants because of copyright laws.

Aligning International Constitution/International Standing Rules to state standing rules to chapter rules:

- President Donna reported that the changes from International will:

- make rules less restrictive,
- all need to be in compliance,
- keep it simple,
- Standing Rules, especially at International are more specific than the Constitution,
- there can't be a Standing Rule if it's not a constitutional article,
- we may want to change our bylaws so that we will be able to make changes every year instead of every other. We will have to wait until 2021 to make this change.

- International changes are automatically true for state chapters.

- Kathy Wilcox *may* do a workshop presentation at Fall workshop.

Scholarship Committee:

- This committee should include the Chairperson and three members.

- Elaine may have the forms on her computer and will send them to the new scholarship chair.

Submitted by Mary J Gilman

Recording Secretary

Maine State Organization, DKG International