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**Tacoma (WA) Chapter
Business Meeting Minutes**

January 28, 2017

LaQuinta Inn & Suites, Tacoma,
WA

Attendees: Carolyn Lee, Adrienne Allen, Denise Robinson, Barbara Wesley, Sharon Freeman, Anne Wade, Christine Turner, Pamela Hadley, Kimberley Green, Frances Davis, Mary Green, Stephanie McGriff, Iris Williams West, Victoria Fletcher, Dorris Okoro, Lisa Shyne, Kirsten Watts, Stephanie Williams, Mary Wilson, Edna Stone, Melva Copes, Joan Ray, Alicia Stephens

I. Meeting was called to order at 10:04 am. The chapter began with the pledge and song, followed by words of inspiration by Link Joan Ray.

II. Adoption of the Agenda and Approval of Minutes – The agenda was adopted as presented. The minutes of the November 19, 2016 chapter minutes were approved as amended.

III. Officer Reports

President's Report (formal written report submitted by Link Stephanie McGriff) :

- TrackItForward- use tool to document service hours
- Chapter and WA Organizational Effectiveness Survey- Chapter had good level of participation. Will review results today later on agenda
- Haiti Update-\$10500 has been donated
- Awards- Expanding the categories for awards outside of programming
- Chapter Photos- President will distribute photo to chapter members. Can order or self print photos.
- Webinars- Officers and facet chairs to notify president if they are not receiving invitations to respective webinars.

Vice President Report (given by Link Mary Green):

- 50 year members to let Vice President know if they have not been officially recognized yet
- HBCU Initiative- Individual and chapter donations solicited. Chapter donation referred to new business
- One in Five list- members please check for accuracy
- Send service hours to Recording Secretary

- Membership committee and chapter acknowledge Platinum member, Link Ella Williams
- Membership committee and chapter acknowledge the retirement of Link Fran Davis
- Link Mary thanks chapter members for expressions of sympathy on the passing of her Mother-in-law.
- Reading of Proposed Candidate Forms:
 - Stephanie Jordan- Sponsor Link Carolyn Lee
 - Kimberly Bell- Sponsor Mary Green
 - Monique DuBose- Sponsor Link Denise Robinson
 - Debrena Jackson Gandy- Sponsor Link Mary Wilson
 - Gina Hatcher- Sponsor Link Sharon Freeman
 - Jay Riley-Sponsor Mary Green
 - Carla Santorno- Sponsor Link Fran Davis

Corresponding Secretary (formal written reported submitted by Link Victoria Fletcher)

- No action items

Recording Secretary- No report

Financial Secretary- Link Adrienne Allen:

- Dues are due by the February, 2017 meeting

Treasurer (formal written report submitted by Link Kim Green:

- Treasurer Report November 17, 2016 thru January 23, 2017
- Link Princess Jackson Smith Scholarship Balance Sheet
- Tacoma Chapter Proposed 2017-2018 Budget detail
- Review and Vote on 2017-2018 Budget
 - **It was moved and seconded to approve the proposed 2017-1018 budget as proposed. Motion passed.**

IV. Standing Committee Reports

a. Program

i. Facet Reports

- The Arts-(formal report submitted by Link Frances Davis):
 - 30 Americans Exhibit
 - Peer Mentoring Program

- Health and Human Services-(formal report submitted by Link Victoria Fletcher and Alicia Stephens):
 - Stress Reduction Workshop
 - Childhood Oral and Mental Health presentation
 - International Trends and Services (formal written report submitted) Link Melva Copes
 - Thank you for donations to Haiti event. If you have more items to donate please let Link Melva know
 - Empowerment International Women’s Day Event, February 26, 2017, please RSVP
 - National Trends and Services- Link Dorris Okoro:
 - Drug and Alcohol activity in November at Al Davies Boys and Girls Club
 - Services to Youth- Link Melva Copes:
 - Anti-bullying activity at Al Davies Boys and Girls Club, 18 junior high students
- b. **Hospitality** (fromal written report submitted)
- c. **Fundraising** - Link Adrienne Allen/Link Frances Davis
- i. Weekly conference call meetings open to all members
 - ii. Save the Date cards distributed to members
 - iii. Send guest list to Link Mary Green and Link Fran Davis
 - iv. Auction items due no later than March 31, 2017
- d. **O/E Survey Results** - Link Stephanie McGriff :
- i. Review of Results and findings
 - ii. Next Steps
- e. **Technology** (formal written report submitted) Link Kirsten Watts:
- i. Demonstration of chapter’s Dropbox folders used to submit photographs for facet pages and the 50th anniversary celebration
- f. **Scholarship** (fromal written report on Link Jackson Smith scholarship submitted) Link Stephanie Williams:
- i. Scholarship application now available on website
 - ii. Proposal for management and use of Link Princess Jackson Smith scholarship funds.

V. Unfinished Business

- a. None**

VI. New Business

a. Recommendation: The scholarship committee recommends that the Tacoma (WA) Chapter accept the submitted proposal concerning the management of the monies bequeathed to the chapter from the estate of Link Princess Jackson Smith.

Motion passed.

b. Vote on Prospective Candidates - Link Mary Green

- i. Voting procedures instituted; ballots cast and tallied by tellers.
- ii. Results: Kimberly Bell- yes; Stephanie Jordan-yes; Monique DuBose-yes; Debrena Jackson Gandy-yes; Gina Hatcher-yes; Jay Riley-yes; Carla Santorno-yes

VII. Announcements

a. Green Page Society – Link Anne Wade’s Home immediately following today’s meeting

b. Delta Sigma Theta’s Red and White Ball is March 10, 2017. See Link Carolyn for tickets

c. Allen AME Black History Month celebration at the Hotel Murano, February 25, 2017

VIII. Adjournment

The meeting was adjourned by President, Link Stephanie McGriff at 12: 28 p.m.