

TO: 2020-2022 Expanded Executive Board Members
Officers, Committee Chairs, Chapter Presidents
FR: State President Jeanne Chang
RE: Next EEB Zoom Meeting #4 (and PPG/LT Conference)
Friday, August 20, 2021 (Admission Day) 10:00 Zoom

Aloha EEB Members. Hope you were able to find time to also enjoy our summer break and are looking forward to an exciting home stretch to the completion of our biennium. It is time to get back to business with our next EEB Meeting on August 20th, Check-in time will begin at 9:30 am and the meeting will start promptly at 10:00. Please be on-time to the meeting.

Reminders:

- ☆ Your officer/chair EEB reports are due by **Friday, August 6th.** You only need to send your completed EEB #4 Report to me (*Jeanne*).
- ☆ Chapter Presidents (*and Nu Chapter Founders' Day Committee*) do not have to complete an EEB report at this time but you should be working on the same things for your presidency.
- ☆ Chapter Presidents are reminded that you have a CCP meeting with Jean Suzuki at the PPG Conference on Saturday as a workshop session. However, please do plan to attend the Friday CCP meeting so you may report back to your chapter members after the EEB meeting. (*There be no CCP meeting on Friday.*)
- ☆ Reminder again: At the called meeting held in June, I said I will be asking you to review your "job description" as stated in the **HAAK Policies and Procedures Manual.** It needs to be reviewed and you will be expected make suggestions for revisions, additions, and possible deletions in the policies for your respective position. So be thinking about this, and your report will be due at the December meeting.

I am looking forward to seeing you again at the EEB and the PPG meetings. Let's work together and towards finishing our biennium with a BANG! Keep **taking those leaps** to learn more about our organization and to become more effective Hawai'i Alpha Delta Kappa members.

Fraternally,

Jeanne

August 1, 2021