

Hawai'i Alpha Delta Kappa
1st Expanded Executive Board Meeting
10:00 am Zoom Meeting
Thursday, June 11, 2020
Minutes



Welcome (Jeanne Chang)

- State President (SP) Jeanne Chang welcomed everyone to the 1st Expanded Executive Board (EEB) meeting, shared her excitement about serving as State President, and the opportunity to give back to AΔK.
- Everyone was invited to jump on board with her this biennium.
- A PowerPoint slide show was used to introduce the following EEB members to one another:
 - Zoom hosts Val and Tina
 - International Officers Kitty Nutting, SWR IVP and Betty Jo Evers, Membership IVP
 - Kitty shared that she was happy to be able to attend the meeting and acknowledged that this was her least expensive visit to Hawai'i via Zoom!
 - Kitty thanked Jeanne for serving as president and wished her luck for the biennium, stating that it's going to be the best two (2) years of her life.
 - Betty Jo was unable to join us.
 - Executive Board and Advisors
 - Chapter Presidents

I. Call to Order – Jeanne Chang

- A. The meeting was called to order at 10:19 am by HAΔK State President Jeanne Chang.
- B. Present: Leah Aiwahi-Mu, Louise Cayetano-Epsilon, Jeanne Chang-Zeta, Meredith Ching-Theta, Lori Chun-Kappa, Joy Davis-Omicron, Doreen Dudoit-Xi, Cheryl Dung-Zeta, Carol Emerson-Xi, Ginger Enomoto-Eta, Cathy Lynne Fong-Theta, Suzanne Hee-Zeta, Joyce Hirata-Delta, Christine Ho-Theta, Lynne Holub-Delta, Christine Hondo-Gamma, Phyllis Horita-Nu, Cherylyn Inouye-Mu, Daisy Ishihara-Eta, Faith Ito-Gamma, Jo Ann Iwane-Iota, Amy Katsumoto-Kappa, Kathy Kiyabu-Nu, Joy Koyanagi-Alpha, Sandra Kubota-Alpha, Anne Kuroda-Kappa, Bianca Kusatsu-Eta, Cherylanne Lee-Lambda, Gayle Lum-Beta, Linda Matsumoto-Beta, Niki Minami-Xi, Yvonne Nakamura-Delta, Myrna Nishihara-Eta, Marissa Noury-Pi, Alohilani Okamura-Nu, Susan Okano-Nu, Caroline Okasako-Mu, Valerie Okihara-Eta, Janice Oumaye-Lambda, Florence Pike-Iota, Joy Ritchey-Nu, Ellen Schroeder-Nu, Linda Shimamoto-Alpha, Kathleen Shiramizu-Beta, Jean Suzuki-Zeta, Patricia Takamiya-Eta, Carole Takehara-Beta, Joan Tamori-Gamma, Kathy Tanaka-Beta, Joan Tanigawa-Lambda, Christine Taylor-Eta, Joyce Tengan-Gamma, Janice Terakawa-Kappa, Roberta Umeno-Epsilon, Linda Victor-Pi, Puanani White-Sigma, Estelle Wong-Nu, Sherry Yamada-Sigma, Carrie Yamamoto-Xi, Karen Yanagida-Beta, Naomi Yap-Lambda, Kay Yogi-Zeta, Betty Yoshida-Eta, Joy Yoshimura-Alpha, Arleen Young-Eta, Tina Young-Lambda (66)
- C. Guests: Grace Fujiyoshi-Zeta, Sarah Jenny-Theta, Kitty Nutting-SWR IVP

II. Thought for the Day – Leah Aiwahi

- A. Leah teaches at Kauai High School and just finished her 30th year of teaching.
- B. The Thought for the Day is her favorite quote that she shares with her students: "Knowing is not enough; we must apply. Wishing is not enough; we must do." Johann Wolfgang Von Goethe

III. Fraternity Education Activity – Joan Tamori

- A. Joan enjoyed serving as President of the Council of Chapter Presidents (CCP) last biennium and continues serving because she enjoys learning and growing.
- B. Background information on the Greek names of our 17 chapters and the pronunciation of Mu "Mew" and Nu "New" was shared.
- C. Directions for inserting Δ symbol in Word using "option j" (MAC) or "insert symbol Δ" (PC) were shared. When abbreviating Alpha Delta Kappa, members were encouraged to use the Delta alphabet "Δ" rather than using the "D."

- D. A suggestion was made for the Chapter Presidents to use this activity at their first chapter meeting of the biennium and to have their Fraternity Ed. Chairperson share an activity at each chapter meeting.

IV. Executive Officer Reports

A. Recording Secretary – Cathy Lynne Fong

1. Sisters giving oral reports or making motions were asked to complete an oral report or a motion form and email it to punreading3@aol.com 1-3 days prior to the meeting and no later than 8 pm the day before the meeting.
2. Blank oral report and motion forms are available on the HAΔK website under the "EEB Meetings & Reports" tab located under the "Documents & Forms" tab.

B. Corresponding Secretary – Christine Taylor

1. Christine is not an outdoorsy person, however, she paddled on the unofficial crossing of the Moloka'i Channel in 1975! This is her first time serving on the Executive Board.
2. Beginning with the 2nd EEB meeting, a list of correspondence received and sent will be included in the EEB Report. Copies of the correspondence messages will be posted online.

C. Treasurer – Jocelyn Tengan

1. This is Jocelyn's second biennium as State Treasurer.
2. Checking Account

Balance as of March 31, 2020	\$ 31,680.67
Expenditures	\$ <u>23.15</u>
Balance as of May 31, 2020	\$ 31,157.52

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*Pending Expenditures	\$ 500.00
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3. Savings Account

Balance brought forward March 31, 2020	\$ 10,545.68
Interest	\$ 0.35
Deposit	\$ <u>75.00</u>
Balance as of May 31, 2020	\$ 10,621.03

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4. An audit is pending.
5. Reimbursement procedure was explained:
 - a) Receipt(s) must be submitted with the Reimbursement form. (NO receipt, NO refund)
 - b) Reimbursement request(s) should be submitted in a timely manner.
 - c) Be cognizant of the amount budgeted because reimbursements will be limited to the budgeted amount.
 - d) Reimbursements for Neighbor Island Chapter Presidents' Travel Expenses:
 - 1) Airfare funds have been budgeted for you to attend EEB meetings EXCEPT for the 1st and last EEB meetings (State Conventions).
 - 2) Use a Reimbursement form to request airfare refunds for the budgeted amount.
6. Blank Reimbursement forms are available on the HAΔK website under the "EEB Meetings & Reports" tab located under the "Documents & Forms" tab or by emailing Jocelyn.

D. Historian – Joy Koyanagi

1. Joy, a preschool teacher at Kuapa, (where she has taught for 27 years) enjoys taking pictures and being a historian.
2. A request for sisters to inform her of HAΔK events was made. If she is not able to attend, she asked if sisters could send her a few snapshots from the event (close up shots are best).
3. It was suggested that Chapter Historians keep up to date with naming and sorting snapshots as this will make it easier later when archiving projects are put together.

E. Sergeant-at-Arms – Joan Tanigawa

1. Joan has been enjoying the "Stay at home order" to raise her succulents.
2. Procedures for in person meetings were explained (Please be responsible for): signing in with Joan; getting your name tag from her and RETURNING it at the end of the meeting.

3. You should have already received a reimbursement check if you signed up for the State Dinner at the NW/SW Regional Conference. Thank you's were extended to Valerie who collected EEB breakfast monies and Susan who sent out 60 + checks.

F. President of CCP – Jean Suzuki

1. Jean is looking forward to working with talented sisters and loves using technology to communicate information with Chapter Presidents.
2. The first Chapter Presidents' meeting was held via Zoom on May 5 to discuss:
 - a brief Zoom training and review of Zoom instructions
 - introductions of the Chapter Presidents
 - the duties for the President of the Council of Chapter Presidents (PCCP) and Chapter Presidents
 - available resources for Chapter Officers
 - important upcoming dates

G. Immediate Past President - Meredith Ching

1. Immediate Past President Meredith emailed her final end of biennium message to the membership. Her message included the:
 - acceptance of the slate of newly elected 2020 – 2022 officers
 - voting results from all HAΔK sisters regarding HAΔK business that would have been conducted at the State Convention
 - announcement of Adonis Rei Fiesta as the HAΔK Scholarship recipient; and the total donation amount of \$3,915.00 given to Hawai'i Parkinson Association (State Convention Altruistic Project).
2. The 2018-2020 Executive Board members, Advisors, Chapter Presidents, and State Committee Chairs were thanked for their hard work, great leadership, and excellent teamwork throughout the whole biennium.
3. State President Jeanne Chang and the 2020-2022 EEB members were wished a remarkable, rewarding journey with new knowledge, closer relationships, and new experiences as they leap forward into the future of AΔK.
4. EEB members were encouraged to read Kitty's newsletter, especially:
 - a. about the NW/SW Regional Conference Altruistic Project, HUGS, noting that the donation collection date was extended until September.
 - b. about the Navajo Water Project to help those living in NM, UT, AZ with almost no water or electricity, currently receiving water delivered every 2-3 weeks.
5. President Jeanne extended her appreciation to Meredith for all the work she did and continues to do, apologized for our inability to officially recognize her as the 2018-2020 State President in April at the State Convention, and promised that she will be recognized.
6. President Jeanne inquired if we could attach a copy of the 6th EEB minutes to her report given today so that it is officially in our records and thanked the 2018-2020 EEB Members and State President for all their hard work throughout the biennium and recognized them as the leaders who carried us up to today.

V. **Standing Committee Reports:** The Committee Reports are on file on the HAΔK website. This first report includes information about the committee responsibilities, goals, and tentative plans for the biennium.

A. AΔK Month/Publicity – Joyce Hirata, Yvonne Nakamura

Joyce and Yvonne reported that it will take a little more effort to get proclamations from Heads of State, DOE, etc. and that they may need to enlist the help of O'ahu chapters.

B. Altruistic – Kathy Kiyabu, Ellen Schroeder

1. Kathy is looking forward to continuing to serve and getting to know people from other chapters.
2. Ellen reported that their committee goal is to raise 10% more than last biennium.

C. Auditing – Christine Hondo

Christine is happy to audit the Treasurer's records with Kitty Yee especially since the Treasurer

- is also on Maui - they will have an easier time getting together.
- D. Budget and Finance – Joy Davis
Joy is returning to serve on the committee to practice what she learned last biennium.
- E. Bylaws and Policies – Meredith Ching **Report on Website**
- F. Courtesy and Aloha – Cheryl Dung, Pat Takamiya, Kathy Tanaka
Kathy reported that Courtesy and Aloha will plan with Leadership Training (LT) chairs, Lori and Estelle to creatively devise a way to share digitally and thank computer and iPad helpers at LT
- G. Directory – Karen Yanagida
1. Everyone is requested to follow guidelines posted on the website.
 2. Two (2) new Directory Committee members Linda Matsumoto and Susan Crowell were introduced as tech. helpers.
 3. An announcement was made that the new directory will be ready in October at Founders' Day.
 4. A shout out was given to past Directory Chairs for all their help during the biennium.
- H. Honorary Member – Linda Victor
Linda apologized that the committee was unable to select an honorary member last biennium and reported that they are working hard to initiate the process this biennium.
- I. Ka Pine Ho'ohui – Niki Minami, Carrie Yamamoto
1. Niki reported that the Dynamic Duo is back for four (4) more Ka Pine Ho'ohui (KPH) issues to inform everyone about what sisters are doing; and Carrie is looking forward to working with everyone.
 2. Committee goals are to: promote the SP's theme "Take That Leap: To Serve, To Learn, To Grow";
 3. Connect/inform HAΔK members of events/achievements through a semi-annual newsletter Ka Pine Ho'ohui, "The Linking Pin"; create a colorful photo-rich newsletter embracing the SP's theme; and feature sisters' contributions, awards, recognitions, accomplishments, HAΔK events, etc.
 4. Submission for the first issue of KPH is due on August 15, 2020.
- J. Membership – Susan Okano, Louise Cayetano, Amy Katsumoto
1. Susan, Membership Chair and President Elect, expressed appreciation to everyone for carrying us through these times and for the leadership of our SP and SWR IVP.
 2. Membership Consultants, Amy and Louise, greeted and congratulated everyone. **They** are looking forward to working with everyone.
 3. Susan shared the Membership Committee Goals:
 - a. Present goals of each chapter
 - b. increase state membership by 16 new or reinstated members
 - c. encourage every chapter to initiate or reinstate at least one new member
 - d. promote the retention of chapters
 - e. monitor and work with chapters to submit the Chapter Needs Assessment (CNA) by the August 31 deadline online (most current form is online)
 - f. work with chapters to submit a List of Activities.
 - g. share a tentative list of Membership Committee activities that includes: Leadership Training of Chapter Membership Chairs; arranging/organizing a Membership Tea for prospective member candidates; visiting Chapter meetings/functions; and attending regional and international training.
- K. Music - Janice Terakawa
1. Janice is grateful to the past Music Chair, Eileen Uchima for her guidance, is looking forward to this biennium, and is learning/thinking about how to do virtual singing.
 2. Reported that Na Wahine Mele is on hold due to the American Choral Director's recommendation to refrain from all group singing due to COVID-19.
- L. PPG/Leadership Conference – Daisy Ishihara, Bianca Kusatsu
1. Daisy reported she and Binky are co-chairing the PPG/LT Conference again and are planning to schedule the conference for sometime in August 2021.

2. Binky reported that she and Daisy are happy to be co-chairs again because it was a pleasure to work with Jeanne on the PPG/LT committee last biennium.
- M. Publicity – Carol Emerson
1. Carol reported that email replies indicate an interest in publicizing what HADK is doing.
 2. Her sisters are helping her to support HADK sisters with publicizing all the great things occurring via Kappan articles, local media, TV, radio, newspaper, etc.
 3. She is willing to help write, support authors, and compose Kappan articles for the state.
- N. Resolutions – Cherylyn Inouye
Cherylyn, charter member of Mu, past State President (2002-2004), is happy to serve as resolutions chair this biennium.
- O. Scholarship – Ginger Enomoto, Jo Ann Iwane
1. Jo Anne reiterated that Adonis Rae Fiesta from Farrington High School was awarded a Scholarship as reported by Meredith.
 2. Lori Chun's request for an extension to spend the \$400 grant money she received since she was unable to finish her project due to school closures was approved.
 3. Lori will give her report in March 2021.
 4. Student and teacher scholarship applications will be distributed soon.
- P. State Convention – Jeanne Chang, Kay Yogi - no report
- Q. Ways and Means – Valerie Okihara, Arleen Young
Val and Arleen greeted everyone and their oral report will be given under New Business.
- R. Website – Betty Yoshida
1. Betty is the website manager and reported that the website's purpose is to post and share information, not just reports; she is working with the publicity and KPH committee to publicize all the great things happenings in our Chapters and State; requested for sisters to email their thoughts and suggestions for the website; and encouraged sisters to visit the website.

VI. AD HOC Committees

- A. Excellence in Education – Linda Matsumoto, Lori Chun
1. Lori, last biennium's Excellence In Education (EiE) chairperson reported today because she was unable to give her report at the (cancelled) April State Convention. All EIE nominees were congratulated. Miki Maeshiro was announced as the 2018-2020 biennium EiE recipient who embodies "e kulia i ka nu'u" (strive to reach the highest).
 2. Miki received an EiE certificate from AΔK; \$250.00 Scholarship Award and a gift bag from the Hawaii State Federal Credit Union presented by Loren Nakaoka, VP and Regional Manager and son of Lambda sister Terri Nakaoka.
- B. Leadership Training 2020 – Lori Chun, Estelle Wong
Estelle is happy to co-chair with Lori and will be sharing more info during Unfinished Business.
- C. Founders' Day 2020 – Cherylanne Lee
1. Cherylanne thanked Logan Okita (Theta) for sharing her outstanding Google files and the previous Founders' Day (FD) schedule.
 2. A down payment was sent in to the Honolulu International Country Club (HICC) to reserve the date and extend the time of use until 12:30
 3. Electronic copies of the minutes were sent out, hard copies will be forthcoming.
 4. Communication with the Keynote speakers Dr. Lorna Tsutsumi (Adopt a Bee) and Alan Wong from UH have been maintained.
 5. Donation arrangements are progressing.
 6. Next steps include gathering names of special guests and sisters being recognized at FD.
 7. Lambda sent out a temperature check to check FD attendance numbers, 14/15 chapters replied, 96 indicated they would attend, 202 said they were in favor of cancelling, many commented that they would not feel comfortable attending an in person FD. HICC did not cancel the event, and if we cancel, there won't be a penalty.
1. Committee Recommendation: Stated a Motion: "I, Cherylanne Lee move that Hawai'i Alpha Delta Kappa cancel Founders' Day 2020 due to the unknown conditions required by Covid-19 and in consideration of the safety and well being of our sisters." This is supported by the

results of the temperature check conducted of all state members by Lambda Chapter and presented at this meeting. The motion will be voted on during the Unfinished Business portion of the meeting

- D. Science Bowl – Meredith Ching for Julie Shimonishi
'Iolani School won this year's Science Bowl to represent Hawai'i at the National Competition that was conducted virtually.
- E. World Understanding - Linda Shimamoto
Linda thanked Jeanne for establishing World Understanding as an Ad Hoc committee and is hoping to get info out to/among chapters to address World Understanding since it is one of 3 major foci of AΔK and connecting with ITE students. Cherylynn, Jeanne, and Susan were thanked for teaching everyone to correctly pronounce the Greek alphabet letters.
- F. Technical Coordinator – Tina Young
Tina shared that this is a new, possibly official position to assist Jeanne and everyone with everything technical (virtual meetings, presentations, and in person meetings in the future). She encouraged sisters to email if they need any assistance!

VII. Unfinished Business

- A. Installation of Officers – Kay Yogi, Doris Yoshioka
 1. Newly elected officers for the 2020-2022 biennium were congratulated.
 2. A Zoom Installation Ceremony on Sat. July 25, 2020 was proposed because: all ten (10) officers and Kitty, SW Region IVP who will be installing officers can be in attendance.
 3. Val will host the Zoom event and video record the ceremony; Tina will prepare the recorded ceremony for posting on the State website and present it at the December EEB meeting.
 4. For management purposes, only 18 will be attending: the ten (10) officers being installed, Kitty, four (4) advisors, Val, Tina, and Doris (Installation Co-Chair).
 5. A motion from the Committee was made to hold the Installation Ceremony of the 2020-2022 Officers via Zoom on Saturday, July 25 at 10:00 am. (The motion was adopted: eight (8) yes, none opposed)
 6. A practice session will be held via Zoom on Thursday July 2 at 10:00 am, details to follow.
- B. Memorial Service – Leah Aiwohi, Louise Cayetano
 1. A Memorial Service (slide show) has been tentatively scheduled for August 21 (Friday) at the EEB meeting, dependent on EB, a decision will be made by the end of today's meeting.
 2. Rationale: This is a special service to celebrate and remember sisters who have joined the Omega Chapter and the committee members would like to set a date before the end of the calendar year when we would be able to honor our sisters with the appropriate decorum.
- C. State Convention - Meredith Ching
Reported that the 6th EEB meeting was held on April 18 - Elected State Officers, adopted the budget documents, policy changes, and minutes. Minutes will be included with this EEB meeting minutes, State Convention business, May 2020 Voting Report and posted on the website.

VIII. New Business

- A. Election of Candidate Qualification Committee Chair
 1. Nominations from the floor
Joy Koyanagi moved and Joan Tanigawa seconded the motion to nominate Carole Takehara for the chair of the Candidate Qualification committee. Motion was approved unanimously.
Carole thanked the EB for the privilege of serving.
- B. Leadership Training, Proposed date August 15, 2020 – Lori Chun, Estelle Wong
 1. Due to uncertainties with COVID-19, a virtual LT on August 15 is being planned with two (2) sessions each opening with a pre-recorded welcome message from SP Jeanne and Membership Honors from Membership Chair, Susan.
 - a. Session 1 (State Officers and a few Committee Chairs): 8:30-10:00
 - b. Session 2 (Committee presentations): 10:30-12:00

2. Jean Suzuki will be sending to chapter presidents the LT information with a link to the Google form (registration and Zoom experience comfort level). Registrations are due by July 12.
 3. Information will be sent out via email by June 12.
- C. Ways and Means – Valerie Okihara, Arleen Young
1. Arleen reported Ways and Means (WM) committee met virtually on 05-02-20 to discuss the impact of Covid-19 restrictions on Kennedy Theatre (KT) plays.
 2. Recommended that KT fundraiser for this biennium be cancelled and alternative fundraising be considered based on information from KT manager and results from O'ahu chapter survey (51.67% in favor of immediate cancellation, number increased to 64% when responses in favor of cancelling if KT cancelled were added).
 3. Reported that if EB approves cancellation, an alternative fundraising recommendation would be presented to the EB for approval by December 2020 and fundraising would be implemented.
 4. Arlene moved to amend the authorization previously adopted to schedule the Kennedy Theatre play by adding, "However, due to circumstances of COVID-19, the play will be cancelled and alternative funding will be planned." Motion was approved unanimously.
- D. A poll was taken for the next EEB meeting date - Results: The next EEB Meeting will be held on Friday, August 21, 2020 at 10:00 am via Zoom. (Admission's Day Holiday)
- E. Results of Founders' Day Voting (Completely cancel FD - no Zoom or Face to Face): The Motion was approved unanimously. 2021 FD host to be discussed.

IX. Announcements/Dates

- A. 2020-2022 Conference and Convention Dates:
- 2020 NW/SW Regional Virtual Convention to be held Summer 2020, look for eblast announcement
 - 2021 International Convention on July 8-11, 2021 in Austin, Texas at the JW Marriott Austin
 - 2022 Hawai'i State Convention tentatively set for March 25-27, 2022
 - 2022 NW/SW Regional Conference TBD
- B. Upcoming Dates:
- June 30 Deadline for H-114 Annual Chapter Highlight Summary Report
 - July 2 EB Installation Rehearsal meeting 10:00 am (Zoom)
 - July 25 EB Installation 10:00 am (Zoom)
 - August 15 Leadership Training (Zoom)
 - August 21 2nd Expanded Executive Board Meeting (Zoom) 10 am
 - August 21 Memorial Service
 - August 31 Deadline for Chapter Needs Assessment (CNA)
 - August 31 Deadline for Distinguished Program Award
 - September 15 Deadline to submit State CNA Checklist to Regional Membership Consultant (RMC)
 - September 15 Deadline for Classroom Grant
 - October 15 Deadline for Regional Mini-Scholarship
 - October 15 Deadline for 990-N IRS E Postcard
 - December 5 Council of Chapter Presidents (CCP) Meeting, Hale Ikena, 9:00 am
 - December 5 3rd Expanded Executive Board Meeting at Hale Ikena, 10:00 am
- C. Announcements/Reminders
- Be sure to keep the officers' codes for EEB reports.
 - E-blasts from International are sent out monthly on the 2nd, 3rd, 4th Friday.
 - Check email regularly and respond in a timely manner.

- Please respond only to the sender, not to everyone included on the email.

X. **Adjournment** – President Jeanne adjourned the meeting at 12:28 pm.
Lamp of Alpha Delta Kappa was led by Janice Terakawa (State Music Chairperson).

Respectfully submitted,
Cathy Lynne Fong