

2018-2019

Washington State Organization

Alpha Sigma State

Annual Reports

Of

Executive Committee

Area Liaisons

Committee Chairs

# Report of Officers

## President's Report: Sherri Wagemann

I am proud to have served as your state president this biennium. Thank you all for your encouraging words, support and teamwork to help strengthen the HEART of DKG Washington State Organization.

The second year of this biennium I have attended the following:

- July 2018                      Rainbow Lodge Retreat – North Bend  
Executive Committee planning meeting – Auburn
- Aug. 2018                      Annual Financial Review meeting – Spokane
- Sept. 2018                      Fall Executive Board Leadership Conference – Yakima
- Jan. 2019                      Executive Committee meeting – Auburn  
Annual Budget meeting – Auburn
- March 2019                      Attended Rachel Royston Permanent Scholarship Selection  
Interviews – Seattle
- April 2019                      Spring State Convention – Spokane
  
- 2018 – 2019 Chapter Visitations:
  - Chi, Eta, Beta Chi, Alpha Tau, Alpha Lambda, Alpha Sigma
- 2018 – 2019 Area Workshop Visitations:
  - Area 4 – Tacoma
  - Area 6 – Whidbey Island/Oak Harbor
  - Area 7 – Seattle
  - Area 10 – Sequim
- Served on the state quadrant tech team to plan, attend and present “Technology & Learning” at the Quadrant 4 (Areas 1 & 3) – Kennewick
- June 2019                      Will attend upcoming State Leadership Transition meeting  
Auburn  
Will attend the Creative Arts Retreat at Dumas Bay – Federal Way
- July 2019                      Will attend the upcoming International Leadership Conference in  
Des Moines, IA

### Other activities this year have included:

- Established state unity projects “Snuggle Time Fleece Blankets” for Sally’s House (emergency foster care shelter) and Breast Intentions, Inc. – a collection of gently used and new bras for women in need.
- Planned and presided at Fall Executive Board and State Convention
- Planned and presided at five (5) Executive meetings
- Wrote three (3) articles for the *Alpha Sigma News*

- Wrote and published a bimonthly newsletter *Postcards from the HEART* designed for chapter presidents and area liaisons.
- Wrote an ongoing online blog *Sherri's Heartline*
- Ongoing communication with chapter presidents, area liaisons, committee chairs, state officers and International via phone calls, personal note cards and technology (Email, Text, Messenger, Face Time)
- Onsite meetings and ongoing Email communications with the Read Lion Yakima and the Double Tree Hotel Spokane venues to make final state meeting details

### **First Vice-President and Educational Excellence Committee Chair: Susan Fritts**

I am grateful for the experience to work with amazing DKG women during my second biennium. The Educational Excellence Committee has provided not only training to EEC chapter officers, but meaningful workshops and projects at the state convention and Fall Board to help members learn and grow. We continue to support the DKG International and state EEC goals while focusing on the president's themes and presenting effective programs to chapters.

#### Chairman and Committee activities included the following:

- Attended International Convention in Austin, Texas, July, 2018
- Plan to attend the Regional Conference Leadership Training (if I am elected President) July 9-10 and Leadership Conference from July 10-12, 2019 in Des Moines, IA
- Attended the 2018 Rainbow Lodge Leadership Retreat in June, 2018
- Am serving as Advisor to the Creative Arts Retreat; attended meeting at Fall Board. Will attend in June 25-27, 2019
- Compiled and distributed resources to all chapter EEC chairmen at Fall Board
- Organized workshops at Fall Board in Yakima State Convention in Spokane and presented them at breakfast to members
- Scheduled presenters and presiders for workshops for Fall Board and Spring Convention
- Encouraged chapters to present successful programs which were posted on website
- Attended all state Executive Committee and Executive Board meetings
- Helped organize panel presenters for Friday, April 12<sup>th</sup> at the state convention in Spokane focusing on Mental Health and Schools
- Provided ongoing communication with EEC chairs, state EEC members and president
- Prepared EEC Action Plan and discussed with committee; members were assigned specific responsibilities i.e. articles to write, reports and legislative updates on webpage, present workshops (Barb C wrote about the homeless and World Fellowship, Charlene wrote about mentorship and the importance of taking S.T.E.M. classes for continuing education)
- Prepared Clock Hours for Quadrant Workshops, Fall Board, and state convention

- Organized and helped present our EEC display at the Gallery Walk/ Info Fair at state convention
- Wrote articles for all *Alpha Sigma News* editions
- Planning on attending Area IV Annual Brunch, Area VII Workshop, and Area X Workshop

Educational Excellence Committee: Jan Blankers (Alpha Tau), Carla Carnegie (Eta), Barb Clausen (Chi), Mary Rennie (Theta) and Charlene Shea (Mu)

## **Second Vice President and Membership Chair: Jane Gerdon**

It has been an honor and a privilege to serve as your State Second Vice President and Membership Chair during this year.

As Second Vice President/Membership Chair, I have:

- Attended International Convention in Austin
- Attended Fall Board in Yakima and presented a workshop for chapter Membership Chairs
- Attended and participated in all Executive Committee and Executive Board meetings
- Assisted chapter Membership chairs as requested
- Compiled lists of initiates, reinstated and deceased members to *Alpha Sigma News*
- Contributed articles to *Alpha Sigma News*
- Attended Area IV and Area VII workshops
- Gathered, typed and printed descriptions of members who have passed away
- Prepared and facilitated the "Celebration of Life" Ceremony at Convention in Spokane
- Prepared and presented "Add 5 More" Challenge in Spokane
- Attended and participated at State Convention in April in Spokane

Membership Committee: Pia Longinotti (Eta) and Mindy Hoffman (Psi)

## **State Recording Secretary: Lisa Wiese**

Thank you for the opportunity to serve DKG and Washington State Organization this past biennium. It has been an honor and a wonderful experience.

I have attended and recorded the minutes for the following meetings:

- Executive Committee meeting in Auburn, June 29, 2018
- Executive Committee meeting at Fall Board in September
- Executive Board meeting at Fall Board in September
- Executive Committee meeting in Auburn in January, 2019

### **Other activities:**

- Attended International Convention in Austin, Texas

- Sent thank you notes to those who made monetary contributions to either the Creative Arts Retreat, Rainbow Lodge, or Washington State Scholarship Fund
- Attended Quadrant 4 Technology Workshop in Kennewick
- I will attend the State Convention in Spokane
- I will attend the State Leadership transition meeting in Auburn
- I will attend the International Leadership Conference in Des Moines, IA

### **Treasurer's Report: Patricia Russell**

During the third year of my term as treasurer, I:

- Received and paid out all organization money as necessary
- Kept an accurate account of receipts and expenditures
- Filed receipts, bills, cancelled checks, vouchers, and bank statements
- Gave reports at meetings and sent monthly reports to the state president, the state finance chair, and the executive secretary
- Filed with the IRS the required income tax 990 report
- Kept a record of chapters who filed their 990-N report
- Processed and sent membership dues and fees to International throughout the year and maintained membership records
- Served ex-officio in the process of budget development and supervision of finances
- Will submit account information for an annual financial review of the organization
- Received and processed chapter treasurers' annual reports and filed the information with International
- Will administer the state grant-in-aid funds according to the State Grant-in Aid Committee
- Assisted the registrar for Fall Board and State Convention meetings by acting as the treasurer for these events
- Acted as registrar and treasurer for the Quadrant 4 Workshop
- Attended the Quadrant 4 Workshop in Kennewick, in October, 2018
- Attended Fall Board and presented a workshop to chapter treasurers
- Attended the Executive Committee meeting in Auburn in January 2019
- Attended the Finance Committee meeting to develop the annual budget in March, 2019
- Attended the Area VII Workshop in Seattle in April, 2019
- Will attend the State Convention in Spokane in April, 2019
- Will present an additional workshop to chapter treasurers at State Convention
- Will attend the International Leadership Conference in Des Moines, IA

As always, I am honored to serve as your treasurer, and look forward to next year.

## **Parliamentarian Report: Janice Moen**

Serving as Alpha Sigma State parliamentarian has been a learning experience for me. I've enjoyed working with this Executive Board.

My activities include the following:

- Serving as parliamentarian at Fall Board
- Attending Executive Committee Meetings
- Serving as parliamentarian at State Convention
- Presiding at the 2019 Alpha Sigma State Convention Banquet
- Attended DKG International Convention in Austin and playing host for our featured speaker Benjamin Zander
- Attending the meeting of The Holden Committee in Austin, Texas
- Doing a Ten-Minute-Take-Away at the International Convention
- Writing an article on Lyrics and Literature for the DKG Bulletin
- Writing an article on The Holden Fund for the DKG Bulletin
- Presenting a Ten-Minute-Take-Away at Alpha Sigma State convention

Thank you to all the members of Alpha Sigma State for all the opportunities that have been provided to me.

## **Immediate Past President: Terri Diehm**

As immediate past president, my duties and activities have included:

- Attending all state and executive committee meetings
- Attending Area, I & III, IV, VII and X Workshops
- Revising State Achievement Award Guidelines
- Chairing the State Achievement Award ad hoc committee for presentation at state convention
- Revising state guidelines for the Creative Arts Retreat at Dumas Bay and the Rainbow Lodge Personal Growth and Leadership Retreat
- Serving on the planning committee and helping facilitate the "Technology and Learning" Quadrant Workshop for Quadrant 4, Kennewick
- Developing and presenting a "meet and greet" program for several chapters to promote increased membership
- Working with a chapter to attempt to delay/stop possible dissolution
- Making several chapter visits to struggling chapters
- Communicating with several chapters to offer support and work toward strengthening membership
- Attending 2018 International Convention in Austin, Texas
- Attending 2019 International Leadership Conference in Des Moines, Iowa

- Serving as co-chair for the Marketplace at the 2019 International Leadership Conference in Des Moines, Iowa

## **Report of Area Liaisons**

### **Area I: Joanne Vining- Liaison: Theta, Alpha Zeta, Alpha Lambda**

- Attended Fall Board in Yakima
- Identified goals for 2018-2019
- Forwarded information to chapters concerning the Quadrant 4 meeting
- Attended the Area I Workshop/Quadrant 4 meeting in Kennewick in October
- Will attend the State Convention in Spokane in April
- Wrote an article for *Alpha Sigma News* about the activities of chapters in Area I
- Attended chapters' meetings in my area and answered questions concerning the state's business

### **Area II: Rosemary Shockley-Liaison: Tau, Eta**

- Attended and represented Area II at Fall Board 2018
- Attempted to keep in contact with Eta and Tau chapters
- Stayed in contact with Area VIII Liaison regarding a workshop in 2019
- Submitted an article for the summer 2018 *Alpha Sigma News*
- Will attend the 2019 State Convention in Spokane and represent Area II

### **Area IV: Sheri St. John- Liaison: Alpha, Kappa, Alpha Rho, Alpha Tau, Beta Delta, Epsilon**

- Attended Fall Board 2018
- Arranged and attended 3 Area IV Co-Council meetings
- Worked with Alpha Rho president to arrange and invite Area IV members to a special chapter meeting in November with a guest speaker. Two other members outside of the chapter attended.

### **Area V: Wendy Selde-Liaison: Chi, Beta Phi, Mu**

- Attended International Convention in Austin
- Worked with area chapters in putting on Fall Board 2018
- Attended Fall Board and met with area chapter presidents for planning and organizing
- Visited all Chapters in the fall: Mu, Chi, Beta Phi
- Kept state officers informed of the progress of one chapter's membership growth
- Have visited and been in contact with state about a struggling chapter
- Have contacted chapters using emails and newsletters
- Have forwarded information from the state officers concerning any special events, dates, activities and deadlines

- Attended and supported Mu Chapter's Meet & Greet
- Plan to attend State Convention in Spokane

**Area VII: Garrel Lindberg-Liaison: Alpha Delta, Alpha Nu, Beta Beta, Beta Sigma, Beta, Rho**

- Attended meetings/events for all chapters but one
- Sent newsletters on a timely basis to the Area Leaders and met with them three times this year
- Attended all State meetings
- Attended and participated at workshops in my Area as well as another Area
- Presided at the 2017 Spring State Convention
- Will chair the preparations for hosting 2019 Fall Board

**Area VIII: Cathy Johnson-Liaison: Zeta, Beta Upsilon**

- Coordinated with Area II for joint Area Workshop in Spokane, March 2018
- Attended Area II Workshop in Spokane, spring 2018
- Attended Fall Board and discussed the coming year with area chapter presidents and attending members
- Presented invitation to DKG State Convention, April 12-13, 2019 in Spokane
- Presented invitation to Area VIII Workshop in Wenatchee
- Monthly communication with chapter presidents through email
- Planning and organizing with chapters for DKG State Convention in Spokane
- Sent a letter of invitation and a copy of the registration form to each member of the Executive Board, Area Liaisons, and Committee chairs
- After consulting with President Sherri Wagemann, it was agreed to cancel the Area VIII workshop to be held in Wenatchee in March. Area chapters will concentrate on State Convention responsibilities. This information was forwarded to chapter presidents along with Area II Liaison.
- Will attend International Leadership Conference in Des Moines, IA

**Area IX: Jan Morgan-Liaison: Phi, Alpha Pi, Beta Chi, Iota**

- Attended Fall board in Yakima
- Made a visit to each area chapter
- Wrote Phi Chapter new article and received one from each chapter for *Alpha Sigma News*
- Submitted annual report to State Recording Secretary
- Will attend State Convention in Spokane



## **Report of Committees**

### **Bylaws and Standing Rules Committee: Nancy Sauer, Chair**

#### **Committee members: Barbara Brown, Diann Rockstrom, Janice Moen**

- Presented a committee report at Fall Board in Yakima
- Prepared the Power Point presentation of the recently adopted amendments from International; providing chapter presidents with a 3-page document to aid them in aligning their chapter rules with International
- Submitted information to *Alpha Sigma News* editor on the Bylaws and Standing Rules amendment proposal deadline
- Provided assistance to five chapters who don't have chapter rules on file by providing electronic copies of approved chapter rules as templates
- Planned meetings with five chapters not having chapter rules on file
- Reminded/encouraged chapter presidents to submit their updated chapter rules
- Reviewed, approved and electronically filed updated chapter rules
- Worked with the Executive Committee in editing proposed amendments
- Reviewed, edited and prepared proposed amendments to the Bylaws and Standing Rules for publication in the spring edition of the *Alpha Sigma News*
- Revised/updated the display board for the Info Fair at Spring Convention
- Prepared the PowerPoint presentation with the proposed amendments to the WSO convention general session
- Updating the state governing documents, as needed, after spring convention
- Edited and simplified redundant language in our state governing documents submitted to International last June (International sent their approval)
- Will pass on electronic copies of updated chapter rules and the edited/updated Alpha Sigma State Bylaws and Standing Rules to the next committee chair

### **Communications: Pat Bennett-Forman, Chair; Barbara McPherson, State Editor;**

#### **Mary Lou Gregory, State web master**

- Committee members attended Fall Board, Spring convention and the Quadrant III workshop in Kennewick, giving workshops at all three events on one or more of the following topics: photography, web building, effective communications
- Promoted and distributed guidelines for effective newsletters/web sites, including criteria for banners
- Recognized chapters with effective newsletters and web sites at the spring convention
- Recommended changes in State Bylaws and Standing Rules to effect greater timeliness in newsletter publications (quarterly) and fiscal responsibility (all electronic)

- Worked with state webmaster, chapter presidents and International to update and correct email addresses for members to ensure receipt of *Alpha Sigma News* and other Mail Chimp correspondence
- Assisted state editor with proofing and editing of the *Alpha Sigma News*
- Prepared working draft of guidelines for state officers when writing for electronic media

***The Alpha Sigma News: Barbara McPherson, Editor***

- Received training and had transition meeting with former editor
- Contracted with print service for printing and mail distribution of three editions of the *Alpha Sigma News*
- Wrote and edited three editions of the *Alpha Sigma News*, including collaboration with a proofing team prior to publication
- Coordinated with state web master for electronic publication of the *Alpha Sigma News*
- Participated with other committee members to provide workshops at Fall Board and Spring Convention

**Washington State Organization DKG Web Site: Mary Lou Gregory, Web Master**

- Maintained and updated state web site, including providing links for publications, videos, and International sites; preparing and posting interactive pdf forms for committees, etc.
- Maintain the subscription to Weebly web site service with plans to renew in June
- Recertified state web site with International
- In process of developing a web master job description
- Maintained the Mail Chimp address list and send out notices as requested by Executive Committee, and coordinated with communications chair to identify and correct all email addresses that “bounce back” via Mail Chimp service
- Proofed three editions of the *Alpha Sigma News* prior to publication

**Finance: Nancy Guthrie, Chair**

**Committee members: Norene Tolmie, Trish Cosner**

- Conducted a financial review in August, 2018, of the treasurer’s books for the year 2017-2018
- Developed the committee action plan at Fall Board for 2019
- Gave the Finance Committee report at Fall Board
- Verified, reviewed, and signed all vouchers submitted to me throughout the year
- Sent all vouchers to president Sherri Wagemann
- Sent notices to all committee chairs and collected information from committee chairs in preparation for developing the 2019-2020 budget
- Met with State Treasurer, Pat Russell, to go over the budget before Finance Committee meeting

- Met with state president and treasurer in January to develop the proposed 2019-2020 budget
- Sent the proposed 2019-2020 budget to *Alpha Sigma News* for publication
- Will attend State Convention in April
- Will give Finance Committee report of proposed budget for 2019-2020 at State Convention
- Will process applications for stipends for the International Leadership Conference in Des Moines, IA

### **Nominations Committee: Joy Lauderbaugh, Chair**

- Created three articles for *Alpha Sigma News*; Spring edition focused on candidate information and photos
- Attended Fall Board and Spring Convention
- Prepared nomination reminders for chapter presidents and area liaisons
- Gave Nominations Committee report at Fall Board and Spring Convention
- Compiled and submitted candidate information for state officer positions, RRPSF and Nomination committee
- Followed up with candidates with phone and written communications
- Compiled committee notebook of information and procedures

### **Arts and Humanities: Joan Shilling, Chair**

- Checked the Gallery of Fine Arts on the International website to become familiar with submission procedures
- Contacted the Jury to clarify questions from chapter members
- Encouraged members to submit creative work to the Gallery
- Wrote and submitted an article for *Alpha Sigma News*
- Helped coordinate and set up the Art & Gallery Walk at State Convention
- Developed a visual display about the duties of the Arts and Humanities Liaison
- Attended Fall Board and State Convention

Thank you for allowing me to serve in this capacity for the past biennium.