

2017-2018

Washington State Organization

Alpha Sigma State

Annual Reports

of

Executive Committee

Area Liaisons

Committee Chairs

## Report of Officers

### President's Report: Sherri Wagemann

So far, the 2017-2018 year has been busy and exciting. On my journey zig-zagging across the state to visit chapters and to attend workshops, I discovered the real HEART of our state organization.... members! I am continually inspired to observe our DKG members' heartfelt passion to help make a positive impact in their community and in education, to advocate for women and children, and to show support for one another and enthusiasm for our DKG organization. I appreciate the efforts of all the dynamic key women educators and I am proud to serve as your state president.

#### The first year of this biennium I have attended the following:

- June 2017 Leadership Transition meeting- Auburn
- July 2017 Executive Committee planning retreat-Tahuya  
Dumas Bay Creative Arts Retreat- Federal Way  
NW Regional Conference- Spearfish, South Dakota for State Presidents' Training
- August 2017 Annual Financial Review meeting- Spokane
- Sept. 2017 Fall Board Leadership Conference- Yakima
- Jan. 2018 Executive Committee meeting- Auburn  
Annual Budget Meeting- Auburn

#### 2017-2018 Chapter Visitations:

- Alpha Sigma, Alpha Rho, Psi, Zeta, Eta, Beta Upsilon, And Beta Kappa
- Enjoyed a variety of programs: S'Klallam Education Program, Identity Theft Prevention, Bug Huntin', Breast Intentions Foundation, a holiday social brunch, a potluck business meeting, state purse project, and an annual tea party.

#### 2017-2018 Area Workshop Visitations:

- Area I- Sunnyside "Inspiring Change Through the Holocaust"
- Area 4- Orting Fellowship Brunch "A Book Opens Up the World- Lending Libraries"
- Area 7- Seattle "King County Breakfast"

Served on the state quadrant tech team to plan, attend and present "Technology & Learning" for Quadrant 1 (Areas 6,7,10) -Bainbridge Island; Quadrant 2 (Areas 2,8)- Spokane.

#### Other Activities:

- Established a state unity project "DKG Washington Purpose-Filled™ Purse Project in collaboration with Nancy Yarbrough of Fresh Start Learning, Inc., Milwaukee, WI.
- Assisted with revisions to State Guideline Booklets and State Editor Job Description
  - *Fall Board and State Convention Hostess Guidelines*

- *Area Liaison Guidelines*
- Planned and presided at Fall Board and State Convention
- Planned and presided at five (5) Executive Committee meetings
- Wrote three (3) articles for the state *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 Email, FaceTime/Skype, phone
- Onsite meetings and ongoing email communications with Red Lion venue to make final state meeting details

## **First Vice President's Report and Educational Excellence Committee Chair Report: Susan Fritts**

I am grateful for the experience to work with amazing DKG women during my first 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.

### Officer and Committee activities:

- Attended NW Regional Conference in Spearfish, S. D. Attended EEC training session
- Attended the Transition meeting in Auburn; discussed and reviewed resource/materials with incoming 2<sup>nd</sup> Vice President
- Attended and presented at the 2017 Creative Arts Retreat
- Am serving as Advisor to the Rainbow Lodge Leadership Retreat. Will attend in June, 2018
- Compiled and distributed resources to all chapter EEC chairs at Fall Board
- Organized and presented workshop for Chapter EEC Chairs at Fall Board with committee
- Scheduled presenters and presiders for workshops and guest speakers 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
- Hosted and planned with Executive Committee in Tahuya, WA at June Executive Retreat
- Hosted and participated as a member of the Technology Quadrant 1 team on Bainbridge Island. Organized presenters; teachers and administrators
- Participated as a member of the Technology Quadrant III team in Chehalis
- 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
- Prepared Clock Hours for Quadrants I and III 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 *Alpha Sigma News*
- Will attend International Convention in Austin, Texas in July

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

### **Second Vice President's Report and Membership Committee Chair Report: Jane Gerdon**

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

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

#### As Second Vice President/Membership Chair, I have:

- Attended NW Regional in Spearfish, SD
- 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 helped at the Quadrant 2 Tech Workshop in Spokane
- Prepared and facilitated the "Celebration of Life" Ceremony at Convention in Olympia
- Prepared and presented "Add 5 More" Challenge in Olympia
- Attended and participated at State Convention in April in Olympia

### **Recording Secretary's Report: Lisa Wiese**

I have enjoyed working at the state level, getting to know my fellow officers and more of the excellent women educators we have in our state.

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

- Officer turnover meeting in Auburn in June
- Executive Committee meeting in Tahuya, in July
- Executive Committee meeting at Fall Board in September
- Executive Board meeting at Fall Board in September
- Executive Committee meeting in Auburn in January, 2018

Other activities:

- Attended NW Regional Conference in Spearfish, SD
- 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 2 Technology Workshop in Spokane
- I will attend the State Convention in Olympia
- I will attend International Convention in Austin, Texas

**Treasurer's Report: Patricia Russell**

During the second 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 reports
- 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 Grants-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 1 workshop
- Attended Fall Board and presented a workshop to chapter treasurers
- Attended the Executive Committee meeting in Auburn in January, 2018
- Attended the Finance Committee meeting to develop the annual budget in Auburn, in January, 2018
- Attended the Area VII Workshop in Seattle
- Will attend the State Convention in Olympia
- Will attend the International Convention in Austin, Texas

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

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

As immediate past president my duties and activities have included:

- Attending all state and executive committee meetings
- Attending Area I, IV, VII, and IX workshops
- Revising Area Liaison, Committee Chair and Achievement Award state guidelines
- Developing state guidelines for the Creative Arts Retreat at Dumas Bay and the Rainbow Lodge Personal Growth and Leadership Retreat
- Serving on the planning committee for “Technology and Learning” Quadrant Workshops for Quadrant 1 on Bainbridge Island and Quadrant 2 in Spokane
- Making several chapter visits
- Communicating with several chapters to offer support and work toward strengthening membership
- Chairing the Achievement Award Committee for the state convention presentation
- Attending NW Regional Conference in Spearfish, SD
- Will attend the Personal Growth and Leadership Retreat at Rainbow Lodge
- Will attend International Convention in Austin, Texas

## **Parliamentarian’s Report: Janice Moen**

Thanks to all our members for allowing me to serve as Alpha Sigma State parliamentarian. My activities include the following:

- Serving as parliamentarian at Fall Board
- Attending Executive Committee Meetings
- Serving as parliamentarian at State Convention
- Accompanying the choir at state convention
- Attended planning of the Dumas Bay Arts Retreat
- Attended DKG NW Regional Conference in Spearfish, SD
  - Presenting one of the Ten-Minute-Takeaways
  - Introducing the Keynote speaker, Dr. Sheryl Feinstein
- Attending the meeting of Eunah Temple Holden Leadership Fund Committee in Austin, Texas
- Writing an article for the DKG News

## **Report of Area Liaisons**

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

- Attended Fall Board
- Prepared an action plan for 2017-2018
- Gave a report at Fall Board inviting everyone to the Area I Workshop
- Attended the Area I Workshop in Sunnyside on the Holocaust
- Visited the chapters and encouraged them to attend state meetings
- Will attend the State Convention in Olympia

## **Area II Report: Rosemary Shockley, Liaison—Eta, Tau**

- Attended 2017 State Convention in Pasco; supported Eta Chapter members as member Sherri Wagemann was installed as State President
- Worked with Tau and Eta chapters to compile information for the Newsletter
- Attended and participated in Fall Board in Yakima as Area II was hostess area for this meeting
- Assisted President Sherri Wagemann with Quadrant 2 meeting in set-up, meals, and monitored registration

## **Area V Report: Ginny Flegel, Liaison—Mu, Chi, Beta Phi**

- 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 progress of one of chapter's membership growth
- Have been in contact with state about ideas of how to help our struggling chapter
- Have contacted chapters using emails and newsletters at least once a month
- Have forwarded all information from the State and officers concerning any special events, dates, activities, deadlines
- Have a contact person and chapters signed up for responsibilities at Fall Board 2017
- Have informed state officers that Mu chapter will not be able to provide an Area V workshop this spring as was planned
- Continue to give chapters ideas about how to increase membership
- Will attend State Convention in Olympia

## **Area VI Report: Nancy K. Sheng, Liaison—Lambda, Beta Kappa**

- Met with Garrel Lindberg, fall 2017
- Attended Beta Kappa Annual Tea, March
- Hosted Area VI Workshop (Washington Symphony Orchestra dress rehearsal, Mt. Baker Theatre, Bellingham, and luncheon at Skylark's Hidden Café, Fairhaven)
- Coordinated spring convention hostess duties with my chapter, Lambda, and with Kris Bishop, Beta Kappa Chapter, Garrel Lindberg, Area VII Liaison, and state officers: Sherri Wagemann, Paula Nichols, and Pat Russell
- Will serve as Chair of Spring Convention, April 27-28, 2018

## **Area VII Report: Garrel Lindberg, Liaison—Beta, Rho, Alpha Delta, Alpha Nu, Beta Beta, Beta Sigma**

- Facilitated the roles of Area Liaisons at the Transition Meeting
- Attended Fall Board and identified goals for 2017-2019
- Attended Quadrant 1 meeting
- Attended annual King County Workshop (Breakfast) with the main presenter Dr. Tanisha Felder of the Shoreline S.D.
- Area newsletters and meetings have kept us current with events; solved transitional problems and provided timely topics for individual chapter programs

## **Area VIII Report: Cathy Johnson, Liaison—Zeta, Beta Upsilon**

- Submitted annual reports
- Due to my absence, connected with Area II president for Area VIII Fall Board report
- Used email to connect with area presidents for planning and reporting of upcoming state, regional and international events
- Attended Quadrant 2 meeting in Spokane
- Will attend State Convention in Olympia
- Will attend International Convention in Austin, Texas

## **Area IX Report: Jan Morgan, Liaison—Iota, Phi, Alpha Pi, Beta Chi**

- Attended Fall Board and completed Action Plan
- Visited chapters Alpha Pi, Beta Chi, and Phi
- Attended Area IX Workshop organized by Iota at the Olympia Children's Museum
- Attended State Convention in Olympia

## **Report of Committees**

### **Bylaws and Standing Rules Committee: Nancy Sauer, Chair—Barbara Brown, Diann Rockstrom and Janice Moen**

Committee activities include:

- Presenting a committee report at Fall Executive Board in Yakima
- Submitting information to *Alpha Sigma News* editor on the Standing Rules amendment proposal deadline
- Providing assistance to five chapters who don't have chapter rules on file by sending electronic copies of approved chapter rules as templates
- Planning meetings with the five chapters not having chapter rules on file
- Reminding/encouraging five chapter presidents to submit their updated chapter rules
- Reviewing, approving and filing revised chapter rules
- Working with the Executive Committee in editing proposed amendments
- Reviewing, editing and preparing proposed amendments to the Standing Rules for publication in the spring edition of *Alpha Sigma News*
- Producing a handout and display board for the Info Fair at Spring Convention
- Presenting a Power Point presentation with the seven proposed amendments to the Washington State-Alpha Sigma State convention general session
- Updating the state governing documents, as needed, after spring convention
- Editing and simplifying redundant language in our state governing documents submitted to International last June (we're awaiting suggestions from International)
- Passing on electronic copies of updated chapter rules and the edited/updated Alpha Sigma State *Bylaws and Standing Rules* to the next committee chair
- Maintaining the file of proposed Bylaw amendments for consideration next year

**Communications Committee: Barbara McPherson, Chair—Pat Bennett-Forman, Editor, and Mary Lou Gregory, Webmaster**

During 2017-2018, members of the Communications Committee have attended Fall Board, two Quadrant meetings and Spring Convention to:

- Present a workshop, coaching session to help chapters establish websites
- Present a workshop for effective communication
- Present a workshop about the benefits of newsletters as an effective form of communication

Mary Lou Gregory, Webmaster has:

- Established and maintained the organization's website, DKGWA.org, following guidelines set by DKG International
- Responded promptly to officer, committee, state editor and member requests to post forms, updates, corrections and additions to the site
- Obtained permission for email links posted on the site
- Proofread drafts of *Alpha Sigma News* and posted issues on the website
- Uploaded member emails to MailChimp for distribution of *Alpha Sigma News*
- Maintained and updated emails in MailChimp

Pat Bennett-Forman Editor has:

- Published three editions of *Alpha Sigma News* (summer/fall 2017, winter 2017, spring 2018) to keep members informed of recent and upcoming state, regional, and international events and projects, ideas for enhancing chapter services, and news from chapters throughout the state
- Distributed the newsletter in electronic form to all members with email addresses registered with International, and printed newsletters to those without email
- Assisted with updates to MailChimp email service

As chair of the Communications Committee I would like to thank Pat and Mary Lou. It is their knowledge, creativity, and professionalism that have made this committee's business run so smoothly.

**Finance Committee: Nancy Guthrie, Chair—Norene Tolmie, Trish Cosner**

- Conducted a financial review, in August, of the treasurer's books for the year 2016-2017
- Developed the committee action plan at Fall Board for 2018
- Gave the Finance Committee report at Fall Board
- Reviewed and signed all vouchers submitted to me throughout the year

- Collected information from committee chairs in preparation for developing the 2018-2019 budget
- Met with state president and treasurer to develop the proposed 2018-2019 budget
- Wrote two proposals for the State Bylaws, to be voted on at Spring Convention
- Wrote article for *Alpha Sigma News* regarding an increase in dues
- Sent the proposed budget to Pat Bennett-Forman for publication in the *Alpha Sigma News*
- Will attend State Convention in April
- Will process applications for stipends for the International Convention

### **Grants-in-Aid Committee: Connie Jay, Chair—Sue Keltner and Denise Perkins**

The committee received three applications for stipends and one application for a scholarship. All four applicants received awards. Recipients received their notification of the awards via a letter by mid-February and were invited to attend the luncheon at convention. They were also asked to provide a picture to accompany the article which was submitted to the *Alpha Sigma News*. Upon looking through the committee file, it was discovered that guidelines and rules for the scholarships written are a bit confusing and apparently have not been revised since 2005. No tool for scoring the applicants was found. A scoring tool was devised and used on a trial basis. The committee plans to meet at Spring Convention to discuss the pros and cons of the tool and determine how the tool may be modified to make the selection of the recipients and the amount they are to receive easier. There will be a display giving information about the scholarships and stipends at convention. The work of the committee is still in progress:

- Refining our scoring tool with points being awarded for applicants' answers to the application questions, their active participation in Delta Kappa Gamma at the state and chapter level, as well as awarding points for their letters of recommendation
- Researching the former guidelines and rules and coming up with guidelines that can be approved by the Executive Board and will become known to everyone
- Possible revision of the stipend and scholarship applications on line
- Determine a way to increase the amount of money we are able to give to applicants

### **Nominations Committee: Linda Pearn, Chair—Caryn Mills, Joy Lauderbaugh**

- Created an article for the summer issue of *Alpha Sigma News* for nominations to the Rachel Royston Permanent Scholarship Foundation and the Nominations Committee
- Attended Fall Board
- Prepared nomination reminders for Fall Board packets
- Gave Nominations Committee report at Fall Board
- Submitted an article for the fall issue of *Alpha Sigma News*
- Contacted chapter presidents to solicit candidates
- Collected and compiled candidate information

- Followed up with phone calls
- Submitted an article for the spring issue of *Alpha Sigma News* with candidates' names, bios and photos
- Submitted annual report
- Will attend Spring Convention in Olympia

### **Arts and Humanities: Joan Schilling**

During this year I have:

- Become familiar with the Gallery of Fine Arts on the DKG website
- Encouraged members to submit their creative work to the Gallery
- Answered questions about the Gallery from chapter members
- Helped coordinate the Arts & Hobby Gallery Walk at the State Convention
- Wrote and submitted an article to the *Alpha Sigma News*

### **Leadership Development Committee: Monique Manuel, Chair—Barbie Sharrard, Jaime Reister**

- Distributed action plan to committee members before Fall Board
- Met with committee at Fall Board to review 2017-2018 action plan
- Presented chapter presidents' workshop (based on H.E.A.R.T.) at Fall Board
- Provided an article for fall issue of *Alpha Sigma News*, Reframing Chapter Challenges as Calls to Action, by Jaime Reister
- Proposed a leadership workshop for State Convention, for incoming chapter presidents, 2018-2020
- Barbie Sherrard developed a visual display to highlight Leadership Development Committee for State Convention
- Met and planned leadership strand activities for Rainbow Lodge Retreat, June 2018
- Will attend State Convention in Olympia



