

2019-2020

Washington State Organization
Delta Kappa Gamma Society
International

Annual Reports of
Executive Committee
Area Liaisons
Committee Chairs

Report of Officers

President: Susan Fritts

- Attended the following:
 - Transition Meeting June 28, 2019 at Wesley Lee Homes, Auburn
 - International Conference in Des Moines, Iowa, July 8-14, 2019
 - State Executive Committee Meetings: September 2019, January 2020
 - Annual state budget and financial review committee, September 2019, January 2020
 - Fall Board, September 27-29, 2019 in Yakima
 - Chapter and Area Workshops: Alpha Sigma, Area IX Workshop in Olympia, Area V Workshop, March, 2020 in Vancouver (After March, all workshops were cancelled including Beta Kappa's tea in Oak Harbor and the U.S. Forum in Virginia)
 - Rachel Royston Permanent Scholarship Foundation Interviews in February 2020
 - Outstanding Educator Event in March, Poulsbo, Alpha Sigma Chapter describing DKG
 - Seminar at Uniserve Office, Poulsbo, Alpha Sigma
- Attended State President Training at International Conference in Des Moines, Iowa, 7/9
- Collected over 500 children's books from Edmonds Bookstore going out of business, organized into reading levels and gave them to all chapters at Fall Board to be distributed in their communities through chapter projects
- Challenged all chapters to design a Literacy Project within their community, send photos to state to be part of a PowerPoint and/or create a display
- Communicated with officers and made the final decision to cancel our state convention on April 24-26 and Area VII King County Event in March due to the Coronavirus Pandemic.
- Planned and presided at Transition Meeting in June, 2019 and Fall Board, September, 2019
- Planned state convention for April 24-26th in RL Olympia.
- Communicated with International about our guest Dr. Helen Popovich
- Purchased a gift for Dr. Helen Popovich which will either be given to her at Fall Board or for a future International guest next year
- Wrote articles for the ***Alpha Sigma News***
- Wrote newsletters to Area Liaisons and chapter presidents (1-9 Newsletters presently)
- Communicated with State Officers and International; filled out questionnaires/voted
- Sent letters/e-mails to RL Hotel and Rainbow Lodge regarding cancellation due to virus
- Helped plan for our Exec. Com. Zoom Meeting and GoToMeeting to vote on budget, nominees, contract in April, 2020
- Informed Webmaster Mary Lou Gregory when changes needed to be made on webpage

1st Vice President and Educational Excellence Committee Chair: Pat Bennett-Foreman

- Attended Executive Committee Meetings: transition meeting in June 2019; Fall Board 2019; mid-year January 2020.
- Participated in electronic meetings for Executive Committee and Executive Board, Spring 2020.

- Attended International Conference in Reykjavik, Iceland, July 2019.
- Participated in Washington State video conference and training for Clock Hour providers; submitted all required paperwork for approval as a provider.
- Organized and presented EEC workshop at Fall Board 2019.
- Secured presenters and presiders for workshops at Fall Board 2019, including management of clock hours program, workshop evaluations, and summation of evaluation results.
- Secured presenters and presiders for 20 workshops for Spring Convention, and key note speaker for luncheon, including all paperwork for clock hour approvals. Unfortunately, the convention was cancelled, but many of the speakers have agreed to present at later conventions.
- Prepared EEC action plan and detailed objectives for Advocacy, Professional Development, Personal Well-being, Service Projects, and Technology support.
- Completed surveys of chapter presidents on (1) professional development topics and speakers, (2) literacy projects, and (3) support services to early educators. Also surveyed a sample of early educators (5 years or less in the profession) to determine needs. Prepared reports for Executive Board and articles for Alpha Sigma News on advocacy, literacy projects featuring chapter programs, and support to early educators. Special kudos to Joanne Vining for her work on the Literacy Projects, getting material for the ASN and for a slide show to be shown in Fall 2020. Also gratitude to Keitha Bryson for presenting at Area IX, writing articles for the ASN and web site and for keeping us informed on legislative topics. Mindy Hoffman has contributed to our understanding of chapter activities for early educators and to surveying early educators as to their perceived needs.
- Attended workshops for Area IX and Area IV.
- Served as liaison between the Rainbow Lodge Leadership Retreat Planning Committee and the Executive Committee, including coordination and paperwork for clock hour offerings.
- Provided on-going communications to chapter presidents, EEC chairs and state committee chairs for Membership and Communications/Marketing.
- Designed template materials for legislative advocacy work: “know your legislator,” template for email and phone contacts; template for face-to-face meetings. Materials were also included on the National Legislative Seminar thumb drive. Prepared for NLS panel (though the Seminar was cancelled at the last minute).

2nd Vice President and Membership Chair: Monique Harrison

- Attended International Conference in Des Moines, Iowa
- Attended and participated in all Executive Committee and Executive Board meetings
- Assisted chapter Membership chairs as requested
- Stayed in contact with International NW Membership, Constance Hoag
- Compiled lists of initiates, reinstated and deceased members to Alpha Sigma News
- Gathered, typed and printed descriptions of members who have passed away
- Preparing the “Celebration of Life” Online Ceremony

Secretary: Jessica Tufts

- Attended transition meeting in July
- Attended Fall Boards
- Attended and participated in all Executive Committee and Executive Board meetings
- Gathered and assembled Annual Reports from officers and chairs
- Communicated with previous secretary in the gathering of old minutes
- Worked with parliamentarian to correct previous minutes
- Created, edited, and kept record of Executive Board and Executive Committee minutes
- Attended and passed information on to local chapter
- Planned to attend Area VIII Workshop and State Convention prior to cancellations
- Will attend 2020 International Convention in Philadelphia if not cancelled due to COVID-19

Treasure: Patricia Russell

- 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 for State members and maintained membership records for all chapters.
- 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.
- Acted as registrar and treasurer for Fall Board, State Convention, and Rainbow Lodge.
- Attended Fall Board and presented a workshop to chapter treasurers.
- Attended the Executive Committee meeting in Auburn in January, 2020.
- Attended the Finance Committee meeting to develop the annual budget in Auburn in January, 2020.
- Will electronically attend the State Convention in April, 2020.
- Will attend the International Convention in Philadelphia, Pennsylvania in July, 2020, if it is not cancelled.

Parliamentarian: Barbara Clausen

- I could not attend the turnover meeting but have communicated with Janice Moen for Transition.
- During this year:
 - Assisted the president in meeting management for Fall Board
 - Helped prepare motions for members
 - Met with the Executive Committee at Fall Board & the January meeting in Auburn.
 - Met with the Bylaws and Standing Rules committee at Fall Board and discussed process.

- Developed directions for the timers and pages for meetings, had them approved by the Executive Committee, and placed in the board/convention notebook.
- Requested the Executive Secretary laminate and carry them to state meetings.
- Coordinated an open forum for Friday evening at Convention for our honored guest at the request of the Vice President.
- Reviewed all WSO Standing Rules & proposed amendments. (Discovered that the amendments were covered in last spring's convention but were not spelled out in the minutes and were not changed in the posted Standing Rules.)
- Met with the Bylaws and Rules chair and edited the Bylaws, Standing Rules, and convention minutes for clarity and alignment.
- Plan to attend the state convention and participate as appropriate.

Immediate Past President and Expansion & Dissolution and U.S. Forum Representative: Sherri Wagemann

- Serving as an advisor to the WSO Executive Committee
- Attending Fall Board and all State Executive Committee meetings
- Serving as WSO representative to the US Forum & National Legislative Seminar
- Serving on the 2019 - 2020 International US Forum Elections Committee
- Chairing the WSO Achievement Award ad hoc committee to select the 2020 award recipient and to develop an award recognition presentation
- Writing articles for the *ASN* promoting & encouraging:
 - Achievement Award nominations
 - National Legislative Seminar attendance
 - Application for a NW Region representative position on the 2020 - 2022 International US Forum Steering Committee
- Communicating and offering support to struggling chapters to help revitalize and delay/stop possible dissolution
- Planning a CARE chapter revitalization training session for all chapter teams and past state presidents
- Attending 2020 International Convention in Philadelphia PA
 - Serving on the International US Forum Elections Committee to elect new steering committee representatives
 - Serving as a floor page for the International Convention
 - Participating in the International Choir
- Planned to attend the following until all were cancelled due to COVID-19
 - Area 2 & 8 workshop
 - National Legislative Seminar in Washington DC
 - WSO state convention in Olympia

Report of Area Liaisons

Area I: Isabel Castro

- Attended the 2019 Fall Board and stated my goals as Area I Liaison for 2019-2020
- Visited the Yakima Thea Chapter in November and learned about the Yakima Valley Genealogical Society
- Participated in our Literacy Project by Collecting and distributing books for our teachers' classroom libraries
- Distributed information on Area I workshop at chapter meetings
- Attended the Area I Workshop at the Goldendale Observatory
- Communicated with other Area Liaisons by phone and emails to share information on upcoming events/activities
- Maintained contact with all chapter in Area I
- Worked with our Executive Board to scout prospective members for our chapter
- Will visit the Goldendale Alpha Zeta chapter in May
- Will submit an article for Alpha Sigma News on activities in Area I chapters

Area III: Cathey Erickson

- Attended Alpha Psi year planning session 2019
- Attended Fall Board 2019
- Gave the inspirational message before lunch at Fall Board
- Was presider at Fall Board for Kathy Grytting
- Attended Alpha Psi meetings in the fall
- Attended and helped plan Area III workshop
- Was registered to attend Spring Convention 2020
- Forwarded information as requested from State

Area IV: Linda Elliot

- Attended the Regional Conference on Leadership in Des Moines, Iowa
- Attended Fall Board in Yakima
- Identified Area IV goals for 2019-2020
- Communicated with and supported Area IV chapters
- Organized and facilitated two co-council meetings in October and January at Wesley Homes, Auburn Lea Hill
- Attended and supported the Area IV Fellowship Brunch, hosted by Kappa Chapter, and held on February 2, 2020 at Wesley Homes-Auburn Lea Hill
- Communicated via e-mail, snail mail and phone and met with chapters as needed
- Wrote an article which was published in the Winter 2020 *Alpha Sigma News*
- Due to the pandemic, Spring Convention was cancelled
- Due to sheltering in place, the May co-council meeting will be via Zoom

Area V: Jane Gerdon

- Attended Leadership Conference in Des Moines, Iowa
- Met with 2 officers of Mu Chapter to connect and offer support in their planning of Area Workshop
- Attended Fall Board
- Attended Area Workshop

Area VI: Nancy Sheng

- Service projects: Beta Kappa collected feminine products and donated these to their local schools for counselors to distribute to needy girls. Lambda made fleece blankets, collected warm clothing and toiletries, and delivered these to our local women's shelter in early December.
- For Lambda's international project we sewed 13 little dresses for Africa. This year a colleague of ours from Lummi Nation School in Bellingham will personally deliver the dresses to her school contacts in Africa when she travels there in June.
- I plan to attend Beta Kappa's Spring Tea.
- For the Area VI workshop, Lambda chapter will host a museum tour and luncheon in Bellingham in spring.
- In March I look forward to attending the Forum 2020 National Legislative Seminar hosted by DKG International in Washington, DC. Following the seminar, we will meet with senators and congressional representatives from our individual states.
- I missed Fall Board this year due to surgery, but am looking forward to Spring Convention.

Area VII: Garrell Lindberg

- Worked with all Area Liaisons at 2019 Transition Meeting
- Identified goals for 2019-2020
- Chaired the Area VII hosting of Fall Board 2019 at Yakima
- Sang and wrote invitation to 2019 Fall Board
- Provided regular communication to all Chapters
- All Chapters met the updating goal of Chapter Rules
- Three Area VII meetings for Chapter leaders was provided
- A rotation of Chapter responsibilities for our Area VII Workshop was updated up to 2024
- All Chapters have an opportunity to create, lead, record and evaluate our Area VII activities
- Encouraged and helped all Area Chapters to participate in State Projects
- Have attended all State Meetings and encouraged attendance from my Area by sharing transportation and hotel room
- All Chapters have responded to the request to attach a geographic designation to their name
- Wrote a short listing of books worth reading for *Alpha Sigma News*
- Chaired the 2020 Area Workshop in Seattle but had to cancel the event due to COVID-19

- Our Area Leaders will meet in June to determine how we will proceed to our 2021 Workshop

Area VIII: Rosa Eilert

- Attended the June transition meeting in Auburn...very valuable learning experience for me.
- Attended Fall Board in Yakima and gave a report on Area 8.
- Attended meetings monthly at Zeta Chapter, Wenatchee Valley as President/ Area Liaison.
- Attended November meeting at Beta Upsilon, Grand Coulee Chapter...celebrated their chapter anniversary while there.
- Planned to attend a spring meeting of Beta Upsilon before stay at home order.
- Participated in organizing Area 8 Workshop, "Rock n Roll", planned by Teri St. Jean, VP programs in Zeta Chapter...cancelled due to COVID 19 quarantine.
- Planned to attend State Convention in Olympia(cancelled) & Rainbow Lodge Retreat (uncertain at present)
- Kept current with state officers through e-mail & newsletters

Area IX: Jan Morgan

- Attend Transition Meeting in Auburn June 28, 2019
- Attend Fall Board in Yakima
- Gave one minute action plan report at Fall Board
- Attend November Area IX Workshop in Olympia
- Attend Area IX November Chapter Presidents Meeting
- Volunteered as Presider for Workshop at State Convention
- Gathered Chapter articles for Spring Alpha Sigma Newsletter
- Make Chapter visits
- Submitted Annual Report to the State

Area X: Jackie Finckler

- Attended DKG's New Presidents Meeting - June
- Communicate with all Chapters through email/ phone contact
 - Nu: Gig Harbor
 - Alpha Upsilon
 - Beta Un
 - Alpha Sigma Kitsap
- Attended Quadrant 1 Workshop
- Worked with 2nd Vice President of DKG to develop invitation to 2020 State Convention in Spring
- State Convention Hostess Committee Meetings with Area X Presidents and past presidents: Vi Raddatz-Strobridge of Alpha Upsilon, Pam Rowland of Nu, Dodi French of Beta Nu, along with Pat Bennett-Forman, Andrea Neault, Carol Linscott, Jackie Finckler
 - August

- January
- February
- Area X Alpha Sigma Workshop Attendance – New Discipline Regulations of WA State
- Attended Alpha Sigma Outstanding Educators Awards - March
- All DKG in-person activities including State Convention Canceled

Report of Committees

Bylaws and Stand Rules: Joanne Scholen

- Committee attended and met during Fall Board in Yakima
- Chair presented committee report at Fall Board, with committee assistance
- Submitted articles to state newsletter editor regarding deadlines for State Bylaws amendment proposals (summer and fall issues) and reminding chapters to complete updating their bylaws during this second year of the biennium (fall issue)
- In October, e-mailed information to all state chapter presidents and liaisons about updating chapter rules
- Worked with the Executive Committee regarding submitted proposed amendments and the committee's subsequent decisions - No further action needed by me
- In late January, e-mailed reminder to remaining chapters who haven't submitted updated rules
- Reviewed, approved and electronically filed updated chapter rules as they were received during the year
- Will meet with Parliamentarian Barb Clausen to work on state governing documents
- Will update committee display board for state meetings
- Planned to attend State Convention in Olympia

Communications: Jannette Manuel

- Attended Fall Board in Yakima and presented a workshop with Kimberly Elias on various methods of showcasing and communicating about chapter and its endeavors
- Assisted State Editor with proofing and editing of the Alpha Sigma News
- Began connecting with Teacher Preparation Programs in the Seattle Area
- Assisted Area VII Liaison and leaders in various technological methods of communication for their chapters and area business

State Webmaster: Mary Lou Gregory

- Attended Fall Board and Spring Conventions and summer conference in Des Moines, IA.
- Assisted with presentation at summer conference in Des Moines, IA.
- Respond quickly to requests for updates on website and questions on its use.
- Maintained and updated state web site, including providing forms and links for publications, videos, and International sites.
- Updated and converted state forms to interactive, saveable format (using Adobe InDesign and Acrobat Pro) and put them on website.
- Renewed Weebly web site service for two years to expire in 2021.

- Maintained website according to International guidelines.
- Sent email notices to members using MailChimp email service.
- Coordinated with others 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.
- Posted finished edition of ASN on website.

Finance: Nancy Guthrie

- Conducted a financial review in September 2019, of the treasurer’s books for the year 2018-2019.
- Developed the committee action plan at Fall Board for 2020.
- 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 Susan Fritts.
- Sent notices to all committee chairs and collected information from committee chairs in preparation for developing the 2020-2021 budget.
- Met with State Treasurer, Pat Russell, to go over the annual budget before Finance Committee meeting.
- Met with state president and state treasurer in January to develop the proposed 2020-2021 budget.
- Sent the proposed 2020-2021 budget to Alpha Sigma State News for publication.
- Will not attend State Convention in April because of the Coronavirus.
- Will give Finance Committee report of proposed budget for 2020-2021 on Zoom for the Executive Committee as the State convention had to be canceled.
- Will process applications for stipends for the Regional Convention.

Grants-in-Aid: Myrna Muto

- Attended Fall Board.
 - Prepared a Trifold display with Grants-in-Aid Committee’s Mission and Purpose as well as information about Grants-in-Aid Scholarships and Stipends available to WSO members. The trifolds were on display in the Fall Board Registration Room along with two raffle items
 - basket filled with a teapot, mugs and teatime supplies
 - pink faux leather portfolio
 - Met with Charlene Shea on Friday evening to discuss ways to increase grants-in-aids funds. At breakfast on Saturday, Charlene announced that there was a benefactor who would match the dollar amount contributed at the DKG breakfast or lunch, whichever was higher. The competition resulted in a flurry of ticket purchases during breakfast and lunch. A total of \$562.26 was raised.
- Submitted an article for Alpha Sigma News in October about the Grants-in-Aid Scholarships and Stipends with links to the application and the due date. An e-mail was sent to Area Liaisons in

early January with a request that they forward a reminder (prepared by me) regarding the February 1, 2020 due date to their chapter presidents.

- Reviewed an application for a stipend along with committee members Patty Swanson and Charlene Shea in early February. The Awards letter was sent in March.
- Purchased packets of cards for the Convention in April. At lunch, each table would have a stack of cards along with names of current World Fellowship recipients attending universities in the United States. Attendees would write a short note to a recipient. Since the convention was cancelled, cards will be used next year.

Leadership Development: Janet LeBeau

- Distributed action plan to committee members before Fall Board.
- Met with committee at Fall Board to review 2019-2020 action plan.
- Also met with Rainbow Lodge Committee to help plan retreat.
- Presented chapter president's workshop at Fall Board.
- Proposed a leadership workshop for State Convention, for new chapter presidents 2020-2022.
- Planned leadership strand activity for Rainbow Lodge Retreat in June 2020.
- Will attend State Convention in Olympia.

Nominations: Joy Lauderbaugh

- Created articles for the state newsletter listing open positions and requesting nominations. Spring issue featured photos and biographies of candidates.
- Attended Fall Board 2019 and met with committee members in person and by electronic means. Gave committee report.
- Prepared and sent information to chapter presidents and liaisons. Communicated frequently with committee members and state President.
- Compiled, approved applications and submitted candidate information for state officer positions, Rachel Royston Permanent Scholarship Fund trustee, and Nomination Committee position.
- Communicated with candidates by phone and electronic means.
- Compiled committee notebook of communications, procedures and timeline.
- Requested guidance for conducting elections after Spring Convention was cancelled.
- Submitted Budget request for 2020-2021 year.

Leadership Retreat: Laurie Fisher

- The committee met at Fall Board, September 27, 2019. The retreat's title is: Rainbow Lodge Retreat – Literacy, Leisure and Leadership
 - Goals were set to find presenters who fit our title.
 - Literacy: King County Children's Librarian – Children's Literature with Leadership Qualities, Maria Heckinger, author of Beyond the Third Door
 - Leisure

- Road Scholar Representative, Art – Paint on Glass, Art – Watercolor Journaling, Campfire, songs and s’mores, Dance Through the Decades
 - Leadership
 - Susan Fritts – Leading with a Balanced Life, Sandi Cross – Happiness in DKG, RRSPF Panel
- Announcements, articles for ASNews and the website, and the registration form have been submitted in a timely manner.
- Terri Diehm, Jo Ladd Clark and Laurie Fisher met on March 12th to discuss the budget, clock hours, speakers and schedule.
- Other communication has been through email.

International World Fellowship Committee: Barbara Clausen

- Representing Washington on this international committee, this is what we accomplished this term:
 - The selection in two years of nearly 60 worthy women from around the world to receive DKG World Fellowship awards/extensions!
 - The transformation of the selection process to a rubric with the use of anchor papers to calibrate scoring.
 - The development of blogs, takeaways, video clips, presentations, and blogs to provide for World Fellowship activities for chapters/states.
 - Communicate nearly every month to encourage member involvement with recipients.
 - Provide recipient information and ideas of support.
 - Encourage financial support to increase the available funds for awards
- Here is how we advanced the vision of leading women educators:
 - Promotes the support of women to advance their education and to return to their country to make a difference in our world. Many of these women will be studying in areas of artificial intelligence, health issues, and teaching, etc. This impacts women everywhere.
- These are the changes we have made to the World Fellowship process:
 - Developed and used the new rubric
 - Calibrated before scoring occurs to help find common understanding in how members see the criteria
 - Read all but dual scoring by the chair when widely discrepant scores occur (with 80+ applicants this is vital)
 - Started at the biennium beginning to generate enthusiasm/ideas for fund raising for the Ed. Foundation so that you can maintain or increase the amount of awards & extensions given
 - Delegated and divided up the responsibilities as much as possible among committee members