

**Minutes
Virginia State Council
Epsilon Sigma Alpha, International
General Board Meeting
Sunday October 5, 2014**

Prior to the meeting being called to order, President Suzanne Smith led the VSC members in singing “Sing” by the Carpenters.

Call to Order:

The Fall General Board meeting of the Virginia State Council of Epsilon Sigma Alpha, International was held on Sunday October 5, 2014, at the Holiday Inn Hotel, Roanoke, VA. President Suzanne Smith called the meeting to order at 9:06 am.

Opening Ritual:

Suzanne asked that all stand and join her in the opening ritual.

Chaplain’s Message: Lynne Rightmyer, Chaplain

Lynne Rightmyer, Chaplain, requested special prayers for Amanda Wright, Sharon Shaffer, and Arthur Parrish. Lynne read, “The Baby Boomer Rock Stars are revising their hits with new lyrics.”

Welcome:

Jr. Past President Carol Campbell welcomed everyone to Roanoke and thanked everyone for coming. She commended Bev Scott for an amazing Leadership Conference and the planning of dinners.

Minutes Approval Committee:

Brenda Orebaugh, Gamma Pi and Marie La Duke, Beta Sigma

Recognitions:

President Suzanne recognized the following:

- The VSC Executive Board, Suzanne’s Bunch and her “Conductors”— 1st Vice President, Kathy Gibbons; 2nd Vice President, Kristine Williamson; Recording Secretary, Susan Caldwell; Corresponding Secretary, Sheen Childress; Treasurer, Priscilla Browning; Parliamentarian, Brenda Bowersox; and Jr. Past President, Carol Campbell.
- The VSC Appointed Board and Committees, her “Orchestra”
- VSC Past Presidents, her “Composers”
- 2014-2015 VSC Chapter Presidents, her “Chorus”

- First Time VSC meeting attendees—Debbie Langfitt, Delta Rho, and Lauren Hewitt, Alpha Chi
- Guest in Attendance—Pat Buck’s sister Gail

Credentials: Sue Danielson, Lou Ann Wyer, and Peggy Smith

The credentials report was given by Sue Danielson:

→ Attendance

Chapters on Roll:	20	
Chapters Present at Meeting:	16	
VSC Officers Present:	8	
Members Present:	48	
Élans Present:	0	
MALs Present:	0	
Guests Present:	<u>1</u>	
Total Present at Meeting:		57

→ Number of Votes

VSC Executive Board/Officer Votes:	7	
# Chapter Delegate Votes:	19	
Proxy Votes:	<u>0</u>	
Total Votes:		26

Full report is on file.

Quorum: A quorum was declared.

Rules of Meeting:

The Rules of Meeting are a part of the VSC Standing Rules and as such do not need to be read.

Approval of the June 2014 General Board Meeting minutes: Sandy Reed and Judy Williams (Report scanned)

Judy Williams reported that the Minutes of the June 2014 General Board Meeting were approved as corrected. The approved Minutes were distributed via email on June 24, 2014.

Suzanne dismissed the committee.

Correspondence: Sheen Childress, VSC Corresponding Secretary

No correspondence

Audit Report (Electronic Report on file)

Sheen Childress, VSC Corresponding Secretary, gave the Audit report for Auditors, Faye Campbell and Neda Duncan. The auditors found that the Virginia State Council books, the VSC State Project books, and the VSC Convention 2014 books were in good order.

Financial Report (Scanned Report on file)

Treasurer, Priscilla Browning presented the following:

- **Financial Report**

- Checking Account**

- 10/4/14

- Beginning balance on hand--\$2529.75

- Income--\$1702.00

- Disbursements--\$500.00

- Ending Balance--\$3731.75 on 10/6/14

- Savings account**

- 5/31/14

- Beginning balance on hand--\$6940.47

- Income--\$0.00

- Ending Balance--\$6940.47

No questions from the membership were brought forward.

Reports from our Composers: The VSC Executive Board members

1st Vice President: Kathy Gibbons (Report scanned)

Kathy made a request for members to fill out the "Willing to Serve" forms that she placed in the Chapter folders. The deadline for the form is February 15, 2015. She thanked members who have made commitments to serve.

2nd Vice President: Kristine Williamson (Electronic Report on File)

Kristine thanked Beta Sigma and Theta Mu for invitations to their anniversary events.

Kristine recapped the mock "Choctober" membership event that she presented on Saturday, October 4, 2014, during the Leadership Conference. She informed the members that information about the following items were placed in chapter folders: rush event forms, BOGO program information, business cards, friendship kits, Facebook pages for "Choctober" and ESA, "Choctober" brochure, and the ESA website.

Recording Secretary: Susan Caldwell

No report

Corresponding Secretary: Sheen Childress

No report

Treasurer: Priscilla Browning (Oral report)

Priscilla reminded the members that she is still accepting first half VSC dues.

Parliamentarian: Brenda Bowersox (Electronic Report on file)

Brenda presented the second installment of a very clever Parliamentary Procedure Skit to the membership and reported that the saga would continue at each VSC meeting.

She reminded everyone that proposed bylaw or standing rules changes could be accepted at anytime. She requested that the last date to have them to her is by the postmark date of February 14, 2015, Valentine's Day. This would allow time for the committee review before presenting to the Executive Board.

Jr. Past President: Carol Campbell (Electronic Report on file)

Carol covered the following in her report:

- Review of IC Convention Portland, Oregon and her trip to Alaska following the convention
- Disaster Fund Chair
 - Passed around a rainbow/heart tote for donations to the Disaster Fund asking that VSC break the \$1000 mark. Carol reported at the end of the meeting that \$348.00 was raised.
 - Application forms posted on VSC website
 - Informed members that the fund can be used for natural disasters, prolonged illnesses, or injuries
 - Informed members that the fund can be used by members, MALS, inactive members, and relatives residing in your home
 - Financial statement sheet placed in chapter folders
- Judging the Outstanding Chapter President
 - Forms placed in chapter folders and on website

Carol informed the members that she would not be in attendance at the March VSC meeting.

Reports from our "Orchestra": the Appointed Board

Association of the Arts: Nicole Lewis (Electronic Report on file)

Nicole reported that the revamped Association of the Arts entry form can be found on the VSC website. She demonstrated several new ideas for entries and encouraged members to work on projects of all types and to submit

them. She noted that individuals as well as chapters may enter. She noted the entry form dates as follows:

- Postmarked by May 1st for entries being brought or sent to Convention
- May 1st--Literature entries must be received on or before May 1

VSC 2015 Convention: Doris Hood and Sandy Reed (Electronic Report on file)

Doris reported the following:

- VSC Spring Meeting
 - March 21, 2015
 - Fredericksburg Hospitality House in Fredericksburg
 - Room rates \$89 +tax
 - Hotel Room block for same price for Friday, March 20 and Saturday, March 21, 2015
- VSC Convention
 - Friday, May 15—Sunday, May 17, 2015
 - Fredericksburg Hospitality House in Fredericksburg
 - Room rate \$89 +tax
 - Convention Registration \$145 that includes four meals

Complete information to be published in the Winter issue of The Lamplighter

Easter Seals: Joy Burton (Electronic Report on file)

President Suzanne Smith presented Joy's report in her absence.

Joy wrote in her email report that she thanked members who replied to the request for Easter Seals ideas. She enclosed a list and request from Hope Key, Service Coordinator for Easter Seals, concerning the Easter Seals music program. President Suzanne added that she received an Easter Seals charm bracelet from Janet Jamison, Easter Seals Director, and that the bracelets are available for \$10.

ESA for St. Jude Coordinator: Marie La Duke (Electronic Report on file)

Marie reported the following:

- Virginia's St. Jude total for 2013-2014--\$539,864.00
- St. Jude totals for Virginia were sent to SERC
- Lamplighter article highlighting upcoming St. Jude events and information on the ALSAC representatives
- Virtual Walker at Give Thanks. Walk--
- Alphabet Letter sponsor for Give Thanks. Walk--\$250

- Fundraising for the Memphis Marathon on 12/6/14—Marie La Duke and Lynne Rightmyer will participate and asked for financial support from the VSC members
- “Get Together” at VSC Convention for donors supporting Marie and Lynne’s team

Foundation Counselor—Sue Foy (Electronic Report on file)

Sue highlighted information about benefits for joining the ESA Foundation as follows:

- Personal reasons for joining the ESA Foundation
 - Income tax business and personal deductions
 - Her grandson applied for and received scholarship monies from a VSC endowment
 - Personal endowment to honor her husband, Charlie
- Poster display showing endowments and amount awarded in scholarships--\$238,650.00
- ESAF in Virginia awarded \$11,000 in 2013 and \$14,000 in 2013-2014
- Virginia endowments awarded 11 scholarships
- Becoming a member
 - Complete donation form and send \$25 for the new member fee and \$15 for each following year
 - Enrollment forms on ESA Foundation website and extra copies available today
- Life Active Membership that supports Life Grants
- Government employees can set up payroll deduction to the ESAF
- Planned giving program/estate
- Use of the Turn Around Fund
- Presentation of pictures of Virginia recipients of Virginia endowments
- ESAF Award Plateaus of Achievement winners—Bronze Level—Faye Reynolds, Millie Simmons; Silver Level—Doug Shamblin, Robert Moore

Historian: Jamie Darden & Judi Darden (Electronic Report on file)

Nicole Lewis presented the Historian report in the absence of Jamie and Judi Darden.

They reminded members of how important it is to keep the chapter’s history, even if it is not submitted for an award. They advised that it is also a lot easier to keep up if started at the beginning of the chapter year and added to as events occur. Their report emphasized that the history can be used in completing the “Outstanding Chapter” and “Outstanding Chapter President” forms. The Betty Allen History Award forms were placed in chapter folders

and can be found on the VSC website. Postmark due date is on or before May 1, 2015.

IC Projects Director and Hope for Heroes Director: Bev Scott (Oral reports)

Hope for Heroes

Bev asked the members to mail the cards made at the Leadership Conference and to support the Enduring Warriors program.

IC Literacy Project

Bev asked members to read books, buy books, and donate books.

Emergency Preparedness

Bev highlighted

- ESA Website for a video on Disaster Preparedness
- Sheet placed in chapter folders to be used in making a plan for disasters
- The American Red Cross handout to be used in making a disaster preparedness plan

Leadership Conference Director: Bev Scott (Oral report)

Bev reported the attendance at “A Noteworthy Leadership—ESA” as follows:

Attendees—70

Traditional Chapters members—56

Virginia Tech chapter members—12

Guests—2

Total Attendees--70

News Bulletin (Lamplighter) Editor: Sandy Reed

No report

Philanthropic Director: Beverley Wright

No report

Publicity Director: Doris Hood

No report

Scrapbook Keepers: Amelia Kikos (Electronic Report on File)

Amelia announced that photo page inserts were distributed at the Leadership Conference and additional inserts are available today. She asked that pages be brought to the March meeting if complete.

SERC Director: Theresa Morris (Scanned Report on file)

Theresa polled the membership to determine members who will be attending SERC.

She reported that President Suzanne distributed the proposed bylaw and standing rules changes.

She highlighted a request from Denise Holdaway, SERC Treasurer, for donations and a contest for the highest percentage of Chapter Donations.

To support the goals of the SERC, Theresa announced that she would coordinate the VA State Council fundraiser to benefit the SERC.

The format of the SERC fundraiser is as follows:

- Sell raffle tickets @ \$5 each or 5 for \$20.
- Prizes will be awarded during the year
- The winning ticket goes back into the pool each time.
- 1st prize to be awarded--Leadership Registration fee – drawing at the end of this meeting. **Won by Mildred Edwards**
- 2nd prize to be awarded--Convention Registration fee – drawing at the end of Leadership. **Won by Doris Hood**
- The 3rd and final prize to be awarded--\$100 VISA Gift Card – drawing at the end of VSC Convention.

Theresa and President Suzanne are collecting gift cards and small items to go inside the VSC “Old Bag” for the SERC fundraiser

Information on the SERC fundraiser – Fundinco, where you make purchases on line through a designated website.

Social Director: Edna Plancon (Electronic Report on file)

Edna highlighted social events held by VSC chapters. She encouraged chapters to send in Social reports.

State Project Director: Eveleen Harrison (Electronic Report on file)

Eveleen stated that the State Project books had been audited. She made a plea for money/donations from Chapters. She reminded chapters to send monies/checks to her directly and that she would send all monies through the Turn Around Fund.

Volunteer Opportunities for ASK

- Gift wrapping for holiday shoppers at Stony Point Fashion Park, Richmond, VA—the month of December

- 4th Annual Dunkin' Donuts Munchkins Run—November 22 8:00 am—12:00 noon
- ASK Walk
- Provide dinner for 20-30 people at ASK's Penny Tree office, 5211 West Broad Street, Richmond, VA

Link for ASK

www.askweb.org

Found on this website

- A monthly calendar of events
- How you can help ASK

Link for Camp Fantastic

www.speciallove.org

VSC Webmaster: Mike Smith

No report

Special Presentations

Jr. Past President Carol Campbell

Carol presented the following:

- Gift from IC President Vicky Jones to Sue Stone for formation of the Virginia online chapter
- Certificate to Diane Mc Lane from ESAF
- Sigma Chi Chapter honoring Susan "Susie" Garland
- Easter Seals recognizing Beta Sigma chapter and Beta Tau chapter for Camp Hope

Sigma Chi presented Jr. Past President Carol Campbell her President's scrapbook

President: Suzanne Smith (Electronic Report included in long agenda)

Suzanne covered the following in her report:

- Thanks to Bev Scott for her Leadership Conference
- Events attended
Zeta Nu's Lyrics on the Lake, IC Convention, Carnival Night at Camp Fantastic, Delta Rho's Labor of Love, Beta Tau's Wine Tasting and Tour, and Theta Mu's 20th Anniversary Celebration
- Picture links posted on VSC Website under President's page tab
- Recognition of Anniversaries—Theta Mu 20th, Beta Sigma 40th, and Beta Delta 45th
- Birthday wishes to Joan Dodson and Nancy Barnes
- Slide show of IC Convention 2014 Portland, Oregon

- Slide show produced by Mike Smith, VSC Webmaster, honoring B J Clark retiring ESA Executive Director
- IC Representative to the 2015 VSC Convention—IC Treasurer, B J Voll
- SERC Representative to the 2015 VSC Convention—TBD
- VSC Publicity—Highlights in the Jonquil, ESA website, ESA VA Facebook page
- Request for new Awards Director as current Awards Director Shelby Hodges has resigned

Name that Member's Tune

Members tried to match song titles to VSC members. The winners were Carol Campbell, Brenda Bowersox, and Lynne Rightmyer.

Santa Hugs Collection

President Suzanne and Corresponding Secretary Sheen collected completed Santa Hugs from VSC chapters. The next Santa Hugs collection will occur at the March VSC meeting.

Unfinished Business:

Marie La Duke, Co-chair, SERC Conference 2016 (Electronic Report on file)

Status of 2016 SERC Conference

Marie reported the following:

- Hotel visit to the Wyndham Virginia Crossings Hotel and Conference Center, Glen Allen, VA
- Report of hotel visit emailed to Jean Johnson, IC Contracts Chair and Lynda Edwards, presiding SERC President 2016
- Finalizing contract deadline—November 10, 2014
- Budget Preparation—Sue Foy, SERC Conference Treasurer, and Marie La Duke, Co-chair met and worked on budget
- Asked members to submit job requests
- Requests for submission of themes
- List of needs to be posted in the Winter issue of The Lamplighter
- Conference Dates—November 4--November 5, 2016
- Hotel Room Rates--\$119 +taxes

ESAF Life Active Membership for VSC

Treasurer Priscilla Browning has submitted the paperwork and payment for the VSC to become an ESAF Life Active Member

New Business:

Candidates for 2014-2015 SERC Offices

Suzanne reported that the Executive Board approved the dispensing of the reading of the slate of candidates and qualifications for SERC offices as the slate was published previously.

The VSC Executive Board moved that the voting for the candidates for SERC offices be left to the discretion of the delegates in attendance. No second was required. There was no discussion. The motion carried.

SERC Bylaw and Standing Rules Changes

Suzanne reported that the Executive Board approved the dispensing of the reading of the proposed SERC Bylaw and Standing Rules Changes as they were emailed to VSC Chapter Presidents on July 9, 2014, and on September 4, 2014. President Suzanne paraphrased the changes.

The VSC Executive Board moved that the voting for the Bylaw and Standing Rules changes be left to the discretion of the VSC delegates in attendance. No second was required. There was no discussion. The motion carried.

Noteworthy Dates/Announcements:

- The Lucky Numbers drawing will be held immediately following this meeting.
- The SERC Raffle drawing will be held immediately following this meeting.
- Chapter Folders--Make sure to sign for and pick up chapter folders
- Yearbooks--Turn in yearbooks to Sheen Childress, VSC Corresponding Secretary
- VSC Yearbooks will be distributed by email not provided on a CD
- Check old minutes for missing years and email President Suzanne
- Email Susan Caldwell with list of props, costumes, and décor for sharing and/or recycling
- Dates to Remember
 - 2014**
 - 10/31--11/1--SERC Conference, Savannah, GA
 - 11/21---Deadline Quarter Notes President's Newsletter
 - 12/1—Publication of Quarter Notes President's newsletter

2015

- 3/21—VSC Spring Council Meeting-Fredericksburg Hospitality House Hotel, Fredericksburg
- 05/15--5/17—VSC Convention-Fredericksburg Hospitality House Hotel, Fredericksburg
- 7/11--7/19 – 2015 IC Convention–Orlando, FL, “*Southern Breeze & Melodies*”

Adjournment/Closing Ritual:

President Suzanne adjourned the meeting at 11:36 am with all members standing and joining hands to recite the closing ritual.

Susan Caldwell
VSC Recording Secretary 2014-2015

Submitted for approval on 10/8/14 to the Minutes Approval Committee:
Marie La Duke—Approved on 10/9/14 with corrections
Brenda Orebaugh—Approved on 10/8/14 with correction