

**Minutes
Virginia State Council
Epsilon Sigma Alpha International
General Board Meeting
Friday, June 20, 2015**

Prior to the meeting being called to order, President Kathy Gibbons asked for a moment of silent reflection and prayer to remember our beloved Beta Sigma sister, Nancy Kreye. On behalf of the VSC membership, we wish to extend our condolences to the members of Beta Sigma.

Call to Order

The summer meeting of the General Board of the Virginia State Council of ESA International was held on Saturday, June 20, 2015 at the John M Porter Public Library in Stafford, VA. President Kathy Gibbons called the meeting to order at 9:52AM.

Opening Ritual

Kathy asked that all stand and join in the opening ritual.

Chaplain's Message:

Beth Sherron for Theresa Morris

Theresa was unable to attend the meeting. Beth Sherron read her email message to the membership:

“Within your heart, keep one still, secret spot where dreams may go” – Louise Driscoll
Weed out disappointments, frustrations, diminished ambitions, unfulfilled expectations and anger about what has gone before or what has not yet come. These emotional weeds only choke your creativity. Let your unfettered imagination sow the seeds of possibility in the rich soil of your soul. Then let your passion tend the garden with patience and perseverance.

When you have a Garden, you have a future and when you have a future, you are alive!

Welcome:

Kathy Gibbons

President Kathy Gibbons welcomed everyone to Stafford and thanked everyone who gathered for dinner last night at Vinnie's. She offered many attractions in the area for those who are staying in town: Potomac Point Winery, Mattaponi Winery, the Marine Corp Museum, and the Fredericksburg Battlefield and Museum.

Minutes Approval Committee:

The appointed committee to approve the minutes of this meeting is PPA-Suzanne Smith and Nicole Lewis.

Recognition:

Kathy Gibbons recognized the following:

- The VSC Executive Board, Kathy’s “White Doves,” were introduced:
 - 1st Vice President, Susan Caldwell
 - 2nd Vice President, Eveleen Harrison
 - Recording Secretary, Lou Ann Wyer
 - Corresponding Secretary, Judy Williams
 - Treasurer, Barbara Smith
 - Parliamentarian, Deborah Langfitt
 - Jr Past President, Suzanne Smith
- The VSC Appointed Board and Committee members, her “Rose Buds”
- The VSC Past Presidents, her “Diamond Doves
- 2015-2016 VSC Chapter Presidents, her “Rose Gardens”
- First time attendee, Jamie Hafer, from Alpha Chi

Credentials:

Sue Danielson, Sharon Davis, Barbara Bradford

Attendance:

Chapters on Roll	17
Chapters Present	12
VSC Officers Present	8
Members Present	35
Elans Present	0
MALs Present	0
Guests Present	<u>0</u>
Total Attendance	43

Votes:

VSC Officer Votes	7
Delegate Votes	16
Proxy Votes	<u>0</u>
Total Votes	23

Full report on file.

Quorum:

According to the Virginia State Council Bylaws, a quorum shall consist representatives of five (5) Virginia chapters and one (1) Officer. There being a quorum present, all business voted upon shall constitute effective action.

Rules of the Meeting:

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

Minutes from the 62nd VSC Convention:

Suzanne Smith

The report of the committee to approve the minutes of the 62nd VSC Convention, held on May 16, 2015, were given by Suzanne Smith. She reported that the minutes of the 2015 Convention were approved as submitted/corrected by Susan Caldwell. They were distributed via email to the members on May 26, 2015. Kathy thanked the minutes committee: Suzanne Smith, Theresa Morris and Faye Campbell. Kathy then dismissed the committee.

Correspondence:

Judy Williams

None

Financial Report (full report on file):

Beth Sherron

Outgoing Treasurer, Beth Sherron, presented the following:

- **Final Financial Report for 2014-2015**
The report shows an ending balance in the checking account of \$1097.26 and an ending balance in the savings account of \$5962.01. No questions from the membership were brought forward so the report will be filed for review as submitted.
- **2014-2015 Budget to Actual Report**
The report was not read but available as a reference.

Kathy thanked Beth for volunteering to accept the position of Treasurer. She also thanked Priscilla Browning for her contributions prior to her illness.

Proposed Budget Report:

Beth Sherron

Outgoing Treasurer, Beth Sherron, presented the **Proposed 2015-2016 Budget Report** and highlighted the following items:

- Balance Forward = \$1097.26
- Anticipated Income = \$5489.20
- Anticipated Disbursements = \$6510.00
- Ending balance to be forwarded to the 2016-2017 Treasury = \$76.46
- This budget includes a proposed transfer from savings of \$550.00. This may not be necessary if expenses are not utilized as budgeted.

Beth Sherron moved that the budget be adopted as presented. Kathy Gibbons moved that the proposed budget be adopted as presented and as approved by the Executive Board. There was no discussion and coming from the Executive Board, it does not require a second. The motion carried and the proposed budget was adopted.

Reports from White Doves, the VSC Executive Board Members:

1st Vice President

Susan Caldwell

Susan and Ramona Fulwider did a skit, "Wake up Little Suzie." Ramona said it was "time to stand up for ESA" and volunteer for your dream job with the Executive and/or the

General Boards. They passed out call out cards and markers to collect the dream job wishes of the membership. Susan would love everyone to volunteer for her board next year. Willing to Serve forms were distributed and placed in the chapter folders. Send her your dream wishes!
Full report on file.

2nd Vice President

Eveleen Harrison

Eveleen did a skit from the “ESA Press.” She interviewed members on how they heard of ESA and how long it took them to be invited to join. She then recounted her experience with joining ESA. Eveleen encouraged everyone to ask friends, family, and neighbors to join ESA. Notify Eveleen of any incoming members.
Full report on file.

Recording Secretary

Lou Ann Wyer

Lou Ann thanked everyone for sending their electronic reports ahead of the meeting.
Full report on file.

Corresponding Secretary

Judy Williams

Judy reminded everyone to send their reports to her, Kathy and Lou Ann, if they will not be attending the VSC meetings. She will insure all reports are presented.

Treasurer

Barbara Smith

Barbara reported that she will get access this summer to the ESA bank funds and asked everyone to send in their chapter dues. She reminded everyone that reimbursed expenses need to be submitted with a voucher (posted on the website) and accompanying receipts.

Parliamentarian

Deborah Langfitt

Deborah introduced herself. She reported that updated bylaws will be posted on the website soon.

Jr Past President

Suzanne Smith

Suzanne will be collecting hostess bids for future VSC conventions. She will conduct the Chapter President Workshop at IC next year. She has loaded the Lucy Davis Outstanding Chapter President Leadership Award application on website. She will chair the Disaster fund that is utilized to assist ESA members who have been affected by disasters or illnesses/accidents. She asked everyone to donate to this worthy fund with her “pot of gold” theme. ESA Disaster funds checks get sent directly to ESA. Cash will be noted from the respected chapters. All information is available on the website. She asked that all chapters include a line item for this donation when formulating their budgets for next year.

Full report on file.

President**Kathy Gibbons**

Kathy had the PPAs introduce themselves and the year(s) of their service.

Kathy thanked everyone and especially her honor guard for the beautiful installation at the VSC convention in May.

Kathy reviewed her theme: her White Doves, Rose Buds, Diamond Doves, and Rose Gardens. She asked for support and encouragement throughout her term.

Kathy presented the “Service in Style” program. This is an outreach program – a way to meet new people/members, tell the ESA story, and find great prospective members.

Create a fashion event that will interest groups/local charities in your community, tell the story of ESA’s good friends, good works, good times...and invite people to join ESA!

Kathy invited everyone to a 10 minutes brainstorming session to discuss fundraising utilizing the Service in Style theme. Deborah Langfitt offered her experiences with costuming and Fashion shows for her clients. Suggested themes could be: dog, TV shows (Lucille Ball), Gone with the Wind, holidays, babies, etc. They donate the costumes after the show. It was also reported that Alpha Omega raised \$5,000 at their fashion show.

Reports from Appointed Officers:**Association of the Arts****Judy Brigg**

Absent, no report.

Awards Director**Pat Holtsclaw**

No report.

Chaplain**Judy Williams for Theresa Morris**

Judy read Theresa’s report/message

Her hope is to encourage you all with words of praise and comfort. Please send her notes and provide updates on members and their families. It is her intent to send out messages only when needed, and collectively whenever appropriate.

Notes or cards have been written to:

- Nancy Kreye (family)
- Carol Campbell
- Amanda Wright
- Lori Griffith
- Dot Brown

Suzanne has forwarded information on the ladies we lost this year, for the IC Memorial Service.

Full report on file.

ESA for St Jude**Marie LaDuke for Carol Campbell**

Marie reported on the upcoming St. Jude Walk/Run to End Childhood Cancer events in Virginia on September 26, 2015. Please consider volunteering even if you don’t have a

Walk in your area. They will be held in the Hampton Roads area at the Norfolk Botanical Gardens and in Richmond at the Bon Secours Washington Redskins Training Center.

In Richmond, the Walk will occur at the same time and in the middle of a much larger event, the UCI Road World Championships. UCI is the International Cyclist Union. Because this is such a huge event, all the hotel rooms in Richmond are already booked. So, if you decide you want to come and help, local members in Richmond will offer you a place to stay.

We all would appreciate your assistance and look forward to the opportunity to work together to make these events successful. You can register on line and there is a \$10 registration fee. The Volunteer Coordinator in Richmond is Theresa Morris and in Hampton Roads, Jessica Woodyard. If you would like to support the ESA teams, register as a team member and your contribution will count toward their totals. The Richmond team is Epsilon Sigma Alpha – ESA, the Hampton Roads team is ESA Beta Kappa.

Full report on file.

2016 VSC Convention Chair/Co-Chair

Bev Scott/Stephanie Hess

No report

2015 VSC Convention Report

Sandy Reed

Sandy Reed reported that there was a profit of \$609.20 to VSC from the 2015 Convention.

Disaster Fund

Suzanne Smith

Suzanne reported a collection today of \$166.96 for her Pot of Gold.

Easter Seals

Judy Williams for Lynn Keffer

On the wall at the Salem District Office of Easter Seals UCP is the following:

“Hope: That’s what Easter Seals is all about. At some point in their lives, 1 in 5 Americans will be affected by a disability. We provide vocational counseling to help people get back to work; job training and placement, assistive technology and workplace adaptation. But we can’t do it without your help. Support Easter Seals, give ability a chance.”

As your chapters set their annual budgets, please consider assisting Easter Seals with donations that will go towards their Summer Camp or special classes provided for little ones and also the adults, younger and older who need these additional services.

Please feel free to contact Lynn with any questions. lckeffe@verizon.net

Full report on file.

Educational Director**Edna Plancon**

Edna is looking forward to receiving Educational reports from all chapters this year. ESA---the "E" represents "Education."

All summer reports must be postmarked on or before September 10. The remaining reports must be postmarked on or before the 10th of the month following the month in which the educational was presented.

In order to receive a gold link award, the chapter must submit at least 6 Educational reports. The chapter must submit 9 educational reports with the top 8 being considered for competition, to be considered for the final awards of 1st, 2nd, and 3rd place.

A copy of the reporting form is in the chapter folder, and it is also posted on the VSC website.

How many questions does a child ask in one day? According to Google, 144!

Full report on file.

ESA Foundation Counselor**Sue Foy**

See Sue Foy if you are a member of the Foundation and you will not be attending IC. You can sign a proxy card.

Finance Director**Nicole Lewis**

Nicole reminded the membership to purchase Lucky Numbers. The drawing will be immediately after this meeting.

Historian**Flora Burns**

Flora reminded everyone that 5 minutes a month is all it takes to write down the history of your chapter. Then next April, those notes can be collated into a complete history.

Judi Darden reported that only 7/17 chapters submitted a history last year. Let's do better this year!

Full report on file.

Hope for Heroes**Lauren Hewitt**

Lauren updated us on the number of deployed troops (>7000 in Afghanistan, >3000 in Iraq). She reported that IC has a list of currently deployed military members. Chapters can get those names to send care packages. If anyone has a name to add to the IC list, Lauren can facilitate that for you. Contact Tracy at IC if you are interested in the current list of soldiers. (tracyswanson@epsilonalpha.org)

Continue clipping coupons – they are valid up to 6 months post expiration.

Start thinking of ideas to celebrate Veteran's Day in your community. Lauren suggested a dinner at a VFW, walk in a Veterans Day parade, crochet/knit hats for the troops, celebrate with a deployed person's family, and send care packages. Great ideas!

Full report on file.

News Bulletin Editor**Diane McLane**

Continue to send your articles to Diane at dianeesava@gmail.com.

She is looking forward to highlighting your adventures throughout the year. She is asking that you put the Chapter/Office/Person that the article is for in the subject line. She would like articles in Word format. Include pictures.

Articles are due:

- September 15
- January 15
- April 15

Copies of Diane's report is in the Chapter folders.

Full report on file.

Philanthropic Director**Sandy Reed**

Sandy has placed the updated Chapter Philanthropic Report and Awards Entry form in the chapter folders. Rather than make copies, use the form on the VSC ESA website.

Summer hours and monies should be emailed to Sandy or sent and postmarked on or before September 10th. All others should be reported on or by the 10th of the month following the month when the hours and monies were earned. She has already received a report from one chapter!

Please send any questions to Sandy—her email address is listed at the bottom of the form.

Full report on file.

PPA Leadership**Flora Burns & Sue Foy**

October 3rd, 2015 in Norfolk, VA

- Leadership registration forms have been posted on the website. It will also be available in the Lamplighter.
- The fee for the Leadership meeting is \$30 which covers lunch. Check in starts at 0900; conference starts at 1000. Before the council meeting on Sunday, pastries and coffee will be available.
- The block of rooms will close on September 2nd. Make your reservations soon.
- There will not be a program book, only agendas.
- The PPAs will not have a bazaar.
- Flora will provide a list of recommendations for Friday/Saturday night dinner, if needed.

Full report on file.

Publicity Director**Joy Burton**

No report/Absent

Scrapbook Keeper**Ameila Kikos**

Amelia was absent due to surgery on 6/18/15. The scrapbook will be presented at the Fall meeting. She will provide any additional plastic inserts at a later date.

SERC Director**Judy Williams for Theresa Morris**

This is Theresa's 2nd year as SERC Coordinator.

- VSC Fundraiser: we will be selling raffle tickets @ \$5 each or 5 for \$20.

Prizes will be awarded during the year, and your ticket goes back into the pool each time. Theresa is unable to attend the summer meeting, so she will offer the raffles during leadership and at the fall meeting. The prizes will be awarded as follows:

- The 1st prize to be awarded is your Leadership Registration fee reimbursement – drawing at the end of the fall meeting
- The 2nd prize to be awarded is your Convention Registration fee – drawing at the end of the March meeting
- The 3rd and final prize to be awarded will be a \$100 VISA Gift Card – drawing at the end of Convention

- Theresa reminds everyone to consider attending this year's SERC CONFERENCE - "Rockin' In the Rock", being held October 30- 31st, in Little Rock, AR

Full report on file.

Social Director**Doris Hood**

- The Social Report form has been updated and submitted to the VSC Web Master.
- Doris placed her report in the chapter folders.
- Reports can be mailed or electronically transmitted. Deadlines are the same for all modes of submission. The method of execution includes everything done to make the social a success including invitations, decorations, entertainment, pictures, etc. Please make sure to scan/attach these to your report in order to receive points.
- Doris's email is listed on the report form. She is available for questions via email or phone.

Full report on file.

State Projects Director**Judi Darden**

The contest period runs from May 1st, 2015 to April 30th, 2016. Entries can be mailed in as donations are made; however, to be eligible for competition, all entries need to be postmarked no later than May 1st, 2016. When mailing multiple reports throughout the year, please note the report # at the top of each entry form.

"VSC of ESA Theresa Morris State Project Award Report Forms" have been placed in your chapter folders.

Checks should be made payable to the "VSC State Project Fund." A copy of the form can also be found on our ESA-VA website. Monies collected will be divided equally between ASK & Special Love.

Eveleen Harrison & Judi had the pleasure of attending the annual ASK Reception in Richmond last week to see the 2015 ASK Awards announced & handed out. Eveleen presented ASK with ESA's check for them. They gave an ASK update and told them about some upcoming ASK events:

- ASK Afternoon at the Diamond- Sun., Aug. 2nd
- Kourageous Kids Celebration- Children's Museum, Sun., Sept. 13th
- Fredericksburg Golf Tournament-Fri., Sept. 25th
- ASK's 40th Anniversary Gala- Hotel John Marshall, Sat., Oct.3rd.
- Dunkin' Donuts Munchkins Run- Sat., Nov. 21st
- ASK Holiday Party- Children's Museum, Sun., Dec. 6th
- You can learn more about ASK programs & events at www.ASKccf.org.

There is a Special Love location at the 4-H Camp in Wakefield, VA. They hold some events there. We have a contact name & number so more information will follow.

Full report on file.

Workshop Coordinator

No report/absent.

Sheen Childress

VSC Webmaster

Send your information to Mike to be posted on the VSC website. esa-va@verizon.net

Mike Smith

Unfinished Business:

1. 2016 SERC Conference Update

Marie LaDuke reported that the proposed SERC registration fee of \$125 was rejected; the fee will be \$120. Brenda Orebaugh is in charge of tours. Friday night/Saturday lunch/Sat dinner (PPA) are available for anyone willing to help. Please see Marie for details.

2. Audio Visual Equipment:

Only the projector was purchased after Executive Committee approval in May. Flora Burns took the floor and reported that Sue Foy investigated with IT techs who advised her of the equipment needed. Flora suggested the President appoint a committee to work with Sue on this project to resolve any outstanding concerns from the membership. Discussion continued regarding the size of the equipment, means for transportation of the equipment, expense, etc. This equipment is needed for Leadership at a very high rental cost. Sue demonstrated the approximate size of the speakers. Ramona talked about her experiences with this equipment. Sue Danielson

offered her experiences with wireless equipment. After this discussion, the members agreed that a committee was not necessary and that Sue should continue with the purchase of needed AV equipment (audio & microphone). Anyone with further concerns should contact Sue or Flora.

Flora will continue to “guard and transport” the equipment.

3. VSC Props recycling

Susan Caldwell has posted an updated list of props on the website. Please send her any costumes, props, décor, etc that you may have to contribute to the cause.

4. Suzanne’s Scrapbook will be presented at the Fall meeting. If you have haven’t turned in your pages, please mail them to Amelia Kikos, Alpha Xi, Norfolk, VA.

5. Workshop Materials for posting on the VSC website. Sue Stone has extra copies of workshop materials and will forward to be posted on the website. Susan Caldwell took Minutes of the Open Forum at the VSC convention and will have them posted on the website.

6. Audit Report

The audit report will be given at the Fall meeting. If you have books that need to be reviewed, please give to 2015-2016 Audit Committee: Helen Lake and Faye Campbell. The audit committee will be reviewing the 2015 Convention books, the 2014-2015 VSC Treasury books and the 2014-2015 State Project books.

7. Ad

Marie LaDuke submitted the ad for the 2015 IC Convention booklet.

New Business:

1. Candidates for 2015-2016 IC Office

There were no objections from the membership to dispense with the reading of the candidates for IC Offices, since the slate of officers was published on the ESA website. Beth Sherron made the motion that the voting of the candidates for IC office be left to the discretion of delegates in attendance. Having been approved by the Executive Board, no second was required. The motion was carried.

2. Proposed Bylaw Changes

Beth Sherron made the motion that the voting of the IC Bylaw Changes be left to the discretion of the delegates in attendance. Diane McLane seconded this. The motion was carried.

3. Disposing of old paper copies of minutes

Kristine Williamson had scanned years of previous VSC minutes and had them posted on the website. The minutes go back to 1992 with few exceptions. The chair entertained

that all paper copies of the VSC minutes that are posted on the website be disposed. Barbara Smith made a motion to shred/burn/dispose of the paper copies of the minutes. Judy Williams seconded the motion. The motion carried.

4. Judi Darden presented the chapter history to Suzanne Smith.

There was no further new business to be brought before the assembly.

Announcements:

1. IC Convention July 11-19 in Orlando, FL.
 - a. When you register, please be sure to sign as a voting delegate and sign the state registration book.
 - b. There will be a grab n go lunch offered on Wed, Thurs, and Sat. Complete your menu selection form by 0900 and pay for lunch to be ready by 1200.
 - c. Easter Seals workshop will take place on Wednesday at 1PM . The Chair is asking for adult art supplies, children arts & craft supplies, infirmery supplies, and gift cards/cash.
 - d. Hope for Heroes presentation on Thursday AM at the General Assembly.
 - e. Celeste Webb has asked for names of active military members to share with ESA members. There will be a box to drop the names/addresses to start a database so chapters can send packages, cards, etc
 - f. 2015 Trivia Night Event on July 16th. See Flora who still has room at her Trivia Table. \$30/person.
 - g. ESA Foundation Annual Meeting Thursday at IC. Bring gently used or new books for the children.
 - h. Foundation members—see Sue Foy to sign your voting proxy cards.
2. Remember to sign for and take your chapter folders
3. The next edition of Wings will be going out the 1st week in September. Please submit articles to Kathy by August 20th.
4. Please remember our sisters Carol Campbell, Amelia Kikos, and Amanda Wright. Sue Danielson reported that she had visited Carol in the rehab facility. She will be there until the end of June.
5. Check out ESA's new website and St Jude information.
6. The Lucky Numbers drawings were held immediately after the close of the meeting.
7. PPA meeting was held immediately after the General Board meeting.
8. Bring yearbooks to the October meeting for judging.
9. Judy and David Williams are driving to FL and will transport any large items that are unable to be checked on the plane.
10. Susan Caldwell reminded everyone to submit their Dream Jobs.
11. Tax Facts are due September 15th.

Dates to Remember:

- IC Convention: July 11-19, 2015 Orlando, FL
- VSC Leadership and Fall Council Meeting: October 3-4, 2015 Norfolk, VA

- SERC Conference: October 30-31, 2015 Little Rock, AK
- 2016 State Convention: May 20-22, 2016 Roanoke, VA

There were no additional announcements and the membership stood to recite the closing ritual.

Adjourn

With no further business to be conducted by the General Board, President Kathy Gibbons adjourned the meeting at 11:40AM.

Respectfully submitted,
Lou Ann Wyer
VSC Recording Secretary 2015-2016

Submitted for approval on July 5, 2015

Suzanne Smith – Approved on July 8, 2015
Nicole Lewis – Approved on July 10, 2015