

Xi State Officer and Related Personnel Reports

◆ **Name:** Dr. Elaine Alexander, Beta Epsilon

Position: Xi State President

2017-2019 Goals:

1. To fulfill the duties and responsibilities of state organization president as outlined in the Society's current governing documents: 2014 Constitution and Standing Rules of the Delta Kappa Gamma Society International and Xi State Organization Bylaws and Rules.
2. To encourage and support chapter presidents and individual members.
3. To facilitate the work of state committees and area directors.
4. To work effectively and efficiently with other state officers and related personnel for the benefit of members.
5. To challenge and inspire members, chapters, committees, and officers to "Explore, Dream, Discover" opportunities from their DKG membership.

Accomplishments:

1. Attended leadership training for state organization presidents prior to the 2017 Southeast Regional Conference in Myrtle Beach, SC.
2. Fulfilled identified duties and responsibilities of the state organization president, including serving as Tennessee's representative on the International Executive Board.
3. Appointed state committee chairs of elected committees and selected members of non-elected committees and their chairs.
4. Visited during the biennium with members of 34 joint and individual chapter meetings.
5. Maintained regular communication with chapters, officers, and related personnel, area directors, committee chairs, and past state presidents through monthly *Leadership Links* newsletters and frequent emails.
6. Organized and conducted electronic voting for the Executive Board as needed.
7. During the biennium, worked with the state executive secretary and recording secretary to facilitate leadership planning for state committees in Madison and chapter leadership training for incoming chapter presidents and other chapter leaders in Knoxville, Madison, and Jackson.
8. Worked with the Executive Secretary to provide digital resources for incoming Chapter Presidents via electronic notebook download.
9. Attended Xi State Legislative Symposia in Nashville and the first Beginning Leadership Management Seminar at Carson Springs Conference Center.
10. Worked with the Membership Committee and state treasurer to verify the state Necrology Report.
11. Worked with Xi State webmaster and editor to approve content for state website and newsletter.
12. Worked with other state officers, related personnel, and committees to plan and implement the 2018 state convention.

◆ **Name:** Dr. Beverly Hall, Alpha Rho

Position: Xi State First Vice-President

2017-2019 Goals:

1. Coordinate workshops for the Xi State Convention.
2. Evaluate chapter yearbooks.
3. Attend Incoming Chapter Officer training.
4. Prepare convention program book.

Accomplishments:

1. Attended Southeast Regional Conference in Myrtle Beach, SC, in July 2017.
2. Scheduled workshop proposals and organized session for the 2018 Xi State Convention.
3. Attended East, Middle, and West Tennessee Incoming Chapter Officer Training.
4. Evaluated chapter yearbooks and provided feedback regarding yearbooks.
5. Compiled convention program information for 2018 Xi State Convention.

◆ **Name:** Michelle Steen, Theta

Position: Xi State Second Vice-President

2017-2019 Goals:

1. Plan and implement annual Xi State Convention.
2. Create online registration form and payment for annual Xi State Convention.

Accomplishments:

1. Attended Southeast Regional Conference in Myrtle Beach, SC, in July 2017.
2. Presented workshops at each of the three Incoming Chapter Officer Training in April 2018.
3. Coordinated with state officers, convention steering committee, and university personnel to realize a successful 2018 Xi State Convention.
4. Implemented a PayPal online payment opportunity for payment of convention fees.

◆ **Name:** Dr. Elaine Vaughan, Alpha Epsilon

Position: Xi State Corresponding Secretary

2017-2019 Goals:

1. Attend Xi State Officer Training and Leadership Training sessions.
2. Send timely reports as needed and maintain up-to-date records.
3. Respond quickly to questions and requests for assistance from Xi State officers, chapter presidents and committee members.
4. Coordinate flag carriers for Xi State Convention.
5. Coordinate presidents for the Presidents Procession at Xi State Convention.
6. Store flags, gloves, sashes, and chapter flags/stands for Xi State Convention.

7. Plan and implement the Tennessee Event at the International Convention and Southeast Regional Conference.
8. Submit information regarding the Tennessee Event to the president for Leadership Links and Xi State News as needed.

Accomplishments:

1. Attended and assisted president and recording secretary at the Xi State Planning Committee Meeting.
2. Attended and assisted president at Xi State Chapter Officer training in East, Middle, and West Tennessee, April 2018.
3. Secured members to carry flags at Xi State Convention.
4. Attended the Southeast Regional Conference in Myrtle Beach, South Carolina, July 2017.

◆ **Name:** Ann Gann, Pi

Position: Xi State Recording Secretary

2017-2019 Goals:

1. Plan and implement a Planning Conference for State Committees in the fall of each odd-numbered year.
2. Plan and implement a Seminar for New Chapter Officers in East, Middle, and West Tennessee in the spring of even-numbered years.
3. Submit committee training and chapter office training information for inclusion in state president's letter to chapter presidents and submit items on committee and state organizational activities and events to the Xi State News and the state website.
4. Respond quickly to questions and requests for assistance from chapter presidents, chairmen, or other members.
5. Attend the Southeast Regional Conference in Myrtle Beach, SC, July, 2017.
6. Attend Xi State Convention, June, 2018.
7. Attend the International Convention in Austin, Texas July 2018
8. Represent Xi State at various chapter functions.
9. Record business of Executive Committee, Executive Board, and convention business meetings.
10. Send timely reports as needed, and maintain up-to-date records, reports, and files.

Accomplishments:

1. Attended the Southeast Regional Conference in Myrtle Beach, SC, July, 2017
2. Facilitated The Xi State Planning Conference for State Committee Planning on September 15-16, 2017.
3. Facilitated The Xi State Chapter Leaders' Training on April 14, 2018 (East), April 21, 2018 (Middle), and April 28, 2018 (West).
4. Attended the 80th Celebration of Zeta Chapter, the 20th Celebration of Gamma Iota, and the 75th Celebration of Pi and participated in Alpha Epsilon's instillation of new members.
5. Created Facility survey and check list to ensure that facility being considered for use by Xi State met the needs of the group.

◆ **Name:** Nancy Davis, Gamma Mu

Position: Xi State Treasurer

2017-2019 Goals:

1. To keep chapter treasurers informed of any financial changes and up-coming due dates
2. Continue to work with the Finance Committee
3. Seek investment opportunities
4. Have all 990-N's and dues processed in a timely manner
5. Continue to be a helpful resource
6. Keep the Xi State Treasurer's notebook up to date
7. Keep accurate books and files

Accomplishments:

1. Maintained bank accounts and investments for Xi State Organization
2. Maintained a bank account and investments for Xi State Vision Foundation
3. Submitted all records for annual audit
4. Reported to International Headquarters, Tennessee Secretary of State and IRS in a timely manner
5. Remitted dues and fees to International Headquarters in appropriate amounts and in a timely manner
6. Submitted monthly financial reports to Xi State President and Chairs of the Finance and Personnel Committees
7. Submitted a monthly financial report to the Chairman of the board of the Vision Foundation
8. Presented a workshop for chapter treasurers at Xi State Convention and New Officer Trainings
9. Answered e-mails, texts and phone calls in a timely manner
10. Participated in Go to Meetings

◆ **Name:** Elaine Warwick, Rho

Position: Xi State Executive Secretary

2017-2019 Goals:

1. To help the Xi State President implement her goals for Xi State
2. To serve as a resource for chapters and members as requested
3. To serve as a member of and resource to the Planning Committee
4. To prepare training materials for state committee and officer training

Accomplishments:

1. Attended the 2017 Southeast regional conference in Myrtle Beach, SC and presented a workshop as a member of the international Educators Award committee.

2. In consultation with the president, prepared, printed and collated materials for the Xi State Leadership Conference for State Committee training in Nashville in September 2017
3. Attended the Xi State Leadership Conference for State Committee training in September 2017.
4. Met with the Planning committee at the state committee training.
5. In consultation with the president, prepared materials and thumb drives for the Xi State Leadership Conference for Chapter Officer training.
6. Sent electronic copies of all conference materials to conference attendees at all three conferences for chapter officer training.
7. Attended all three Xi State Leadership Conferences for Chapter Officer training in Knoxville, Nashville and Jackson in April 2018.
8. Presented a short overview of Strategic Planning to incoming chapter presidents at each of the three conferences for chapter officer training.
9. Sent individual letters from the state president to those initiated and reinstated into DKG between July 1, 2017 and March, 2018.
10. Responded to member questions in a timely manner.
11. Communicated with the president and other officers as needed.
12. Updated the Xi State Bylaws and Rules that were approved at 2017 Xi State convention.

◆ **Name:** Dr. Dianne Anderson, Gamma Alpha

Position: Xi State Webmaster

2017-2019 Goals:

Activity 3.6.11: Conduct technology workshops in journalistic editing and newspaper/website design and content for members, during New Officer Training in each of the grand divisions each biennium.

Activity 6.1.5 Develop a website section that graphically and visually highlights opportunities for members.

Activity 7.1.6 Challenge chapters to create and regularly update chapter websites.

Activity 7.2.11 Make most, if not all, state forms interactive and place on website for easy access.

Accomplishments:

1. Website was updated on an as needed basis.
2. Website Training was conducted at the Officer Trainings in Knoxville, Nashville, and Jackson.
3. Forms are found in one page on the website and the webmaster helped make some forms interactive when asked.

◆ **Name:** Orlean G. Bauman, Alpha Rho

Position: Xi State Organization News Editor

2017-19 Goals:

1. To continue to produce Xi State News in a timely and cost-effective manner.
2. To reduce the cost of producing Xi State News while maintaining a quality product.

3. To continue to hone skills in the use of InDesign publishing software.
4. To educate chapter leaders and state committee chairs on procedures for submission to Xi State News.
5. To encourage timely chapter submissions to Xi State News and to feature as many chapters as possible within space limitation.
6. To network with other state editors at regional conferences and international conventions.

Accomplishments:

1. Produced the first all-digital issue of Xi State News in September 2017.
2. Produced three full-color digital and print issues of Xi State News on time and under budget.
3. Served as consultant to the Communications and Publicity Committee for 2017-2019.
4. Assisted with In-coming Officer Training in April 2018 at the Middle Tennessee and West Tennessee sessions.

Area Directors Reports

◆ **Name:** Pamela Egeler, Alpha Alpha, Area I Director

2017-19 Goals:

1. Attend Xi State officers training in September 2017 and attend Xi State chapter leaders training in April 2018.
2. Attend Xi State Convention 2018 & 2019.
3. Attend meetings of Area I chapters and get to know their members.
4. Communicate regularly with Area I chapter leaders, answer questions and encourage growth.
5. Encourage Area I members to participate in Xi State and DKG programs and opportunities.
6. Represent Area I chapters to Xi State Leadership

Accomplishments:

1. Attended Xi State officers training in September 2017 and chapter leaders training in April 2018.
2. Registered to attend 2018 Xi State Convention (upcoming June 7-9).
3. Attended meetings of five Area I chapters, and attended the 2017 Area I Brunch.
4. Communicated occasionally with Area I chapter leaders; answered many questions/inquiries
5. Encouraged Area I chapter members to attend chapter officers training, Xi State Convention and International Convention in Austin; Spoke at chapter meeting about SEE, Schools for Africa, and scholarship opportunities.
6. Submitted news article to Xi State news

◆ **Name:** Dr. Susan Young, Beta Beta, Area II Director

2017-19 Goals:

1. Attend Area II chapter meetings and participate when requested.
2. Contact Area II chapter presidents by email or phone.
3. Encourage Area II chapter presidents and members to become involved in Xi State activities and events.
4. Encourage chapters to retain current members and recruit new members.

5. Answer questions from Area II chapter presidents and provide assistance when requested.
6. Function as an informational liaison between Xi State Leadership and Area II chapter presidents.
7. Attend Xi State Convention in Sewanee June 7-9.

Accomplishments:

1. Emailed or called Area II chapter presidents.
2. Attended Area II chapter meetings.
3. Participated in Beta Beta Chapter's New Member Initiation Ceremony.
4. Participated in Alpha Epsilon Chapter's Anniversary Celebration and Initiation Ceremony.
5. Conducted Beta Beta Chapter's Installation of New Officers Ceremony.
6. Attended Pi Chapter's Seventy-Fifth Anniversary Celebration.
7. Attended Beta Pi Chapter's Birthday Brunch.
8. Answered questions and corresponded with Area II chapter presidents in a timely manner.
9. Attended Xi State Convention in Sewanee June 7-9.

◆ **Name:** Marsha Talley, Beta Zeta, Area III Director

2017-19 Goals:

1. Assist chapter presidents as needed with paperwork and whatever they need.
2. Encourage chapters to be active and participate in Xi State activities
3. Visit all chapters during my biennium
4. Encourage chapter growth
5. Encourage application for scholarship and grants at the state and international level.

Accomplishments:

1. I have visited 3 of 12 chapters.
2. I have participated with those chapters during the activities the chapters had planned
3. I shared with those chapters information about scholarships and grants available.
4. I have enjoyed the hospitality of the chapters and their leaders.

◆ **Name:** Elaine H McIntosh, Gamma Nu, Area IV Director

2017-2019 Goals:

1. Be a liaison between chapters and the state organization
2. Encourage chapters to remain active and recruit members
3. Encourage attendance at XI State Convention and XI State events and activities
4. Encourage chapters to publish a monthly newsletter to keep members informed
5. Visit each chapter in Area IV

Accomplishments:

1. Communicated with chapter presidents through monthly e-mail letters
2. Celebrated with Zeta at their 80th Anniversary and Gamma Iota at their 20th Anniversary
3. Attended new member orientation for Gamma Nu
4. Attended new state officers training 2017

◆ **Name:** Brenda Oldham, Beta Epsilon, Area V Director

2017-19 Goals

1. Attend each chapter in Area V at least one time.
2. Communicate regularly with chapter presidents.
3. Attend to all inquiries in a timely manner.
4. Promote participation in all that DKG offers and especially Xi State.

Accomplishments:

1. Emailed Area V chapter presidents with an introduction and requested an invitation to their meetings.
2. Presented at the joint Nashville chapters Founders Day program,
3. Prepared and conducted the Installation Ceremony for Officers for Gamma Omicron.
4. Attended Area Director's training.
5. Visited and participated in five Area V chapter meetings
6. Registered for 2018 Xi State and International conventions.
7. Read all proposed amendments to the DKG constitution and standing rules.
8. Answered or found answers to all inquiries in a timely manner.

◆ **Name:** Lynn Caruthers, Phi, Area VI Director

2017-19 Goals:

1. Serve as a liaison between Area VI presidents and Xi State Officers and Related Personnel
2. Provide advice and assistance to Area VI Presidents as needed
3. Attend 100% of Area VI Chapter Meetings

Accomplishments:

1. Visited 100% of Area VI Chapters during the 2017-18 school year
 2. Communicated with Area VI Presidents via email and/or phone
 3. Publicized Chapter events on Facebook-Delta Kappa Gamma-Xi State-Area VI
 4. Attended the Xi State Convention June 1-3, 2017
- Instructions for completing report forms for 201

◆ **Name:** Lynn Cole, Kappa, Area VII Director

2017-19 Goals:

1. Promote communication among Xi State Organization President and Chapter Presidents in order to assist members and strengthen involvement in DKG.
2. Communicate directly with Chapter Presidents in my area and offer assistance as needed.
3. Provide special assistance with chapters in Area VII that are considered at risk according to Xi State record.

Accomplishments:

1. Communicated by e-mail with Chapter Presidents in Area VII, offering assistance and requesting to be added to their communication list.
2. E-mailed chapters information from Xi State and International that would be needed for

their yearbooks.

3. Met with Tau Chapter, August 24th, for their regular meeting.
4. Met with Upsilon Chapter, December 11th, for their regular meeting.
5. Met with Gamma Alpha, March 15th, for their regular meeting.
6. Met with Beta Omega, March 20th, for their regular meeting.
7. Met with Alpha Eta, April 19th, for a special 50th year pinning ceremony.
8. Met with Kappa Chapter for their regular meetings.
9. Helped Gamma Theta plan Founders Day

◆ **Name:** Jo Price, Theta, Area VIII Director

2017-2019 Goals:

1. To serve as liaison between the chapter presidents and the Xi State president.
2. To communicate regularly with chapter presidents in Area VIII and offer support and encouragement
3. To attend a meeting of each chapter.

Accomplishments:

1. Contacted all chapter presidents, offered assistance if needed
2. Attended a meeting of each chapter; was encouraged by the planning and fellowship of Omicron, Theta, Beta Eta, Beta Mu, Gamma Eta chapters.
3. Met with members of the Omega Chapter and with the assistance of Dr. Dorrie Powell helped them regroup and plan for the coming year.
4. Attended the Xi State Committee Training in September 2017.
5. Attended the West TN Chapter Leadership training in April 2018.

◆ **Name:** Dr. Linda Eller, Alpha Lambda, Area IX Director

2017-19 Goals:

1. Collaborate with Xi State Chapter Strengthening Committee to better engage/retain/initiate members
2. Visit 100% of the chapters in Area IX
3. Promote communication between Xi State Organization President and chapter presidents in order to better assist members

Accomplishments:

1. Attended fall training with the Xi State Chapter Strengthening Committee to plan how to engage and retain members.
2. Visited with 75% of chapters in Area IX
3. Submitted reports and updated Xi State President
4. Attended the Southeast Regional Conference 2017
5. Communicated with chapter presidents offering assistance
6. Provided contact information to chapter presidents as requested

Xi State Committee Reports

June 2018

◆ Achievement Award

Committee Members: Vicki Mackzum, Beta Lambda, Chair; Wynona Dye, Zeta; Bea Lyons, Gamma Lambda; Betty Only, Alpha Sigma; Amy Wood, Beta Lambda

2017-19 Goals:

1. To encourage the chapter presidents and other members across the state to nominate a deserving member to be named for this honor.
2. To recognize a deserving individual to receive the award.
3. To honor the Achievement Award individual at State Convention in June.

Accomplishments:

1. Information was given through publications and emails to presidents and members across the state.
2. Nominations were gathered and analyzed for the choosing of the Achievement Award.
3. The Achievement Award individual will be honored and recognized at State Convention

◆ Arts and Personal Enrichment

Committee Members: Angela Galloway, Beta Sigma, Chair; Mary Martin, Beta; Myra Martin, Alpha Rho; Rosemary Ragan, Alpha Nu; Becky Sanderson, Gamma Iota; Myra Sowder, Zeta; Terri Tims, Beta Sigma

2017-19 Goals:

1. To plan, organize, and host a creative arts retreat at Casey Jones Village in Jackson, Tennessee in September of 2018
2. To make arrangements and communicate guidelines for convention displays for chapters at the Xi State Convention in June of 2018, and for the committee displays in June of 2019
3. To encourage members to participate in the DKG Gallery of Fine Arts on the international website

Accomplishments:

1. Advertised in Leadership Links and Xi State News for chapter displays and presentation guidelines at the 2018 Xi State Convention; advertised in Xi State News with “Save the Date” for the 2018 Creative Arts Retreat
2. Created flyers to advertise the 2018 Creative Arts Retreat which are to be distributed at the 3 statewide 2018 New Officer Leadership Training sessions held in April; Created a short video to advertise the retreat which can be shown at the New Officer Trainings and at the 2018 Xi State Convention
3. Assembled for a special meeting in March in Jackson, Tennessee wherein Committee members inspected the venue, Casey Jones Village, and the lodgings, Comfort Suites; Details for the retreat were discussed, duties were assigned, and final plans were made

4. Prepared a song for presentation at the Xi State Convention or the aforementioned video will be shown instead; prepared a breakout session for the Xi State convention that will preview art activities for the upcoming retreat

◆ Awards

Committee Members: Judy Sanders, Omicron, Chair; Bethany Billingsley, Beta Upsilon; Jeanette Brandon, Kappa; Wynona Clayborne, Alpha Gamma; Carolyn Cox, Beta Phi; Janice Stooksberry, Alpha Rho; Cindy Young, Phi

2017-19 Goals:

1. Plan and implement 2018 Order of the Rose
2. Plan and implement 2018 Maycie Award for Chapter Excellence presentation
3. Update form for both Order of the Rose and Chapter Excellence.
4. Include information about Order of the Rose and Chapter Excellence in Leadership Links and Xi State News.
5. Coordinate with other committees for updates that should be included in Chapter Excellence Award.

Accomplishments:

1. Met September 16, 2017 to plan the Order of the Rose and Chapter Excellence programs
2. Reviewed and updated nomination form for Order of the Rose
3. Reviewed and updated application form for Chapter Excellence
4. Included changes recommended by the previous Awards Committee
5. Included changes recommended by other committees that give honors for accomplishments.

◆ Bylaws and Rules

Committee Members: Dr. Kathleen Kester, Beta, Chair; Irene Archambault, Beta; Karen Flowers, Beta Upsilon; Paula Marshall, Alpha Lambda; Linda McCrary (Parliamentarian) Alpha Gamma; Cami Mitchell, Alpha Phi; Fran Young, Beta Upsilon.

2017-19 Goals:

1. Receive proposed amendments to Xi State Organization Bylaws and Xi State Organization Rules and present proposed amendments to the convention for vote.
2. Review Xi State Organization Bylaws and Xi State Organization Rules for compatibility with the Constitution and International Standing Rules the year immediately following their revision at the International Convention, make necessary changes, have them approved at the next convention and submit the revision to the International Constitution Committee for review.
3. Review, every three years, chapter rules for compatibility with the Constitution Rules.
4. Continue to use the established Checklist for Review of Chapter Rules to continue the review consistency already established and make such checklist available to chapters.

Accomplishments:

1. As no proposed amendments to the Xi State Rules were submitted, none were proposed.

2. Reviewed 12 of the 28 Chapters' Rules due for review in 2017-2018.
3. Approved all Chapters' Rules submitted either as submitted or after necessary changes.
4. Held training for Chapters' new Bylaws and Rules Committee officers during April.

◆ Chapter Strengthening

Committee Members: Dr. Dorrie Powell, Beta Sigma, Chair; Pat Aldridge, Pi; Anne Davis, Beta Rho.

2017-19 Goals:

1. To work with the nine Xi State area directors to engage, empower, and inspire Xi State chapters.
2. To provide resources to all chapters that might prove helpful in strengthening or rejuvenating chapters.
3. To work with at-risk chapters to find solutions tailored to their unique situation.

Accomplishments:

1. Continued contact with 2016-2018 chapter presidents.
2. Submitted articles for inclusion in Xi State News and Leadership Links.
3. In conjunction with Xi State area directors and other state officers and committees, provided support to chapters faced with issues of reduced membership, leadership transition, or chapter merger.
4. In conjunction with the Xi State Expansion Committee, worked to update list of Xi State chapters to reflect recent mergers as well as the geographic location of dissolved chapters and date of dissolution.
5. In conjunction with the Xi State Membership Committee, presented chapter strengthening information during the three Chapter Leadership training events in April.
6. In partnership with the Xi State Expansion Committee, will co-present a breakout session at the 2018 Xi State Convention.

◆ Communications and Publicity

Committee Members: Jamie Lawson, Alpha Rho, Chair; Karen Edmison, Alpha Alpha; Elaine Harper, Gamma Nu; Judith Kerley, Beta Zeta; Carolynne Moss, Alpha Epsilon; Brenda Oldham, Beta Upsilon; Dena O'Neal, : Candyce Sweet, ; Consultants: Dianne Anderson, Gamma Alpha; Orlean Bauman, Alpha Rho

2017-2019 Goals:

1. Continue the newsletter evaluation/award process.
2. Conduct chapter editor/webmaster training.

Accomplishments:

1. Evaluated chapter newsletters and chapter websites/social media sites for award purposes
2. Communicated with and recognized chapter for high standards in newsletter and website/social media publication

◆ Educational Excellence Committee

Committee Members: Sherrie Collins, Beta Pi, Chair; Carla Caldwell, Beta Kappa; Nancy Hickey, Beta Eta; Diana Homan, Alpha Epsilon; Deana James, Alpha Xi; Carol Moling, Beta Gamma; Kate Roovers, Pi; Stephanie Smith, Gamma Lambda; Trish Stephenson, Alpha Sigma; Martha Wolf, Beta Kappa; Diana Womble, Alpha Rho

2017-2019 Goals:

1. Empower women through leadership opportunities
2. Engage educators in purposeful programs and projects
3. Create global involvement

Accomplishments:

1. Met with members in September at the Committee Training Sessions - outlined the biennium.
2. Made surveys and distributed them to state presidents to gather information related to EEC goals.
3. Published articles in Xi State News with survey results and information regarding EEC goals.
4. Made contributions to Leadership Links when necessary.
5. Compiled information to be presented at Officer Training in April 2018.
6. Prepared workshops to be presented at Xi State Convention 2018.

◆ Expansion

Committee Members: Betty Ball, Alpha Alpha, Chair; Sonja Glaser, Alpha Sigma; Doris Ann Hendrix, Beta

2017-2019 Goals:

1. To identify areas in Tennessee without Delta Kappa Gamma chapters
2. To recommend strategies that have been or are proving successful in other state organizations for expanding in areas with no chapters.
3. To identify potential members in areas without DKG chapters
4. To encourage members who move away from their local chapters to transfer membership instead of resigning from DKG.
5. To collaborate with Xi State Membership, Chapter Strengthening and Leadership Development Committees to accomplish shared biennial goals.

Accomplishments:

1. Research has been initiated to identify the geographic areas/counties/cities served by current Xi State chapters. This will serve to identify areas with no representation.
2. A committee member was interviewed related to her choice to transfer DKG membership when she moved to another area in Tennessee. (Reference page 4 of April 2018 Xi State News)
3. The committee is working with Xi State Membership, Chapter Strengthening and Leadership Development Committees to sustain and expand membership in DKG.
4. The Expansion Committee is joining the Chapter Strengthening Committee in presenting a workshop at the 2018 Xi State Convention

◆ Finance

Committee Members: Jane Eve Rayburn, Beta Rho, Chair; Kathleen Benedict, Pi; Shirley Bullard, Beta Iota; Donna Campbell, Beta Pi; Karen Garner, Delta; June Reason, Alpha Sigma.

2017-2019 Goals:

1. To adjust budget to reflect the changes to the XI State Rules and XI State By-laws.
2. To balance future budgets without the transfer of invested funds, this includes the possibility of a dues increase.

Accomplishments:

1. Conducted a study of the DKG Bulletin (which we pay to have placed in schools and universities) to see how often it is accessed.
2. Contacted local firms (CPA, Auditors, etc.) to give a quote to perform audits and financial reviews for a non-profit organization like XI State.

◆ Historical Preservation

Committee Members: Cindy Tarkington, Alpha Nu, Chair; Mary Darby, Alpha Psi; Melanie Richardson, Alpha Nu; Sharon Shadrick, Beta Zeta; Tara Younger, Alpha Nu

2019-2019 Goals:

1. Update the Xi State Organization website under *A History of Xi State Organization* (Vol. II)
 - 2013 – 2014 Xi State History through present
 - Three past president's information to be updated (Beverly Smith, Kathy Harned, and Dorrie Powell).
2. Create an electronic format to store chapter information and digital archives.
 - Look for a way to expand the current Xi State website or other internet storage website to include a password-protected area that includes chapter newsletters and chapter yearbooks.
3. Create an inventory of past and present archives in one central location both in print and electronically. Digitize as much past print information as possible to preserve the rich history of the Xi State Organization.
4. Create a Historical Preservation binder with a timeline of activities and accomplishments and guidelines for the new committee/biennium.

Accomplishments:

1. Work with Webmaster to look for ways to digitally store chapter yearbooks and newsletters in a password-protected web space.
2. Currently working to inventory all past and present print and digital archives in one central location stored in the archives section of the downtown Nashville Library.
3. Currently working to create a Historical Preservation binder with a timeline of activities and accomplishments and guidelines for the new committee/biennium.

◆ Leadership Development

Committee Members: Tracy Collier, Gamma Iota, Chair; Diamond Kelley, Alpha Xi; Betsy Edmond, Gamma Iota; Audra Flippo, Alpha Rho; Beth Petty, Beta Upsilon; Kristy Sherrod, Theta; Jensi Souders, Alpha Phi; and Amanda Watson, Beta Upsilon.

2017-2019 Goals:

1. Design, plan and implement three opportunities for developing leadership among members with two beginning leadership management seminars and one advanced leadership seminars.
2. Publicize and encourage application for all leadership seminars.
3. Develop relationship with participants to encourage them to seek leadership positions at the various levels of Delta Kappa Gamma Society International.
4. Present Leadership Management Seminar Information and Workshop at Xi State Convention.

Accomplishments:

1. Presented a tri-fold board at the 2017 Xi State Convention representing the work of the committee for the 2015-2017 biennium. Collecting presentation materials for this biennium.
2. Held Xi State Beginning Leadership Management Seminar at Carson Springs Baptist Retreat Center on March 23-24, 2017. Dr. Patio Rountree and Mrs. Shannon Robertson of Georgia were our guest presenters.
3. Planning for future seminars is on-going. Xi State Beginning Leadership Management Seminar is scheduled for October 19-20, 2017 at Henry Horton State Park. Xi State Beginning Leadership Management Seminar is scheduled for March 15-March 16, 2019.
4. Publications and applications are available through the Xi State website and newsletters.

◆ Legislative

Committee Members: Joan Howell, Beta Epsilon, Chair; Krystal Kennedy, Beta Lambda; Peggy Monroe, Alpha Rho; Alina Tompkins, Beta Epsilon; Brittany Walker, Beta Upsilon; Cherry Womack, Beta Epsilon

2017-2019 Goals:

1. Plan and implement the Legislative Symposium in Nashville each year of the biennium.
2. Encourage attendance to the National Forum in Washington, DC each year.
3. Inform chapter presidents and interested members regarding current US Forums and other legislative concerns.
4. Offer assistance to legislative chairs and members for conducting legislative programs in their chapters.
5. Encourage chapter participation in legislative actives and evaluate chapter applications for Xi State Legislative Award.

Accomplishments:

1. Planned and implemented 2018 Xi State Legislative Symposium in Nashville on February 6-7, 2018. Seventy Xi State members were in attendance.
2. Invitation to the 2018 National Legislative Forum in Washington, DC was given by Linda McCrary, US Forum Treasurer, Alpha Gamma, at the 2018 Xi State Legislative Forum.

3. US Forum newsletters are sent to chapter presidents and state committee chairs in “Leadership Links” by Xi State president, Dr. Elaine Alexander.
4. Updated Xi State Legislative Award application, encouraged chapters to apply, and evaluated 14 applications that were submitted.

◆ **Membership**

Committee Members: Marsha Brewer, Beta Upsilon, Chair; Donna Camper, Alpha Alpha; Lisa Edwards, Alpha Rho; Carlene Ford, Beta Upsilon; Chasity Ragsdale, Alpha Rho; Becky Sadowski, Alpha Lambda

2017-2019 Goals:

1. To employ a variety of methods to raise awareness of membership issues within chapters
2. Maintain necrology and membership records
3. Plan and present the Orientation Tea and Ceremony of Remembrance at state convention.
4. Recognize chapter membership growth and levels of longevity of membership at state convention
5. Plan and present chapter membership chair training and convention break-out session

Accomplishments:

1. Submitted articles to Xi State News and Leadership Links
2. Reached out to chapter presidents with offer of membership resources
3. Mailed condolence cards to families of deceased members
4. Compiled reports from chapters and submitted to Xi State President Dr. Elaine Alexander to update state necrology report for International
5. Planned and presented chapter membership chair training in Knoxville, Nashville, and Jackson

◆ **Nominations**

Committee Members: Dr. Kathie Harned, Beta Upsilon, Chair; Carol Abernathy, Phi; Dr. Krystal Kennedy, Beta Lambda; Mary Evelyn Perkinson, Gamma Zeta; Rachel Weir, Beta Sigma; Mary Jo Wilson, Alpha Lambda

2017-2019 Goals:

1. To obtain nominations for Xi State Officers – president, first vice-president, second vice-president, corresponding secretary, and recording secretary
2. To obtain nominations for the Nominations Committee, Finance Committee, Personnel Committee, and the Vision Foundation Board
3. To inform members of the specific qualifications of state officers and the elected committees
4. To encourage members to submit nominations – both their own as well as other qualified members

Accomplishments:

1. Separated nomination forms -- one for officers and one for elected committee members.
2. Added a written segment on the officers’ form.

3. Submitted forms for publication in Leadership Links and on the Xi State Webpage.
4. Created a skit for the 2018 Xi State Convention to address possible questions relating to the nomination process.
5. Wrote articles for the Xi State News to make members aware of timeline

◆ Personnel

Committee members: Dee Dee Rives, Theta, Chair; Wynona Dye, Zeta; Carolyn Earnest, Gamma Zeta; Dr. Kathy Kester, Beta; Mary Frances Wadley, Beta Eta

2017-2019 Goals:

1. Announce positions for contractual services, accept applications, conduct interviews with applicants, and make recommendations for hire to the Executive Board.
2. Update the personnel manual, especially forms.
3. Contact all related personnel throughout the year to see if assistance is needed from the personnel committee.

Accomplishments:

1. Advertised the two positions to be filled in *Xi State News*, Xi State website and Leadership Links.
2. Reviewed applications and interviewed applicants for state treasurer-in-training and executive secretary; recommendations for hire made to the executive board.
3. Contacted most of the related personnel members throughout the year to see if assistance was needed.

◆ Planning

Committee Members: Edna Clemons, Beta Zeta, Chair; Dr. Elaine Alexander, Beta Epsilon; Peggy Bryant, Rho; Rosie Coleman, Phi; Pam Rumage, Beta Iota; June Silver, Beta Zeta; Elaine Warwick, Rho

2017-2019 Goals:

1. Encourage each chapter to develop their own action plan and submit their plan by November 1, 2018 to the Planning Committee chair.
2. Assign each chapter a planning committee member liaison to offer assistance.
3. Contact state officers, related personnel and committee chairs periodically as to their progress toward their Planning responsibilities.
4. Provide articles for Leadership Links and Xi State News.

Accomplishments:

1. Made individual contact with state officers, committee chairs, and related personnel.
2. Made special effort to inform chapters that plans were not due until November 1, of 2018.
3. Received and reviewed the action plans that were submitted early.
4. Wrote a skit to promote submission of chapter Action Plans by November 1, 2018. It will be performed at the Xi State Convention.

5. Submitted articles for the *Xi State News*.

◆ Scholarship

Committee Members: Marsha Rains, Omega, Chair; Star Adcock, Beta Beta; Mandy Cannon, Gamma Iota; Lori Hoskins, Kappa; Susie Westbrook, Alpha Phi

2017-19 Goals:

1. Increase the number of applicants for the International and Xi State scholarships.
2. Award scholarships to deserving Xi State members at the state level and present those scholarships to winners at the Xi State Convention in 2018 and 2019.
3. Increase funding for Xi State Scholarships; reach out to chapters/members through Leadership Links and Xi State News to encourage donations to the scholarship fund.
4. Evaluate rubric used to select scholarship winners and make changes as needed.
5. Submit articles to the Xi State News announcing scholarships and celebrating scholarship winners.
6. Develop an Xi State Scholarship power point to share with chapter presidents/chapters.

Accomplishments:

1. Promoted International Scholarships and Xi State Scholarships through Leadership Links, Xi State News, Xi State website, and other means.
2. Awarded three Xi State Scholarships in 2018.
3. Discussed new avenues of financial funding for scholarships.

◆ Special Events

Committee Members: Patsye Jones, Upsilon, Chair; Theresa Brown, Phi; Judy England, Alpha Rho; Pam Heintzman, Beta Upsilon; Harriett King, Gamma Omicron; Judy Bailey-Ogle, Gamma Iota; Andy Wright, Gamma Mu.

2017-2019 Goals:

1. Increase chapter participation in the Silent Auction by at least 10%.
2. Increase chapter awareness of the Silent Auction's purpose for promoting Leadership Development.
3. Promote and sell iris note pads.

Accomplishments:

1. Awarded an Apple Trophy to the chapter who raised the most money during Silent Auction.
2. Communicated through emails to discuss goals, implementation, and procedures for Silent Auction.
3. Submitted Articles to *Xi State News* and *Leadership Links* to promote Silent Auction.
4. Implemented procedures for expediting the purchase of items won during the Silent Auction.

◆ Xi State Projects

Committee Members: Allison Maynard, Gamma Lambda and Kim Thurman, Alpha Xi, Chairs; Donna Cotner, Beta Rho; Pam Jeffries, Beta Phi; Tammy Jones, Beta; Cindy Lynn, Beta Beta; Mary Pitts, Gamma Lambda; Sherry Woods, Phi

2017- 2019 Goals:

1. CIEC (Children's International Education Center)
 - a. Contact each of the four centers to identify the current operational status.
 - b. Allocate Xi State funds to each center.
 - c. Update the list of center directors and contact information.
 - d. Update the Xi State website with information about each center.
 - e. Inform members concerning CIEC, encourage participation by chapters, and work to establish more centers.
 - f. Design and implement activities that would encourage literacy and/or numberacy efforts across the state.
2. High School Essay
 - a. Plan and implement the annual High School Essay Contest.
 - b. Promote the annual high school essay competition among chapters and high schools across Tennessee.
 - c. Update Xi State website with the winning essay annually.
 - d. Print the winning essay in the Xi State News and post it on the Xi State website.
3. Literacy
 - a. Update Xi State website to include current information about Governor's Books from Birth Foundation/Imagination Library.
 - b. Include pictures of Xi State and chapter involvement in literacy projects on the website.
 - c. Promote the visibility and productivity of local chapters' literacy projects.
 - d. Create a list of ideas, based on successful chapter literacy of how chapters can be involved in literacy efforts.

Accomplishments

1. CIEC
 - a. Developed a brochure that will be distributed at the 2018 Xi State Convention. The brochure gives information about each of the four centers, as well as how you can support one of the centers or how to start a new center.
2. High School Essay
 - a. In the fall information about the 2018 essay contest was distributed to chapters.
 - b. 71 essays were submitted electronically.
 - c. The top three winners were notified and a letter, a check, and a certificate were sent to each of the winners.
 - d. The first place winner and a guest will be attending the Awards Banquet.
3. Literacy
 - a. Information literature from Governor's Books from Birth Foundation was placed in each convention bag.

◆ Xi State Vision Foundation

Committee Members: Sandra Pineault, Beta Epsilon, Chair; Dr. Elaine Alexander, Beta Epsilon; Nancy Davis, Gamma Mu; Nancy Hickey, Beta Eta; Dr. Dorrie Powell, Beta Sigma; Kathy Smith, Alpha Nu; Holley Ziglar, Gamma.

2017-19 Goals:

1. Manage and award all Xi State Vision Foundation Grants and the Liz Whorley Bradley Professional Development Growth Award.
2. Update Vision Foundation By-laws and Policies and Procedures.
3. Increase chapter awareness of Xi State Vision Foundation Grants, the Liz Whorley Bradley Professional Development Growth Award, and Xi State Visionaries through Leadership Links and Xi State News.
4. Encourage grant awardees to present a workshop at Xi State or report on accomplishments at the Vision Foundation coffee.

Accomplishments:

1. Awarded the Liz Whorley Bradley Professional Development Growth Award to Ashley Witt, Beta Epsilon; Doris Ann Hendrix Project Grant to Beth Ann Mathis, Gamma Alpha; Marilyn Ivey Project Grant to Lori Ann Cantrell, Kappa; Vision Foundation Project Grant to Dr. Mary Elaine Vaughan, Alpha Epsilon; and Vision Foundation Project Grant to Leigh Anne Wilson Durham, Kappa.
2. Updated Vision Foundation By-laws and Policies and Procedures. Approved by the Xi State Executive Board on January 31, 2018.
3. Posted information in the Leadership Links and Xi State News explaining the application process for grants and monetary donations for Visionaries.
4. Held a meeting in the fall, four “Go to Meetings”, and hosted a Vision Foundation coffee at the Xi State conference.
5. Chair Sandra Pineault visited seven Xi State chapters and spoke about ways in which chapters and individuals could become visionaries and shared information about applying for the Liz Whorley Bradley Professional Development Growth Award and Xi State Vision Foundation Grants.