

**XI STATE ORGANIZATION EXECUTIVE BOARD MEETING
THURSDAY, JUNE 1, 2017
GUERRY AUDITORIUM UNIVERSITY OF THE SOUTH**

- CALL TO ORDER** The Executive Board Meeting of Xi State Organization of The Delta Kappa Gamma Society International was called to order by the Xi State Organization President Dr. Dorrie Powell, Beta Sigma, at 1:34 p.m. (CDT).
- INSPIRATION** Riley Awalt, Alpha Beta, provided the inspiration.
- INTRODUCTIONS** President Powell introduced the Xi State officers and related personnel: Sherrie Collins, 1st Vice-President; Dr. Linda Eller, 2nd Vice-President; Dr. Beverly Hall, Recording Secretary; Michelle Steen, Corresponding Secretary; Becky Sadowski, Parliamentarian; Nancy Davis, Treasurer; Elaine Warwick, Executive Secretary; Orlean Bauman, Xi State Editor; and Dr. Dianne Anderson, Xi State Webmaster.
- President Powell recognized past Xi State Organization presidents in attendance at convention: Linda McCrary, Dr. Jensi Souders, Anne Medearis Lee, Doris Ann Hendrix, Vera Jo Henegar, Becky Sadowski, Elaine Warwick, Nancy Davis, Dee Dee Rives, and Beverly Smith. Not attending convention this year are Liz Whorley Bradley, Patsy Pope, Lois Jones, Janice Sorsby and Dr. Kathie Harned. President Powell thanked past presidents for their wisdom and encouragement throughout her biennium. President Powell announced that past president Dr. Willene Paxton who died in 2016 would be missed at this and future conventions.
- June Bowers, International Administrative Board Member at Large, was welcomed. Bowers will serve as Society Representative for the convention,
- QUORUM** The Xi State Organization Corresponding Secretary Michelle Steen advised there was a quorum present. President Powell announced that business was in order.
- THE ORDERS OF THE DAY** Becky Sadowski, the Xi State Organization Parliamentarian, explained the Rules of the Day:
- Individuals making a motion should put the motion in writing and present two copies: one for President Dr. Dorrie Powell and one for Recording Secretary Dr. Beverly Hall. Please include the motion, your name, your chapter, and your role on the Executive Board.
 - Individuals addressing the Executive Board should stand, be recognized by the chair, come to the microphone, and state your name and chapter.
 - If discussing a motion, please hold up the card that signifies your comments, red (opposed), green (in favor), yellow (you have a question).
 - Each member will be limited to speaking twice to the same question. No member will speak a second time to a question until everyone who wishes to speak has spoken.
 - A reminder-today's approval of motions, other than the budget, indicate the Executive Board's recommendation for action. The official vote will be by Xi State members in the Second General Session on Friday, June 2, 2017.
- COMMITTEE TO APPROVE MINUTES** President Powell appointed Tracy Collier, Gamma Iota; Paula Marshall, Alpha Lambda; and Chasity Webb, Alpha Rho; to read, correct, and approve minutes for the 2017 convention.
- President Powell appointed Dr. Linda Eller, the Xi State Organization 2nd Vice President, to plan dates

for the 2018 Xi State Organization Convention and schedule said dates with the University. Eller will report scheduled dates at the close of the Second General Session on Friday, June 2, 2017.

BUSINESS

President Powell announced the 2016 Executive Board minutes were approved in the Second General Session at the 2016 Xi State Organization Convention and posted on the Xi State website.

REPORTS

President Powell explained that officer and committee reports are available on the Xi State website under Xi State Resources, Xi State Convention, Convention Reports. The President's Report can be found on pages 3 and 4 of the on-line convention report.

**TREASURER'S
REPORT**

The Xi State Organization Treasurer Nancy Davis presented the treasurer's report which can be found on the Xi State website and pages 46 to 48 and 52 of the printed Annual Convention Book. Davis reported there were 227 initiates and 43 reinstates. Total membership is 2674 with 2462 active and 212 reserve members. Davis explained that account 3443, an available fund money market account with Bank of America, had a balance of \$1,772.95 earning \$0.03 in interest monthly. Due to the bank charging a monthly service fee of \$5.00, the money was reinvested with Johnson County Bank in an available fund checking account. Davis reported that total contributions for the year were \$36,726.50. President Powell stated the treasurer's report would be filed as presented.

**ELECTRONIC
VOTES**

President Powell stated that two proposals were sent electronically to the Executive Board for approval:

September 30, 2016 Proposal 1: The Xi State Organization Executive Board was asked to approve the merger of Alpha Tau and Alpha Mu Chapters under the name Alpha Tau.
[75 approved, 0 did not, **motion passed**]

May, 10, 2017 Proposal 2: The Xi State Organization Executive Board was asked to approve the 2017-2019 Strategic Action Plan.
[61 approved, 0 did not, **motion passed**]

President Powell requested these votes be placed in the minutes as a record of Executive Board business.

President Powell asked for any additions to the Xi State Organization Officers' reports and Related Personnel reports found on pages 4-10 in the on-line convention report. There were none.

President Powell asked for any additions to the Area Director reports on pages 11-16 of the on-line convention report. There were none.

**STANDING
COMMITTEES**

President Powell asked for objections to having the Finance Committee moved to the end of the committee reports. There were none.

Powell recognized Elaine Vaughan, Alpha Epsilon, who moved that the amendment be read only once before taking the vote on amendments for which there is no discussion. Dee Dee Rives, Theta, served as her second. The motion passed.

President Powell proceeded with roll call of committees beginning on page 17 in the on-line convention report to determine any additions to the posted reports or motions.

**RULES AND
BYLAWS**

President Powell reported, pending no objections, that the executive secretary will make the following editorial changes to our state governing documents:

- Consistent use of the terms Xi State Organization and Xi State when referring to the entire state organization and use of the terms the Xi State Organization and the Xi State when referring to an officer, committee, publication, or event such as the Xi State Organization president or the Xi State Bylaws and Rules Committee or the Xi State News.
- Consistent spelling of Presidents Banquet with Presidents (plural but not possessive) as the preferred form.
- Full spelling for terms like Southeast Regional and International to avoid possible confusion caused by abbreviations.
- Removal of contingency or proviso statements once pending conditions have been met.

President Powell recognized Diana Homan, Alpha Epsilon, Chair of Rules and Bylaws. Homan presented the following proposed amendments to the *Xi State Organization Bylaws and Rules* as found in the on-line convention report, printed in the April issue of the *Xi State News*, and pages 53 through 57 of the Annual Convention Book.

PROPOSED AMENDMENTS TO THE BYLAWS

1. **Article VIII COMMITTEES, Section B. Committee Purposes: Society Business, 11.**
Planning – appointed
Proposed Changes:
Rename “Strategic Action Plan” as “Strategic Plan.”
So as to read:
 - a. Shall be responsible for planning and monitoring the implementation of approved actions, goals, mission, and vision of Xi State Organization as stated in the organization’s Strategic Plan.
 - b. Shall recommend new Strategic Plan goals and activities for Strategic Plan to the Executive Board at its meeting prior to the convention.**Rationale:** International has moved away from use of the term “Strategic Action Plan” in favor of “Strategic Plan.”
Add c. Shall be responsible for reviewing chapter strategic plans and providing assistance to chapters upon request.
Rationale: Since the creation of the Planning Committee, chapters have been encouraged to develop a Strategic Plan. The Planning Committee has provided assistance and reviewed each chapter’s plan.
Fiscal Impact: None
Proposer: Xi State Planning Committee

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Bylaws*. Coming from a committee the motion did not need a second. **The motion passed.**

2. **Article XIV XI STATE ORGANIZATION VISION FOUNDATION, Section B.**
Proposed Change:
Replace term “trustees” with term “directors” wherever applied to the Xi State Vision Foundation.
So as to read:
Such officers of Xi State Organization as are or may be designated in the bylaws of said Foundation are authorized to act as officers and ~~trustees~~ directors of the Xi State Organization Vision Foundation, and the Xi State Organization Executive Board of the Xi State Organization is authorized to elect ~~trustees~~ directors of said Foundation, according to the bylaws of said Foundation.
Rationale: Both terms are currently used in Xi State governing documents in references to the Xi State Vision Foundation, suggesting a possible distinction between directors and trustees. The

term “directors” is used in the Xi State Vision Foundation Bylaws and Policies and Procedures. Using only the term “directors” throughout both sets of governing documents will eliminate possible confusion and make the two sets of documents consistent in all references to the Xi State Vision Foundation.

Fiscal Impact: None

Proposer: Xi State Vision Foundation

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Bylaws*. Coming from a committee the motion did not need a second. **The motion passed.**

PROPOSED AMENDMENTS TO THE RULES

3. Article 4 FINANCE, 4.3 State Organization Convention, 4.3.4

Proposed Change:

Insert “and related personnel” immediately following “officers.”

So as to read:

4.3.4 Funds from the convention budget will pay the expenses of officers and related personnel, Society Representative, and speakers.

Rationale: Inclusion of related personnel reflects current practice and makes 4.3.4 consistent with 4.2.5 The convention budget shall provide officer and related personnel registration, room, and meals.

Fiscal Impact: None, since this reflects current practice

Proposer: Xi State Convention Steering Committee

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Rules*. Coming from a committee the motion did not need a second. **The motion passed.**

4. Article 8 COMMITTEES, 8.17 Planning – The committee shall

Proposed Change:

Insert new 8.17.1 through 8.17.4

So as to read:

8.17.1 Be composed of five appointed members, one of whom shall serve as chair;

8.17.2 Have, as ex-officio members without vote, the current state president and executive secretary.

8.17.3 Have three (3) appointed members with recent (not current) chapter president experience, one from each of Tennessee’s grand divisions. One (1) appointed member shall be a past state officer and one (1) shall be a member at large.

8.17.4 Have appointed members serve staggered four-year terms, with three members appointed in one biennium and two members appointed in the next biennium;

Renumber the remaining articles accordingly, 8.17.5 through 8.17.12.

Rationale: Gives clarification to the make-up of the committee and reflects current practice.

Fiscal Impact: None

Proposer: Xi State Planning Committee

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Rules*. Coming from a committee the motion did not need a second. **The motion passed.**

5. Article 8 COMMITTEES, 8.17 Planning – The committee shall

Proposed Change:

Rename “Strategic Action Plan (SAP)” to Strategic Plan (SP) in 8.17.2, 8.17.5, and 8.17.8

So as to read:

- 8.17.2 Maintain the organization’s Strategic Plan (SP), including goals progress;
- 8.17.5 Seek input for SP from officers, committees, Executive Board, members, and chapters;
- 8.17.8 Report, annually, of SP progress to the Executive Board

Rationale: International has moved away from use of the term “Strategic Action Plan” in favor of “Strategic Plan.”

Fiscal Impact: None

Proposed by: Xi State Planning Committee

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Rules*. Coming from a committee the motion did not need a second. **The motion passed.**

6. Article 8 COMMITTEES, 8.17 Planning – The committee shall

Proposed Change:

Insert new

8.17.13 Recommend chapter strategic plans; assisting chapters with plans upon request.

Rationale: This further spells out the duties of the Planning Committee and reflects current practice.

Fiscal Impact: None

Proposed by: Xi State Planning Committee

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Rules*. Coming from a committee the motion did not need a second. **The motion passed.**

7. Article 8 COMMITTEES, 8.19.1 Special Events—The committee shall 8.19.1

Proposed Change:

Insert “Beginning.”

So as to read:

8.19.1 Promote the work of leadership training in the state organization through the implementation of fund-raising activities, the proceeds of which shall be used for leadership activities such as the **Beginning** Leadership Management Seminar, the Advanced Leadership Management Seminar, the Leadership Conference for Chapter Officers, the Leadership Conference for Committee Planning, and others as may be deemed appropriate by the membership; and

Rationale: The addition of the term “Beginning” more accurately distinguishes this first level of leadership development from the advanced level and makes it consistent with 8.12.1 Plan and implement the Beginning Leadership Management Seminar and

Fiscal Impact: None

Proposers: Xi State Special Events Committee and Xi State Leadership Development Committee

Homan moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Rules*. Coming from a committee the motion did not need a second. **The motion passed.**

8. Article 9 SERVICES, 9.3 Chapter President’s Handbook, 9.3.2 Shall include, but not be limited to, the latest editions of (or information about) these publications:

Proposed Change:

Revise and **renumber** list of included publications as follows:

delete G. *Xi State Organization Personnel Manual* **replace** *U.S. Forum Handbook* with U.S. Forum resources.

So as to read:

- A. *Guidelines for Chapter Presidents*
- B. *Constitution*
- C. *International Standing Rules*
- D. *Go To Guide*
- E. *Xi State Organization Bylaws*
- F. *Xi State Organization Rules*
- ~~G. *Xi State Organization Personnel Manual*~~
- G. Letters from officers and committee chairs
- H. Forms, applications, brochures
- I. Guidelines for awards
- J. ~~*U.S. Forum Handbook*~~ **U.S. Forum resources**

Rationale: The *Xi State Organization Personnel Manual* is readily available to all members on the Xi State website and contains little information that informs or assists the chapter president in her chapter leadership role. The *U.S. Forum Handbook* is no longer available and has been replaced by other materials.

Fiscal Impact: Possibly a slight reduction in printing costs for the contents of these handbooks.

Proposer: Dr. Dorrie Powell, Xi State Organization President, and Elaine Warwick, Xi State Executive Secretary

President Powell recognized Elaine Warwick, Xi State Executive Secretary. Warwick moved that the Executive Board endorse the proposed amendment to the *Xi State Organization Rules*. Beverly Smith, Alpha Xi, served as her second. **The motion passed.**

9. Article 11 XI STATE ORGANIZATION VISION FOUNDATION, 11.1, 11.3.

Proposed Change:

Replace term “trustees” with term “directors” wherever applied to Xi State Vision Foundation. As in 11.1 and 11.3

So as to read:

11 XI STATE ORGANIZATION VISION FOUNDATION

11.1 The Board of ~~Trustees~~ Directors shall act as the agent of the Xi State Organization Vision Foundation to review each restriction or condition which may be put on any gift and accept or reject the gift. If the board determines that the restriction or condition does not conform to the purposes of the organization, the board will so inform the donor so that the restriction or condition can be modified to conform to such purposes and still effectuate, to the extent possible, the desire of the donor.

11.3 The treasurer shall serve on the Board of ~~Trustees~~ Directors and shall be listed with the Secretary of State, State of Tennessee, as the registered agent for the Xi State Organization Vision Foundation.

Rationale: Both terms are currently used in Xi State governing documents in references to the Xi State Vision Foundation, suggesting a possible distinction between directors and trustees. The term “directors” is used in the *Xi State Vision Foundation Bylaws and Policies and Procedures*. Using only the term “directors” throughout both sets of governing documents will eliminate possible confusion and make the two sets of documents consistent in all references to the Xi State Vision Foundation.

Fiscal Impact: None

Proposer: Xi State Vision Foundation

Homan moved that the Executive Board endorse the proposed amendments to the *Xi State Organization Rules*. Coming from a committee the motion did not need a second. **The motion passed.**

NOMINATIONS

President Powell recognized Wanda Castleman, Alpha Nu, chair of the Nominations Committee.

Castleman presented the following candidates for the 2017-2019 slate of officers:

President	Dr. Elaine Alexander	Beta Epsilon
First Vice President	Dr. Beverly Hall	Alpha Rho
Second Vice President	Michelle Steen	Theta
Recording Secretary	Ann Gann	Pi
Corresponding Secretary	Dr. Elaine Vaughan	Alpha Epsilon

The following nominations were presented for elected committees:

Finance committee for a four-year term, 2017-2021:

East Tennessee	Kathleen Benedict	Pi
Middle Tennessee	Karen Garner	Delta
West Tennessee	Shirley Bullard	Beta Iota

Personnel committee for a four-year term, 2017-2021:

East Tennessee	Carolyn Earnest	Gamma Zeta
Middle Tennessee	Jennifer Lusk	Beta Xi
West Tennessee	Mary Frances Wadley	Beta Eta

Nominations Committee for a four-year term, 2017-2021:

East Tennessee	Dr. Krystal Kennedy	Beta Lambda
Middle Tennessee	Carol Abernathy	Phi
West Tennessee	Mary Jo Wilson	Alpha Lambda

Nominations Committee for a two-year term, 2017-2019:

West Tennessee	Rachel Weir	Beta Sigma
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Xi State Vision Foundation Board of Directors for a four-year term, 2017-2021:

Kathy Smith	Alpha Nu
Holley Ziglar	Gamma

The vote will be taken at the Second General Session on Friday, June 2, 2017.

PERSONNEL

President Powell stated the following steps will be taken to realign the contract renewal process with the cycle outlined in the Xi State Personnel Manual, pending no objection. According to the Personnel Manual, the two-year contract for treasurer, webmaster, and editor begins on July 1 of odd-numbered years and the two-year contract for executive secretary begins on July 1 of even-numbered years. Therefore, the Personnel Committee will be making recommendations for the positions of treasurer, webmaster, and editor.

President Powell recognized Carol Abernathy, Phi, Personnel Committee chair. Abernathy moved that the Executive Board renew the contract for Nancy Davis as the Xi State Treasurer. Coming from a committee the motion did not need a second. **The motion passed.**

Abernathy moved that the Executive Board renew the contract for Dr. Dianne Anderson as the Xi State Webmaster. Coming from a committee the motion did not need a second. **The motion passed.**

Abernathy moved that the Executive Board renew the contract for Orlean Bauman as the Xi State Editor. Coming from a committee the motion did not need a second. **The motion passed.**

President Powell reminded members that related personnel are limited to ten consecutive years in the same position; therefore, this will be the final year Elaine Warwick can serve as Executive Secretary and the final two years that Nancy Davis can serve as Treasurer.

**VISION
FOUNDATION**

President Powell recognized Dr. Elaine Vaughan, Vision Foundation chair. Vaughan announced the resignation of Carolyn Taylor from the Xi State Vision Foundation due to health reasons. Nancy Hickey, Beta Eta, was selected by the Vision Foundation Board to serve the remainder of Taylor's term.

**AD HOC
COMMITTEE**

President Powell recognized Becky Sadowski, Chair of the Ad hoc Nashville 2016 Steering Committee. Sadowski explained that the Tennessee Night line item balance remained in the amount of \$9,722.20. Sadowski moved that the Executive Board authorize the Xi State Treasurer to transfer the Tennessee Night line item balance to a special golden savings account at the Johnson County Bank where Xi State has other invested funds. Michelle Steen, Theta, served as her second. **The motion passed.**

FINANCE

President Powell stated that the audit report for fiscal year ending April 30, 2017 could be found on pages 46-48 of the Annual Convention Book. Powell asked if there were any objections to adopting the audit report as printed. There were none.

President Powell asked attendees to refer to the proposed budget on pages 49-51 in the Annual Convention Book. Powell recognized the Xi State Organization Finance Committee Chair, Dr. Marge Lofstrom, Alpha Nu, who presented the proposed 2017-2019 budget.

Lofstrom led an examination of the proposed budget and allowed questions for clarification. Lofstrom moved to adopt the 2017-2019 balanced budget as presented. Coming from a committee the motion did not need a second. **The motion passed.**

President Powell thanked the Xi State Organization Finance Committee for their diligence in working with all Xi State Committees, Xi State Officers, and Xi State Related Personnel in making recommendations to decrease expenses while still providing the services and benefits our members expect and deserve.

**OTHER
BUSINESS**

President Powell asked if there was any other business to come before the Executive Board. There was none.

ANNOUNCEMENTS

President Powell announced for members to leave voting cards on the tables in the lobby and encouraged chapter presidents to attend the chapter president break-out session on Friday, June 2, 2017.

Following announcements, the meeting adjourned at 2:40 p.m. (CDT).