



New Kemet Harambe Chapter

“New Land of the black skinned people pulling together”

RECORD OF MINUTES

Tuesday, January 10, 2006

Ralph H. Metcalfe Building

77 West Jackson Blvd., Room 326

11:45am- 1:11 pm

MEMBERS IN ATTENDANCE:

Deena Sheppard, Stephanie Kimble, Tony Ward, Ethel Crisp, Cheryl Simpson, Donna Coleman, Marion Cleveland, Vince Saunders, Oliver Warnsley, Adrienne Callahan, Yvette Coleman, Brian Bell, Debra Crume-Williams, Lillie Metts-Davis, Jacqueline Dillard(visitor), Phyllis Brooks (visitor)

The meeting was called to order at 11:45am by President Sheppard. A quorum was established and the meeting began. Marion Cleveland opened the meeting with prayer. Introductions were made and visitors were acknowledged.

BIG COVENANT - Tony Ward lead the reading of the BIG Covenant. President Sheppard encouraged the membership to become more familiar with the covenant in order to prepare themselves for reciting the covenant at each meeting.

THOUGHT FOR THE DAY - President Sheppard shared the thought for the day. “There are two kinds of people in the world: Givers and Takers. The Takers may eat better, but the Givers sleep better.”

ADOPTION OF THE AGENDA - For future meetings, hardcopies of the agenda will NOT be provided at the meetings. Please bring your own copy of the agenda to meetings. Motion to adopt the agenda was made by Vince Saunders; seconded by Yvette Coleman. Motion carried.

ADOPTION OF MINUTES FROM NOVEMBER/DECEMBER GENERAL MEMBERSHIP MEETINGS

November Meeting Minutes – Motion made by Secretary Callahan to approve minutes as written; seconded by Tony Ward. Motion carried.

December Meeting Minutes – Motion made by Secretary Callahan to approve the minutes with one correction on page one (Chapter Name Spelling); seconded by Vince Saunders. Motion carried.

TREASURER’S REPORT

Treasurer Saunders distributed four reports to all members. The September and October reports were previously presented and approved, subject to audit. A motion was made by Treasurer Saunders to accept the November and December reports subject to audit; seconded by Brian Bell. Motion carried. The current treasury balance as of the December report is \$3,739.18. President Sheppard raised a concern about the interest being earned on the account. She suggested Treasurer Saunders look into other banking institutions and provide feedback at an upcoming meeting.

OFFICE REPORT

President’s Report: President Sheppard instituted a comment box to collect feedback, concerns, issues, etc. from the membership. At each meeting, all attendees will be provided with an index card to use for feedback. The cards can be placed in the comment box which will be available at each meeting.

Standing Rules – President Sheppard reminded all about the Chapter’s Standing rules. It is important that we abide by these rules to ensure effective and smooth flowing meetings. An amendment was proposed for the standing rules to further address cell phone usage while in meetings (see attachment 1, no. 9).

Parliamentary Procedures – to insure that each member was knowledgeable of how meeting should be ran and so that future meetings moved along, copies of the Robert’s Rules of Order Motion Chart were distributed.

Proposal to amend the bylaws – President Sheppard has two proposals to amend the bylaws: 1.) change the general membership meeting day from Tuesday to Wednesday due to her work schedule. She will attach a formal explanation to the proposal when it is submitted. 2). Change the current election language to reflect the actual process that is used, i.e., election is conducted via mail.

Executive Committee meetings – President Sheppard encourages the entire membership to attend the Executive Committee meetings. These meetings will be held:

Feb 1	11:30AM-1:00PM	Metcalfe Building, conf. 612B
Mar 1	11:30AM-1:00PM	Metcalfe Building, conf. 611A
Mar 29	11:30AM-1:00PM	Metcalfe Building, conf. 612B

Committee Chairs will be expected to attend these meetings and provide a report. Additionally, committee chairs will be expected to provide a written report to be submitted at general meetings. This will be a written summary of the committee reports discussed at the Executive Committee meeting.

Partnering with other organizations – President Sheppard suggests the Chapter engage in more collaborative activities and seek out more opportunities for partnership. Some suggested sources are: NAACP, Chicago Public School Outreach Department, goblackbiz.com, National Black Public Administrators, Black Media etc.

Webpage – President Sheppard has talked to Leonard Stone (National BIG Web Master); he is creating a user id and password for the Chapter website. A member has already expressed interest in becoming the Chapter webmaster.

Committees – President Sheppard reminded everyone to respond to her by January 20, 2006, regarding interest in committee leadership positions.

Funding – President Sheppard received a \$100.00 donation for the Chapter from the owner of the Family Den. We should pursue all available funding opportunities for economic growth of the Chapter. With our 501(c)3 status, the Chapter is eligible to apply for grants. We can also be listed in the CFC book.

1st Vice President Kimble– no report

2nd Vice President – 2nd VP Coleman presented two proposals. A Greek Step Demonstration in alignment with the Black History Theme “A tribute to Black Fraternal, Social and Civic Institutions. Total expense \$100.00. It was suggested that the proposal be shared with the other agencies that are proposing Black History Month programs to avoid scheduling conflicts. The proposed date is February 22, 2006, this proposal was excepted (motion made by Donna Coleman, seconded by Vince Saunders)

A Raffle/Fundraiser was proposed to raise funds for the Chapter. Each member would be responsible for selling 30/\$1.00 tickets. A 27” color TV, \$100, \$50 gift certificate would be the 1st, 2nd, 3rd prizes for the raffle. It was suggested that the raffle be held in conjunction with the Greek Step Demonstration. If 34 members participate, the raffle would bring a \$720.00 profit to the chapter. Motion made by Donna Coleman, seconded by Vince Saunders; the proposal was accepted.

SUBSEQUENT TO THE MEETING: Donna Coleman met with her committee on the Raffle and realized that no money was put on the proposal for the purchase of the raffle tickets. So therefore, she is asking for an initial \$44.00 for 800 raffle tickets and an option for another 800 tickets also costing \$44.00 if necessary. The TV at this time is \$179.00 plus tax so she is asking for an additional \$50.00 to be added to the price of the TV. But the TV and prizes will be paid for out of the raffle money.

The raffle tickets will be paid for out of the chapter account and then put back later from the profits of the raffle. The proposed amendment for \$44.00 and an option for an additional \$44.00 was approved by the Executive Committee and the funds were disbursed by our Chapter Treasurer. The amendment will be presented at the February general meeting.

COMMITTEE REPORTS

MEMBERSHIP – Membership Chair, Cheryl Simpson reported that we have 40 members, 15 Life members of which four are Gold Plus. In the last month, we welcomed new members: Debra Crume-Williams, Gwendolyn Massenburg, Violet Scroggins and Marie Oliver. Karen Franklin renewed her membership. An addition to our membership outreach includes a visitors package which will be provided to visitors at each meeting.

The package contains: a letter from the President, Chapter brochure, one page Chapter History and a BIG application form.

ISSC - ISSC Chair, Donna Coleman, reported that the school letters were sent out December 16, 2005. She has already begun following up with the schools in order to schedule outreach visits.

CHRISTMAS ALL YEAR UPDATE –(Tony Ward, immediate past Second Vice President, read a report by Karen Franklin, Chair of the CAY Program)

Happy New Year! I trust that everyone enjoyed their holidays and are looking forward to what this New Year will bring. First, of all I liked to thank everyone that participated in last year's program. You helped make some one's Christmas very special.

There was a slight difference in the program setup this time. Instead of picking several letters individually, the post office provided family lists. There was one family picked as a family and then it was discovered several other individual letters turned out to be a family as well.

The first family was the Griffin family. Ms. Lillian Griffin had 6 children and each child along with their mother wrote to Santa asking for toys, school supplies and clothes.

The second was Ms. Von Wells, who was the grandmother of 4 grandchildren.

The last, but certainly not least was Ms. Trenea Perteet and she had 1 daughter.

PARTICIPANTS - My appreciation and thanks go out to those members who stepped up to the plate to donate their time and money in shopping, wrapping and delivering the gifts to the families:

Mr. and Mrs. Oliver Warnsley for sponsoring Letter 1A. (Sharzanae)
Donna Coleman and Linda Howard for sponsoring Letter 1B. (Liltarius)
Stephanie Kimble and Adrienne Callahan for sponsoring Letter 1C.
Mr. and Mrs. Brian Bell for sponsoring Letter 1D (Loreal Bell)
Anthony Ward for sponsoring Letter 2 (Keith Matthews)
Jo Brown for sponsoring Letter 3 (Aurinye Wells)
Deena Sheppard and Pat Thompson for sponsoring Letter 4 (Justin Altman)
Ethel Crisp and Pat Stern for sponsoring Letter 5 (Michael Watkins)
Vince Saunders for sponsoring Letter 7 (Shonnia Perteet)

I would like to especially thank Tony Ward for picking the letters and delivering other gifts besides his chosen recipient. I would also like to thank Ethel Crisp, Marion Cleveland, and Fayola Wright for their monetary donations.

It has come to my understanding that not all recipients were in attendance to receive their gifts at the appointed time. Unfortunately, since this happened at the grandmother's house and not the actual parent's house, this situation could not have been avoided. Also,

the other child living in the house whose letter was not received by us was unfortunate as well. In speaking with the grandmother initially, she did not mention the other child, so asking if other children were present was not a prevalent issue at the time.

Other than those issues stated above, it seems that the program was yet again a success. For those that got a chance to meet with their recipient, their appreciation of the gifts they received made the efforts, time and money all worth it. Thank you again for your participation and for letting me serve you in this capacity.

RECOMMENDATIONS:

1. Determine if chapter wants to continue sponsoring this program
The support of this program was not received well, initially.
2. Determine if we can have earlier access to the letters from the post office or seek other means to acquire children/families in need.
3. Define clearly what is meant by chapter support. Participants were to pick a family, purchase gifts and deliver them to the recipient they chose.
4. Monetary donations in the form of a gift card preferably instead of cash.
5. Set a maximum limit on letters chosen.

Submitted by,
KAREN FRANKLIN
CAY, Committee Chair

CHAPTER POLO SHIRTS UPDATE-Ethel Crisp reported that all of the shirts have been picked up except one. It was suggested that Ethel Crisp submit a proposal for another order of shirts at the next meeting.

MARCH REGIONAL COUNCIL MEETING – 1ST VICE PRESIDENT KIMBLE

The Progressive Chapter of Blacks In Government will host the next Region V Council Meeting. The meeting will be held April 1st, 2006. The Host Hotel is the Days Inn, 77 North Gilbert, Danville, IL. 61832. Lodging cost \$59.00 per night. Registration is \$50.00, which includes Friday and Saturday night hospitality, as well as breakfast and lunch on Saturday. For more information and/or if you plan to attend, please contact 1st Vice President Kimble at 312-886-9880.

President Sheppard turned the chair over to 1st Vice President Kimble. President Sheppard made a motion to establish a petty cash account of \$125.00 to be maintained by the Assistant Treasurer for immediate retrieval and a reconciliation of the account will be made at each meeting; seconded by Vince Saunders. Motion carried.

Meeting was adjourned at 1:11PM.

The February general membership meeting will be held February 7, 2006, 11:30AM-1:30PM, Metcalfe Building, 77 West Jackson Boulevard, Room 326.

Submitted by:

Adrienne Callahan
Chapter Secretary-elect