



New Kemet Harambe Chapter

"New Land of the black skinned people pulling together"

RECORD OF MINUTES - FINAL

Saturday, September 16, 2006

President Sheppard's Home
3602 Edward Drive, Crete, IL
12:00PM-4:00PM

MEMBERS IN ATTENDANCE: William Burch, Donna Coleman, Ethel Crisp, Cheryl Simpson, Gwendolyn Massenburg, Patricia Thompson, Kesha Watson, Adrienne Callahan, Deena Sheppard, Stephanie Kimble, Yvette Coleman, Oliver Warnsley, and new member Linda Washington. Guests/Visitors – Revin Fellows, Sherri Warnsley, Toni Martin.

President Sheppard showed a video of environmental justice activities while members arrived.

Revin Fellows, facilitator, conducted a team building exercise to help prepare members for the budget discussion and to break down communication barriers. Some excerpts from Revin's bio include:

- Graduate of Simeon High School
- Aurora University - Bachelors Degree in Education
- Director of Mission Men Family Support Group
- Adult Service Program Coordinator
- Board of Directors of the Black Business Network
- President of the Board of African American Heritage Museum in Aurora
- Board of Directors of the A. Phillip Randolph Pullman Porter Museum

Assistant Chaplain Massenburg blessed the food and the budget retreat discussion that was about to commence.

After the video and eating lunch, the budget retreat meeting was officially called to order at 3:10 PM. A quorum was established.

Motion to adopt the revised agenda with corrections was made by Stephanie Kimble; seconded by Patricia Thompson. Motion carried.

NOMINATIONS FOR NOMINATING COMMITTEE MEMBERS

We will be conducting our elections in October; therefore, we have to have the Nomination Committee in place ASAP. President Sheppard asked for volunteers for the nominating committee. Cheryl Simpson, Ethel Crisp and Yvette Coleman volunteered. Since there were no other volunteers and we have an odd number, these members were accepted as the official nominating committee.

NOMINATION OF THE ELECTION COMMITTEE

President Sheppard asked for volunteers for the Election committee. Adrienne Callahan, William Burch, Oliver Warnsley and Ethel Crisp volunteered. Since Ethel Crisp has a number of years and expertise with election procedures, she will serve as a consultant to the three volunteers. Callahan, Burch and Warnsley were accepted as the official election committee members.

An email message soliciting nominations for the three vacant officer positions (1st Vice President, Corresponding Secretary and Treasurer) has already been sent to the membership. The Nominating Committee will need to send a reminder message the week of September 18. The Election Committee will need to send a message during the week of September 18 as well to explain the election/voting procedures. This will be important since we no longer have absentee/mail voting. It was also noted that we need to create a policy for members outside the commuting area to ensure their ability to vote. For this election, during the October meeting, we will need a separate conference room to take “virtual” votes from long distance members.

All non-members were asked to leave the room.

TREASURER’S REPORTS

June Report – Ethel Crisp moved to accept the report with corrections (*correct all line items to reflect and clarify actual expense*) subject to audit; seconded by Cheryl Simpson. Motion carried.

July Report – Patricia Thompson moved to accept the report with corrections (*add line for interest under savings account and correct line item check 792 to reflect actual expense*) subject to audit; seconded by Cheryl Simpson. Motion carried.

August Report – Adrienne Callahan moved to accept the report with corrections (*correct spelling of interest, Colquitt’s last name and the word Ravinia*) subject to audit; seconded by Stephanie Kimble. Motion carried.

Ethel Crisp moved to transfer \$1800.00 from the savings account to the checking account to be used for youth programs; seconded by Patricia Thompson. Motion Carried.

Everyone was reminded that we are a 501(c) 3 non-profit entity and at the end of the fiscal year, we have to submit reports and statements to reflect our current financial standing. If we are reflecting a high savings and checking balance, we may have difficulty getting sponsorships or other funding if we are operating like a small business and not like a non-profit organization.

BUDGET RETREAT DISCUSSIONS

Based upon the Treasurer’s report and subsequent transfer of funds, we began the budget discussion based upon a \$5918.48 checking account balance (which includes a pending \$200.00 from the Ravinia event) and a \$241.02 savings account balance.

Recording Secretary Adrienne Callahan and Finance Chair Kesha Watson developed a budget proposal document to help generate discussion. Individual proposals were also submitted and discussed. Copies of all of these documents were provided to members in attendance. The following comments were generated for future consideration/action by the Finance Committee/Executive Board:

- Develop a funding document that will be used to request funds from the general supplies budget and to help reconcile accounts when checks or monies have been issued for Chapter activities;
- All advertising (this includes flyers) for the Chapter should be sent through the Communications and Public Relations Chair for review – Ethel Crisp.
- Establish a policy on who will make deposits in the Chapter account. We should have a small number of designated contacts.
- It will be worthwhile for all proposals to be reviewed and to have preparation or promotional items come out of the general supplies budget;

PROPOSALS

Donna Coleman moved to allocate \$50.00 for food at general membership meetings; seconded by Cheryl Simpson. Motion carried. * Note, it was suggested that a committee be established to designate members to handle this responsibility.*

Adrienne Callahan moved to allocate \$150.00 (\$25.00 increase) for petty cash to be maintained by the Assistant Treasurer; seconded by Stephanie Kimble. Motion carried.

Donna Coleman moved to allocate \$1500.00 for the Chapter to participate in the 2007 National BIG Oratorical contest; seconded by Adrienne Callahan. Motion carried.

President Sheppard entertained a motion for the Chapter to also participate in the ISSC program, no motion made. Chapter will not participate in the ISSC program in 2007.

Patricia Thompson moved to allocate \$500.00 for general supplies, which includes paper, stamps, envelopes, folders, etc. through December 2007; seconded by Cheryl Simpson. Motion carried.

Ethel Crisp moved to approve funding not to exceed \$800.00 for transportation and registration fees for three primary delegates and two alternates to attend the October 2006 Regional Council meeting to be held in Indianapolis, IN; seconded by Patricia Thompson. Motion carried.

Gwendolyn Massenburg moved to approve \$250.00 funding for the benevolence proposal with a correction to add siblings; seconded by Patricia Thompson. Motion carried. Adrienne Callahan and Yvette Coleman abstained for the record.

William Burch moved to approve the Winter Coat Drive proposal to be held during the timeframe of October 15 to November 10, 2006; seconded by Ethel Crisp. Motion carried.

The following Proposals will be discussed at a future meeting:

Membership Drive

AIDS Walk

The Color Purple Musical Play

Girl Scout Family Partnership

World AIDS Day

Bowling Fundraiser

Youth Chicago Food Depository Day

Harlem Nights, Black and White Fundraiser

Back to School

Chicago Cares

A motion was made by Ethel Crisp to adjourn the meeting; seconded by Patricia Thompson. Motion carried. The meeting adjourned at 6:30 pm. The next membership meeting will be held on Wednesday, October 18, 2006 at 77 West Jackson Boulevard, 12th Floor, Lake Ontario Conference room, 12:00 p.m. to 2:00 p.m.

Adrienne M. Callahan

Submitted by Adrienne M. Callahan
Recording Secretary