

# **Palm Coast Flagler County Alumnae Chapter**

Delta Sigma Theta Sorority, Inc.  
Executive Board Meeting Minutes (Zoom)  
September 2, 2025

**Opening Prayer** – Soror Annie Davis

**Called to Order** – 6:05pm

**Adoption of Meeting Minutes** – As per Soror Sadie Milner Smith – correction to the spelling of her last name under the fundraising section. As per Soror Chantae – for the June chapter minutes under the ad hoc it should say that 504 bottles were sold so far and the first check deposited was in the amount of \$12,640.

**Corresponding Secretary's Report – Soror Jennifer Harris**

A verbal report given of all correspondences received. Condolences and prayer requests for Soror Sandra Miles, Soror Kim Smith, Soror Rudean Jackson, Soror Claire Taylor, Soror Chanelle Walker, Soror Ina Backman, Soror Alicia Washington & Soror Betty Prince. Email correspondences regarding the 56<sup>th</sup> National Convention, chapter roundup, risk management training, notification of membership intake vote, and funeral arrangements for Soror Betty Prince. The Panache Press was distributed July 30<sup>th</sup>.

**Adoption of Agenda** – Adopted as presented

**President's Report**- Soror Kimberly Smith

**National**- 57<sup>th</sup> National Convention over the summer. A special thank you to Soror Hughey-Guy & Soror Lasherica Jefferies for all of their help during the convention. Soror Chonta Haynes sponsored a virtual viewing of the conference at her home. There will be amendments made to our P&P that will come down from the National Convention. If you would like to make changes to our chapter's P&P, you are able to by completing & submitting the appropriate located on the secured member portal under chapter governing documents. Once completed send the form to P&P. We have a newly elected National Leadership. Soror Miles will be presenting next month on running for regional positions. A reminder that the International President is the only one that speaks on behalf of Delta. 2026 dues are due. Dues can be paid at chapter meeting, online, or via mail. Update your contact information on National website to receive correspondences. National website will be down September 20<sup>th</sup>–26<sup>th</sup> for maintenance.

**Regional** – Soror Amaris Johnson has started the Exec Checks again, updating Executive Committees. Link to recordings can be found in the Panache Press. A survey from the regional team they would like us to complete. 2026

Cluster dates. Feb 27<sup>th</sup> – March 1<sup>st</sup> in Miami. This will 100 year anniversary for Southern <sup>Region</sup> District. No cost as of yet. DDAC will be Feb 1<sup>st</sup> – 3<sup>rd</sup>. The cost is believed to be \$85 but not sure.

**Local Chapter** – Vote will be needed to proceed or not for membership intake. 10 day notice was sent out. Eligibility requirements were shared along with the resource where questions could be answered which will be found in the APMI. Reiterated the importance of attending conferences. The new local NPHC planning meeting that was scheduled for Saturday had been postponed. Meeting with other chapter presidents regarding a joint founder's day celebration. Soror Betty Prince's passing. Due to the time of the service and our meeting, chapter meeting may need to be rescheduled. Sept – Nov chapter meetings to be held in St Johns at Pedro Menendez. December,-February will be held in Flagler at Buddy Taylor. March will be virtual. April- June in Putnam, venue to be announced at a later time.

Soror Sandra Matthews received confirmation that Soror Betty Prince's Omega Omega Ceremony and funeral are being held on two different days.

Soror Miriam Hughey-Guy asked if Soror Carolyn Roberson could report for membership services verses the First Vice President reading it during her report.

#### **Membership Services – Soror Carolyn Roberson**

Birthday wishes for the month of September were recognized. Cake will be served at the end of the chapter meeting for these celebrations. Condolences and prayers for the sorors mentioned during bereavement. Thank you for supporting the meal trains. We're recruiting committees to sign up for hosting the monthly meeting refreshments. This includes bringing and setting up refreshments before chapter meetings. Recap of round up. 60 signed up and 70 attended. Suggestions for improvement included more games, getting to know sorors, use a local caterer, improved seating for seniors/disabled, have a step or talent show, and creating a stroll for our Delta Dears. Congratulations Soror Wright received her Masters.

#### **First Vice President- Soror Miriam Hughey-Guy**

Quarterly gatherings in each county, breast cancer walks in October, in December the festival of trees. 30<sup>th</sup> anniversary. Hoc committee co-chairs for this are Soror Joann Johnson and Soror Pamela Jackson-Smith.

30<sup>th</sup> Anniversary weekend was mentioned and decided to be scaled down to one day vs an entire weekend. More details to come at the next meeting. This was due to questions regarding the budget for the event since it's based on projected ticket sales along with limited time for executing the event. Soror Annie Davis mentioned several events not being on the chapter calendar. Mentioned the

process should be after the event has been voted on and added to the calendar a request would be submitted to the treasurer and the budget team so they could make a recommendation. Soror Weyatta Murray suggested prioritizing our events then planning & budgeting accordingly. It was mentioned that many fundraisers that we did last year didn't yield as much revenue as we'd hoped. Madam President mentioned that we are not in any danger to having zero in our account but eventually at some point it is going to be a problem and we have to be fiscally responsible with our fundraisers.

### **Second Vice President- Dr. Lasherica Jefferies**

**Program Planning Committee** met on August 14<sup>th</sup> @ 7pm 10 members attended. They discussed with emphasis on aligning initiatives with the 5 Point Programmatic Thrust & The National Strategic Plan. Committee chairs confirmed access to chapter committee emails. Members navigated Chapter & National websites for key resources. Chairs were asked to confirm meeting schedules by the 1<sup>st</sup> chapter meeting. We need to review programs evaluations to ensure that it meets our goals and makes an impact. Next PP&D meeting Sept 11 @7pm. Risk Management Committee met on August 28<sup>th</sup> & 28<sup>th</sup> @ 7pm virtually. Soror Harris facilitated the 28<sup>th</sup> meeting. Those that did the youth training will receive information in the next week. Next sessions are September 18 & 24<sup>th</sup> @7pm must register. Annual risk management chapter orientation is September 9<sup>th</sup> @6p all Sorors encouraged to come and is different from the Youth Volunteer Training. Madam President mentioned there is a question that was sent up to the risk management contact and we are waiting for a reply. Background checks have increased to \$70. Soror Beliard asked if one of the questions had to do with a volunteer's credentials being able to be forwarded to another chapter if they decided to switch and volunteer with them? Soror Haynes asked if the chapter calendar was going to be updated by Madam Second Vice President? The response was yes. Soror Hughey-Guy mentioned the chairs can also update the calendar with their events. Soror Jefferies will make sure that the remaining ones for 2025 are on the calendar.

### **Financial Secretary – Soror Sadie Millner-Smith**

After an audit was completed by Soror Robinson, it was discovered we needed to update the donations figure to \$52.50 for the month of June. Monies received in June 2025 was \$16,056.92. Monies received July 2025 was \$798. Monies received for August is \$3,699.20 Full report can be viewed on the chapter's website.

## Treasurer's

### Treasure Report – Soror Lalita Thomas

June's treasurer report – Beginning Balance \$56,127.64. Beginning checkbook balance \$47,977.03 Total Deposits made \$16,056.92. Total Revenue \$64,033.95. Total Expenses \$6,670.63. Ending Checkbook in General/Scholarship Balance \$61,351.01 Dreft Acct balance \$4,367.44. Total Balance \$65,718.45. TJuly report: Starting balance \$65,718.45. \$798 deposited. Total Revenue \$62,149.01. The total disbursements \$6,372.97. Ending Checkbook in General/Scholarship Balance \$55,343.25 Dreft Acct balance \$4,367.44. Total Balance \$59,710.69. Soror Matthews asked if DREFF was an interest bearing account? The answer was no. August beginning checkbook balance: \$55,343.25. Funds deposited \$3,769. Total Revenue \$59,112.25. Total disbursements: \$5,065.35. Ending Checkbook in General/Scholarship Balance \$54,046.90. Dreft Acct balance \$4,367.44. Total Balance \$58,414.34 Soror Joann Johnson asked about the PayPal fees and thought they were being covered. Soror Thomas & Soror Robinson responded that although the fees are being covered, they still need to be accounted for.

### Budget - Soror Thomas

Update needed of the budget. The popcorn fundraiser was added to the revenue line item for each of the committee. \$8189 was transferred from reserves to cover the budget. Golf Tournament projected revenue is \$22,050 in revenue. Projected income for Distinctly Crimson Sales were \$22,500. We have collected \$15,069. \$7,400 more to reach that budget goal. Sneaker ball projected revenue was \$15,500. Brought in \$8,542.64. Miscellaneous items that were added to the budget that weren't anticipated. Total revenue brought in \$82,083.54 Soror Haynes mentioned only \$200 was moved from investment ballet line 1470 a total of \$400 was supposed to be moved to line 1430. Soror Thomas will correct. Soror Haynes also mentioned using a report layout that is less confusing. Soror Thomas will not use another report layout until the assistant treasurer is available to help. Soror Thomas mentioned there was an oversight for the quilt. The deposit needed to be made. Soror Thomas made a recommendation for a budget modification in the amount of \$160 to \$640 for the quilt. Soror Chonta Haynes asked about the popcorn sales actual profit. Soror Thomas showed the profit made but it was put under the Thrusts.

Soror Kim Smith mentioned in order for committees to be on the agenda at chapter meetings they must report at eboard meetings.

### Economic Development – Soror Chonta Haynes

Committee met on August 26. They have 4 programs for the 2025-26 year. Black business Expo Nov 29. Proposing a career workshop Jan or Feb in Putnam & a

Financial Literacy Event during May Week. Soror Green will be helping with the expo and other sorors' names will come up for different programs. Our impact goals are businesses gaining customers as well as contact. Goal is that businesses are gaining customers & contacts, building community wealth, spotlighting entrepreneurs, connect the community together, inspiring our youth & having all 3 counties represented. The goal for the expo is to have 50 vendors min. Currently only 4 paid. Concerned about advertisement. Requested from technology advertising in social media. They will have vendor/advertisement liaisons for each county ensuring we sign up vendors. They want to be able to highlight businesses and spotlight vendors that are participating. Currently working with technology on a solution that is approved under technology guidelines. Sorors that are participating will receive a \$25 discounted rate. Sorors need to make sure they are spreading the word about the expo.

#### **Education Development – Soror Yvette Jones**

Everyone is still going through the risk management process for Delta Gems. 2 more trainings held Sept 18 & 25. Flagler meetings 4<sup>th</sup> Sunday @3:30p co-chairs Tiffany McKinney & Mildred Walker. St Johns County 3<sup>rd</sup> Sunday time TBA. Location St Paul's St Augustine. Putnam leaders are going to meet after eboard to decide on details. Application for DGDA is uploaded, the flyer has been created. We're ensuring the qr code works correctly. Link to application will be posted tonight to the website. Most likely start DGDA meetings in Oct to allow more girls time to apply & leaders to complete training. Last training on Sept 25.

#### **International Awareness: Soror Weyatta Murray & Claire Taylor.**

August 24<sup>th</sup> from National P&P an initiative under the sustainability plan called International Day of the Girl Child Initiative. They are considering reaching out to DGDA, physical & wellness. They'd like the chapter's help with that. The mandate from National is have at least 10% of your members planning & participating, you host it. take pictures or have photographs to show. If you had 2 to show it would count. Having a one-time event where they highlighted women who are doing initiatives that help us serve and impact the community of the underserved. Soror Taylor knows an organization called "Black People Will Swim" Soror Murray knows an organization The Bro Gates Foundation they have renovated a church as well as they are doing a 5k to give scholarships to 50 kids. The committee would like to partner with these organizations or others and do a 1-hour session recognizing what they are doing & have people make donations for their organizations. They thought about doing a virtual 5k and partner with physical & mental health along with DGDA. They would have Oct to complete the 5k. Possibly charging \$25. The

fee would cover the \$200 for the International Awareness Sustainability Plan they have to donate annually to National. They would like to do the 5k with all of the committees. Soror Jackson-Smith mentioned they could do the presentation of the organizations at the DGDA meetings, there will be leaders at all the meetings which would account for the 10%. Committee Chairs liked the idea.

#### **Physical & Mental Health – Soror Taylor presenting for Stephanie**

The committee had their introduction/planning meeting with several Sorors attending. Next meeting Sept 15 @7:30p

#### **Political Awareness & Social Action – No report**

#### **Arts & Letters – Soror Linda Fuce**

Soror Sandra Miles is asking that the chapter host a book signing for Dr. Janetta B. Cole by helping to promote the event, at no cost to us. It is at St Augustine outlet mall on Sept 28. This is something the committee chairs would like to vote for in new business.

#### **Golf Tournament ad-hoc – Soror Claire Taylor**

Golf tournament is scheduled for November 8<sup>th</sup>. Sponsors, golfers & volunteers are needed. There is a sign up for what's needed. Information is on the website for registration.

#### **Distinctly Crimson ad-hoc – Soror Chonta Haynes**

Committee met on Aug 28. All 1000 bottles have been paid for. That is why the first check was \$12,640. Sold 574 Selling remaining bottles will yield \$20,000. Totaling \$32,000. Suggestions have been sent to Soror Smith for approval. Suggesting a commercial reel of some type.

#### **Heritage & Archives – Soror Joann Johnson**

Committee met Aug 31, reviewed the H&A portion of our website. They would like sorors to view the section. Sorors Harris & Johnson went to the storage unit to identify what needs organizing. They will schedule a future date to organize. Shelves are needed that Soror Harris will order. Several items need to be shredded. They are continuing to finalize the design of our chapter quilt. They would like photos to be compiled into a video. They'd like to have all of the sororal year's event pictures turned into an album to go into our archive chest. They'd like to submit a "Did You Know Corner" for heritage & archives moment in the Panache Press. Sorors need to complete the member profile. Meetings are 4<sup>th</sup> Sundays @6:30p

#### **Internal Audit – Soror Jackie Robinson**

Completed a review of the records from April 1-June 30, 2025. It included 25% validation of disbursements and receipts, 50% of deposits & 100% of membership

dues. A summary of the findings is as follows: No material loss of financial assets exists. Good fiscal controls were used during the period of review. There were minor items noted which do not affect the overall health of the chapter. The finance team continues to do an exceptional job in keeping the chapter in compliance. Findings as follows: All electronic disbursements should be documented in the checkbook register just as manual checks are documented. PayPal disbursements should use the option to pull funds from Bank of America rather than pay from PayPal balances, so that disbursements will be reflected in the Bank of America statement and can be properly recorded in the checkbook register. Treasurer should require all vouchers be completed with line-item numbers so that budget verifications can be completed before checks are issued. Reflect all budget modifications as soon as possible in the budget. All numbers have been reconciled, and balances, as of June 30th are accurately reflected in the financials.

#### **Policies & Procedures – Soror Pamela Randall**

Soror Randall received clarification from Madam President about voting for MI being a requirement, that the 10-day notice was emailed to all financial members, how to access to the committee email, and which accounts to use for zoom meetings. The committee hasn't met yet. They did correspond via email and have checking on updates from National. They did review procedures, rules of order and policies after each National Convention ensure no conflicts. They would like to establish a timeline for receiving, reviewing, and submitting proposed amendments to P&P. Meetings are tentatively scheduled for 3<sup>rd</sup> Sundays @6:30p. They are responsible for educating chapter members on policies and procedures, rules of order, content and timeline. They invite chapter members to submit, proposed changes, and indicate the timeline. This will take place from Sept – Nov. They'd like to have "Do you know" sessions. They want a presence in the Panache Press.

#### **Protocol & Traditions – Soror Jennifer Harris**

Chapter meeting setup, for the opening ceremony. The President, 1st Vice President and Chaplain, will stand behind ceremonial table. Afterward the chaplain would take her place with the meeting attendees. The recording secretary would join the participants at the ceremonial table. To the right of the 1st Vice President and the Parliamentarian will join the participants at the ceremonial table to the left of the President. The correspondence Secretary and the Second Vice President will sit with the meeting participants toward the front.

The committee will ensure there is enough room for the participants to write and have their notes. Remember, the participants may only have their notes, minutes, etc. And pen needed for the meeting on the table. Only the recording secretary may have a laptop or iPad to take notes during the meeting. No water bottles or personal items allowed on the table. Zoom link to be sent out for Soror Prince's Omega Omega service practice, tomorrow @8:30p Another practice to be held Thursday @8:30p. Sept 20<sup>th</sup> is when the storage visit is scheduled for those that would like to assist in organizing.

#### **Scholarship – Soror Tiffany McKinney**

First meeting will be held on Sept 15 @7p. They've received documentation for 3 recipients for 24-25 year to process their funds.

#### **Technology – Sorors Ranata Wright & Linda Fuce**

Only 2 members signed up for technology and need help. Please be patient with new chairs. There is a lot of information regarding technology.

Madam President asked that a member from each committee join technology to be able to assist their committee better with technology needs.

#### **Sargent at Arms – Soror Mikaila Jones**

Committee met on August 25<sup>th</sup> @6pm. Intro meeting, discussed duties, responsibilities & rules during opening/closing ceremonies. Goal is to have one person at each entry in the meetings. New sign in sheets/using a software system/qr code. Delegating sections for counting votes. Possibly getting with technology to make the process smoother. Soror Harris made the statement that more voting cards were needed.

Soror Matthews inquired about an event helping in the kitchen with a Presbyterian church that Soror Derby Johnson knows. The discussion needed to be tabled again due to Soror Johnson's absence.

#### **New Business**

Soror Taylor – Proposed a joint venture called Coleman/Love event with Iota Mu Nu of Omega Psi Phi. He has done most of the leg work but because it is discouraged by National to use Coleman/Love it is being tabled until we can find out more information such as changing the name. We would still like to partner with them.

Soror Prince's funeral – Soror Jennifer Harris made a motion to have the chapter meeting time moved to Saturday, Sept 6 @1p. Soror Pamela Jackson-Smith seconded that motion. Soror Camille Beliard mentioned that the contact we have at Pedro Menendez would prefer to meet the following Saturday vs later that Saturday. She mentioned the fee that we save she believes is \$125. Soror Haynes

asked what was the number needed for quorum since we added co-chairs. Madam President mentioned 25% & quorum was met. Vote: 9 NO & 8 YES Motion DOES NOT pass.

Soror Harris moved that we move the chapter meeting to September 13<sup>th</sup> @1pm. There was no second motion. Soror Thomas made a motion that we move our meeting to September 13 @10am. Soror Camille Beliard seconded the motion. There were no questions. Vote 12 YES & 2 NO The motion passes

Quilt budget modification

Soror Lalita Thomas made a motion for a budget modification to line item 1505 for the chapter quilt in the amount of \$600. Soror Joann Johnson seconded the motion. Soror Pam Randall mentioned the quorum is not 25% it is 33% for both the chapter and eboard. Quorum is still met. Vote 11 YES & 1 NO. The motion passes.

Arts and Letters event:

Soror Sandra Miles made a motion to support Soror Johnnetta Cole on the September 27<sup>th</sup> event. Soror Pamela Randall seconded the motion. Soror Lalita Thomas received clarification supporting the event meant participating and potentially advertising. Vote: 15 YES 1 NO

**Announcements:**

Soror Joann Johnson's church is having a jazz event Sept 20<sup>th</sup> from 4p-7p  
Soror Cynthia White – St Johns County Democratic Black Caucus is having a pancake fundraiser from 8a-10a at Applebee's in St Augustine cost \$15  
Meeting adjourned at 9:59pm