**Alpha Kappa Alpha Sorority, Incorporated**

**Zeta Upsilon Omega Chapter – YDF Board Meeting**

***South Branch Library, St. Petersburg, FL***

***Monday, March 2, 2020* – 6:30 P.M.**

**Call to Order:** Meeting called to order at 6:40 P.M. by *Member Lisa Brody*.

**Prayer:** A prayer was delivered by *Member Rita Wesley – Member Arilee Still Absent.*

**Roll Call:** Present - Member Lisa Brody, Member Madge Cook, Member Erin Savage, Member Rita Wesley, Member Manitia Moultrie, Member Bettye Newsome, Member Jenee Skipper, Member Delphinia Davis, and Member Lena Wilfalk

**Adoption of the Agenda:** The Agenda was unanimously accepted.

**Reading of Correspondence:** There were no correspondence to read.

**Reading of the minutes from November 2019:** Tabled

I. **Officer’s Reports:**

* **President/Executive Director’s Report –** *Member Lisa Brody*

Thank for the Holiday Party Committee for all of their hard work for the party. Thank you to Manitia Moultrie and Tamara Felton Howard for addressing the addition insurances we need. Per our contract with JWB. We are now have all of our additional insurance to the tune of about $5,000.00 coming out of the AKAdemy Budget. We have Certificates of Insurance, limits outside charter buses, cybercrime liability to non-covered auto liability. That insurance will protect us in case any of our staff is driving to an event and gets into an accident. It would cover the youth development foundation. It would also cover any charter bus companies we hire and someone tried to sue outside of the limits of the bus company’s insurance policy. The process was started in November so thank you to Member Manitia and Member Tamara. Member Tamara and Member Jackie Kelley will be looking over contracts and letters of solicitation for compliance. I am also requesting a review of our Budget for 2019 -2020 so that we can see where we are right now and prudently and effectively move through the rest of our budget cycle. YDF budget is on a different fiscal year than our chapter. Based on projected rev and actual revenue our budget may not be in line so we might have to do some adjustments. I have requested information from the fundraising committee specifically projected revenue for fundraising to actual for Holiday Party and Assessment. We are not for profit and we are all responsible for its success so we can continue with our program initiatives. We have to find out where we are. Each of us sitting here should be asking questions. It was stated Member Bettye that currently Member Debora has the laptop and only she has access but if we moved over to online Quick Books that way she could go on and start pulling reports. Member Lisa stated that the Finance Committee can come back with a proposal to add online Quick Books. We need to ensure that we are receiving W-9s for any vendor who we are doing business with in excess of $600 and that does include scholarships. The 2020 Women’s Expo is scheduled for Saturday, October 24th. At Boule 2020 the International President of Alpha Kappa Alpha is requesting to meet with chapter presidents and chapter treasurers regarding our Foundations. We need to look at and update the MOU between AKA and the Omegas and the Foundation. If anyone has any questions or suggestions on how our foundation can run more smoothly I am open.

* **Vice President’s Report –** *Member Rita Wesley*

Thank you for the opportunity to serve as Community Liaison and Vice President. Our goals for 2020 is to complete sponsorship packets for all fundraisers, presenting a minimum of two new funding opportunities each month developing marketing and communication strategy for fundraiser and posting an annual FR. We are making strides with the Harlem Nights which is scheduled for Saturday, June 20th at the Manhattan Casino. We are trying to meet our goals of having a comprehensive sponsorship list and sponsorship mailing list. The 2021 Debutante Cotillion has been approved by Member Cassandra Williams and needs to be approved by the YDF President.

* **Treasurer Report**

Member Lisa has requested a Budget to Actual to review 2018 and 2019 for Harlem Nights and Holiday Party. We need solid numbers on what we are making to be sure we can make our budget for this year. We are specifically looking at to total number of Sorors who pay the Assessment without purchasing or selling tickets and/or those who are making partial payments or receiving partial Assessment payments by way of ticket sales from other Sorors who sell over their number of tickets.

For 2018 – 59 Sorors did not sell or purchase tickets. For 2019 72 Sorors did not sell or purchase tickets. Of these two numbers it is unclear if any of the 59 or 72 Sorors received sisterly assistance from another Soror by way of ticket sales. Member Lisa asked for this information in a report.

Conversation was had about whether we are over budgeting based on the number of Sorors and the number of sorors participating in fundraisers. We are losing money because of Sorors who donate funds to other sorors for Assessments in lieu of those sorors selling tickets. That’s money that could be going toward the fundraiser. If we had one fundraiser it would look different than it does because we have two. We are budgeting for two fundraisers assuming we will have 100% participation and we don’t. In the budget it is captured that each member is paying $200 and that’s not the case. Member Manitia stated that when we had Ebony Fashion show sorors did not have a choice. Everyone had to sell tickets. A questions was asked if sorors don’t turn in tickets from Harlem Nights will they be allowed to check out tickets for Holiday Party. A recommendation was made that we discontinue giving sorors who are in arrears for a fundraiser tickets for another fundraiser. Some sorors are not paying for their extra tickets and are not financial. Some sorors are coming in February after year end and asking if any sorors have overages to donate – that is not allowed

**2019 Harlem Nights**

Revenue - $7,750.00 (Donations, Sponsors, Tickets, Auction Items)

Tickets Not Returned - $700.00

Expenses - $6,673.07

Profit - $1,076.93

**2019 Holiday Party**

Revenue – 12,279.58 – Reported by Member Delphinia Davis ($10,604.58 – reported by Member Debora Dandridge)

Event Brite - $355.42

Tickets Not Returned – $980.00

Expenses - $10,132.32 (will split with Omegas)

Profit - $5,014.26

**Recommendations:**

1. Request all expenses within 30 days
2. Final Report for all events must be submitted within 45 days
3. Do not reimburse without completed vouchers with all documentation

The current 2020 Budget shows revenue for the following events:

Giving Tuesday - $2,250.00

Holiday Party - $18,000.00

Harlem Nights - $14,000.00

Pink Petals - $13,000.00

Member Lisa reiterated that we need definitive numbers on the budget and that we need to do a fundraising freeze until we get a better idea about where we stand fiscally. Our budget is almost $50,000.00 and based on every Soror participating in the fundraising. Member Lisa thanked everyone for the rich discussion and although we did not make it through the entire agenda, we did get a lot accomplished and considered the meeting a success. The Finance Committee meets on 3/11 and we will have a special Budget meeting on April 1st to discuss only budget items. Time and location will be announced.

**Youth Development Foundation of Pinellas County, Inc.**

**Fundraising Monthly Financial Report**

**Account Balance as of January 31, 2020 $30,502.35**

Deposits $2,960.20

Checks -$2,244.79

Withdrawal -$40.95

Service Charge -$4.00

**Account Balance as of February 28, 2020 $31,172.81**

**Youth Development Foundation of Pinellas County, Inc.**

**AKAdemy Monthly Financial Report**

**Account Balance as of January 31, 2020 $27,745.95**

Deposits $14,818.00

Checks -$967.00

Withdrawal -$6,944.94

Service Charge -$5.00

**Account Balance as of February 28, 2020 $34,656.01**

**A note was made that Member Debora Dandridge turned in all documents for the YDF Audit to McKnight, CPA.**

**Debutante Cotillion Budget Amendment**

Member Rita explained that when the FY2020 budget was voted on, it was noted by Member Cassandra Williams (Debutante Chairman) that the Debutante start-up expenses were not included. The request is for a budget amendment of $3,500.00 be moved to Debutante for (Coliseum deposit, meeting space at Enoch Davis, 30 Orientation handbooks and miscellaneous supplies). Member Lena asked is there not a budget line for Debutante. Member Joi stated that it is in the Scholarship line. The questions is not that the money is not there, it just wasn’t broken out as originally requested. It is in the Merit Scholarship, program Targets, EAF. Member Manitia acknowledge that we are not bringing in the money we once did during Debutante seasons has not been as much as in the past (earlier years). It was also stated that we don’t have a final report from Debutante 2019. Member Joi commented that we are still doing business as usual and that none of our fundraisers are bringing in what they once did. Since we do not need the Orientation books immediately it was suggested by Member Lisa that we only move $3,000 for the use of the coliseum and adjust funds later. Member Lena made a motion for fundraising to transfer the funds to where it should be for Debutante start-up and that the committee work on getting the funds moved to the correct line. Member Manitia seconded the motion. There was no discussion and the motion was approved.

**Adjourn**:

Meeting adjourned at 7:47 P.M.

Minutes submitted by Soror Erin M. Savage, Grammateus

(Grammateus Signature/Date)

(Basileus Signature/Date)