**Alpha Kappa Alpha Sorority, Incorporated**

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

***Conference Call***

***Wednesday, April 1, 2020* – 7:00 P.M.**

**Call to Order:** Meeting called to order at 7:00 P.M. by *Member Lisa Brody*.

**Prayer:** A prayer was delivered by *Member Arilee Still.*

**Roll Call:** Present - Member Lisa Brody, Member Erin Savage, Member Delphinia Davis, Member Rita Wesley, Member Madge Cook, Member Arilee Still, Member Manitia Moultrie, Member Deborah Dandridge, Member Jenee Skipper, Member Marilyn Fudge, Member Busara Pitts, Member Veronica Burge, Member Lena Ruby Hope

**Adoption of the Agenda:** The Agenda was unanimously accepted with the addition of adding a Timetable for the 2019 Audit.

I. **Officer’s Reports:**

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

Tonight’s special YDF meeting was called in order for us to look closely at the budget, review of our assessments, and hear recommendations for adjustments from the finance committee.

**Treasurer Report**

**1.Review of Fiscal Year 2018 & 2019 YDF Budget**

**Harlem Nights 2018**

**Revenue $6,400.00**

 Ticket Sales $3,140.00

 Event Brite $2,410.00

 Door Sales $ 250.00

 Silent Auction $ 385.00

 Paypal $ 215.00

**Expenses $6,681.23**

**Profit $ -281.23**

**Holiday Party 2018**

**Revenue $9,600.00**

 Ticket Sales $8,550.00

 Silent Auction $1,050.00

**Expenses (Subtotal) $9,713.63**

 50% Per MOU $4,856.82

 Eta Rho Contribution $3,500.00

 Due from Eta Rho $1,356.82

**Revenue $9,600.00**

**Expenses $6,213.63**

**Sub Profit $3,386.37**

**Due from Eta Rho $1,356.82**

**Profit $4,743.19**

**Harlem Nights 2019**

**Revenue $7,750.00**

**Expenses $6,673.07**

**Profit $1,076.93**

**Holiday Party 2019**

**Revenue $10,960.00**

 Ticket Sales $7,080.00

 Event Brite $3,565.00

 Door $ 315.00

**Expenses (Subtotal) $10,182.32**

**Revenue $10,969.00**

**Expenses $10,182.32**

Net Profit $ 777.68

Due from Eta Rho $4,931.40

**Profit $5,709.08**

**Questions/Conversation**

Q: Member Rita Wesley asked were sponsorships recorded for Harlem Nights 2018? There were sponsorships from the Jacksons, the Rousons, Soror Rene and Howard Mcknight P.A.

A: Member Delphinia Davis stated that we show sponsorships for 2019 but nothing in 2018. Member Lena Wilfalk stated that we did in fact have sponsorships in 2018. Member Delphinia stated that the sponsorships were recorded as Assessments and that you cannot record the as both. Member Lisa Brody stated that with the $500 in sponsorships and the $218 deficit, we only made $300 for Harlem Nights 2018.

Member Lisa stated that from a Risk Management perspective we need to look closely at whether our fundraisers have become more of a liability than a help. We are planning for and putting on these wonderful events but we not showing a profit. She also stated that part of fundraising is to garner support from the community and asked if we are better off holding one fundraiser and adding the assessment back to Sorors as not optional.

Member Rita suggested that we do more budgetary checks along the way to ensure that we are meeting our fundraising goal and will not be on the hole.

Member Cassandra Williams stated if money is paid after a fundraiser is over, then that money goes straight to a sorors assessment and not the fundraiser.

There were some questions regarding the Holiday Party 2019 and Member Lisa asked for the records be reconciled and sent again to reflect clarification of Tickets not Returned and Auction Items being the same amount of $1,050.00. Member Rita stated that we need to look more closely at all expenses for the party.

Member Lisa stated that we budgeted $18,000.00 for Holiday Party 2019 and our profit was not even close. She stated that for Holiday Party 2020 we need to focus on the mindset change within our own chapter as we are planning to ensure we have a fiscally successful event.

**Debutante Cotillion**

No Report was sent but Member Lisa stated we that we need to look at the past 2 -3 Cotillions and that what’s in our Scholarship fund currently reflect what’s in our budget.

**2.Review of Assessments**

**2018 Assessments (Total) $14,400.00**

 Assessments Only (34) Sorors $ 6,545.00

 Funds Donated from Other Sorors (44 Sorors) $ 7,855.00

**2019 Assessments (Total)** **$13,270.00**

 107 Members

 11 Goldens – No Assessment Required

 96 Sorors

 Assessment Only (24) $4,630.00

 Funds Donated from Other Sorors (48 Sorors) $8,640.00

 Purchased Tickets (24 Sorors)

**Questions/Conversation**

It was mentioned that there has been a pattern that we have not had in the past of Sorors relying on the sisterly nature of other sorors to meet their assessment and that this pattern has made a significant impact on our fundraising profits.

Member Jenee Skipper stated that although the intent is sisterly we need to put measures in place to ensure that we are assisting those that have a real need and not those who just do not want to assist in fundraising efforts.

Member Manitia Moultrie stated that looking back in history we had assessments but were also required to sell a certain number of tickets and there is no recollection of us being allowed to assist other sorors unless there was a real hardship. She added that we definitely need some additional controls over this.

Q: Member Madge Cook stated that she paid her assessments but also sold tickets, so where did the extra money go?

A: Member Delphinia stated that it would be captured in both assessments and ticket sales.

Q: Member Jenee asked if we keep a record of sorors who request assistance with their assessments.

A: Member Delphinia answered, yes, there is a record.

Q: Member Nicole Davis asked is it repetitive from year to year (meaning same sorors).

A: Member Delphinia answered yes, nearly 100%.

Member Rene Flowers stated that she would like to see the tracking. Some sorors do have financial strains but some give back by volunteering and helping out at functions. She also suggested that maybe we assist every other year.

Member Lisa stated that it’s hard to gauge who is really in need or just asking because they don’t want to participate in ticket sales. She also stated that we all knew coming into our illustrious organization that it costs to be an Alpha Kappa Alpha woman and that although we want to help sorors who are need, that we cannot continue to do things the way we have been doing them. She also stated that Zeta Upsilon Omega (ZUO) has the lowest fees and assessments in the area.

Member Manitia stated that she found it interesting that 34 Sorors paid their assessment but did not think to pick up just a few tickets to sell in order to support our fundraising. We may need to go to straight to sorors paying the $200 with no opportunity to sell tickets.

Member Lena stated that we need to look at the mindset of Sorors in 2018/2019.

Member Brandi Miller stated that it wasn’t a mindset amongst sorors, but the lack of an attractor to people in her age group.

Member Brandi and Member Lawanda Johnson stated that changes in music could make a difference or moving to the new trend of “day parties”.

Member Ruby Hope stated that when she transferred to ZUO there was a hard line than you sold tickets or you made up the difference. Sorors are taking advantage of the process we put in place to help.

Member Lisa stated that she was going to form a special committee to look at assessments historically and where we are currently.

3. Recommendations from the finance Committee

Based on the presentations tonight the Finance Committee is recommending a budget amendment of the following:

* Change in revenue for Amazon Smiles, Giving Tuesday, Holiday Party, Harlem Nights and Pink Petals
* Reduce program budget to $500
* Cut $2,000 from Community Donations
	+ Urban League, Empath Health, American Diabetes
* Reduce Amazon Smiles to $500
	+ It was asked if $1000 was realistic; Member Rita stated that yes, it is if we can get the banking information linked to Amazon.

**Questions/Conversations**

Member Lisa asked that how many of the community donations actually match our intended targets. She also stated that we, too are a non-profit organization and we continue to give based on our passion to youth and scholarship.

Q: Member Nicole asked for clarification on how much she had for scholarships.

A: $19,600 total - Merit, Lena brown, Randy Lewis, Madam Rouson, Pauline Besselli, Mary O’Neil Brown.

Member Lisa asked if we had a motion to approve the amended budget that has been presented. Member Bettye Newsome made the motion to approve. Member Manitia seconded the motion.

**Timeline for 2019 Audit**

Member Lisa Brody announced that JWB is requesting information to complete our 2019 Audit. Member Manita Moultrie stated that each year we have 180 after the end of the YDF Fiscal Year to complete the Audit and that each year we have to file a 990 Extension. She also stated that she needs the documents by the end of the week to submit to JWB and further stressed that we rely on JWB’s $130,000.00 to run our programs and we need to ensure that documents are sent in in a timely fashion.

**Open Agenda**

Member Lisa reminded members about the Prayer Calls tomorrow at 7:00 A.M., 12:00 Noon and 6:00 P.M.

**Adjourn**:

Meeting adjourned at 9:50 P.M.

Minutes submitted by Member Erin M. Savage, Grammateus

(Grammateus Signature/Date)

(Basileus Signature/Date)