

# Alpha Kappa Alpha Sorority, Incorporated Rho Kappa Omega Chapter



## Chapter Meeting Documents



**January 2019**



Alpha Kappa Alpha Sorority, Incorporated  
Rho Kappa Omega Chapter

General Body Meeting Agenda  
January 19, 2019 @ 11am  
City Hall, Caucus Room 204, Jersey City, NJ 07305  
Basileus Sobande F. Afolabi, Presiding

**Agenda Item**

Call to Order  
Meditation  
Sisterly Relations Activity  
Roll Call of Active Sorors  
Adoption of Agenda  
Approval of Minutes

**Responsible Soror**

Soror Sobande F. Afolabi, Basileus  
Soror Janice T. Watson, Chaplain  
Soror Vanessa Jean-Louis, Chairman  
Soror Corinne E. Rivers, Grammateus  
Soror Sobande F. Afolabi, Basileus  
Soror Corinne E. Rivers, Grammateus

Special Business

Anti-Hazing Training  
Soror Code of Ethics

Soror Keita Young, LDT Chairman  
Soror Sobande F. Afolabi, Basileus

Officers' Reports

Basileus  
Reading of Correspondence  
Pecunious Grammateus  
Tamiouchos

Soror Sobande F. Afolabi  
Soror Tamara Odom, Epistoleus  
Soror Tynesha Banks  
Soror Maya Daniels

Committees' Reports

Program  
Graduate Advisory Council  
Membership  
Strategic Planning  
Archives  
EAF  
Publicity & Technology  
Bylaws  
NARC Philacter Committee  
NARC Registration Committee

Soror Sabrina M. Riley, Chairman  
Soror Sallie E. Brown, Chairman  
Soror Corinne E. Rivers, Chairman  
Soror Seraphine Jean-Louis, Chairman  
Soror Shevon Armstrong, Chairman  
Soror Sabrina M. Riley, Chairman  
Soror Tiffany M. Ryan, Chairman  
Soror Darcell-Medley Stokes, Chairman  
Soror Darcell-Medley Stokes, Chairman  
Soror Corinne E. Rivers, Chairman

New Business

2018 End of Year Reports  
NAR Leadership Summit Overview  
Action Items  
Cluster IV Founders' Day Nomination  
NARC Announcements/Considerations  
NARC Souvenir Journal Ad  
Practice Founders' Day Hymn

Soror Sobande F. Afolabi, Basileus  
Soror Sobande F. Afolabi, Basileus  
Soror Sobande F. Afolabi, Basileus  
Soror Charlotte Rogers-Brown, Chairman, Nominating Committee  
Soror Sobande F. Afolabi, Basileus  
Soror Sobande F. Afolabi, Basileus  
Soror Charlotte Rogers-Brown, Chairman, Protocol Committee

Announcements

Membership Activity  
Philacter Report  
International Hymn/Pledge  
Adjournment

General Membership  
Soror Corinne E. Rivers, Chairman, Membership Committee  
Soror Tonia Slay-Daniels, Philacter  
General Membership  
Soror Sobande F. Afolabi, Basileus



## General Body

### Minutes

December 15, 2018

Meeting No. 7

Rho Kappa Omega (PKQ) Chapter's joint meeting with Tau Sigma (TS) Chapter was held on Saturday, December 15, 2018 at The Brightside Tavern, 141 Bright Street, Jersey City, New Jersey 07302. Sorors in attendance were Sabrina M. Riley and Taylor Higgins (Tau Sigma), (Presiding), Sobande F. Afolabi, Kelesha Armand, Shevon Armstrong, Tynesha Banks, Sallie Brown, Cimeron Bryant, Katherine Burno, Lyndsay Christian, Gloria G. Felder, Dorothy Handfield, Vanessa Jean-Louis, Nokeima Jones, Kennisha Kelly, Andrea Mason, Darcell Medley-Stokes, Trudy Miles, Vernetha Hope Powell, Corinne E. Rivers, Charlotte Rogers-Brown, Tonia Slay-Daniels, Heather Spencer, Janice T. Watson, and Keita Young. Visiting Soror in attendance included Soror Melody Brantley (Theta Pi Omega).

The meeting was called to order at 11:12am. Meditation provided by Soror Janice T. Watson entitled, "Joy." A quorum was established.

#### **Adoption of Agenda**

The agenda was adopted by general consent with noted corrections.

#### **Approval of Minutes** (Soror Corinne E. Rivers & Soror Taylor Higgins)

- ☪ PKQ's November 17, 2018 General Body Meeting Minutes were read and approved by general consent.
- ☪ TS's November 12, 2018 General Body Meeting Minutes were approved by general consent.

#### **Sisterly Relations Activity** (Soror Taylor Higgins)

- ☪ Sorors played "Pass the Gift."

#### **Officer Reports**

**TS's Basileus Report** (Soror Taylor Higgins) No written report received. Highlights and updates include the following:

- ☪ Basileus Report for December 2018 was read.

**PKQ's Basileus Report** (Soror Sabrina M. Riley) Written report received and on file. Highlights and updates include the following:

- ☪ Basileus Newsletter for December 2018 was read.

**TS's Epistoleus Report** (Soror Taylor Higgins) No written report received. No updates.



## General Body

PKQ's Epistoleus Report (Soror Tamara Odom) Written report received and on file. No updates.

TS's Pecunious Grammateus Report (Soror Taylor Higgins) No written report received. No money collected.

PKQ's Pecunious Grammateus Report (Soror Maya Daniels) Written report received and on file. No updates.

TS's Tamiouchos Report (Soror Taylor Higgins) No written report received. Highlights and updates include the following.

- ☞ Balances and activity for November 2018 were read.

PKQ's Tamiouchos Report (Soror Vernetha Hope Powell) Written report received and on file. No updates.

PKQ's Hodegos Report (Soror Lyndsay Christian)

- ☞ The Courtesy Committee in conjunction with Target IV: The Arts will host a Jazz Brunch immediately following the December Chapter Meeting.

### Committee Reports

PKQ's Program Committee (Shevon Armstrong) Written report received and on file. No updates.

TS's Program Committee (Soror Taylor Higgins) No written report received. No updates.

Graduate Advisory Committee (Soror Sallie Brown) Written report received and on file. Highlights and updates include the following:

- ☞ Soror Taylor Higgins was acknowledged for her hard work as Basileus of TS.

Sisterly Village Chapter Dresses Donation (Soror Corinne E. Rivers)

- ☞ Email received from Natalie Smith of Sisterly Village thanking PKQ for the group order purchase. Sisterly Village donated \$239.92 to further PKQ's community service efforts. PKQ is to inform Sisterly Village of how the chapter intends to use the donation no later than December 15, 2018. Sisterly Village also requests that PKQ submit a photo of the Chapter's leadership receiving the donation as well as an image capturing the community service that the donation will support to [info@sisterlyvillage.com](mailto:info@sisterlyvillage.com).



## General Body

**Motion made by Soror Corinne E. Rivers to accept the recommendation of the Executive Board Committee that the donation from Sisterly Village be used towards expenses related to the MLK Day of Service Project in January of 2019. Motion carried.**

### Sisterly Relations Activity (Soror Vanessa Jean-Louis)

- ☪ Sorors Sobande F. Afolabi, Sabrina M. Riley and Taylor Higgins were recognized.
- ☪ Sorors shared their highs and lows of 2018.

### New Business

**Motion made by Soror Sobande F. Afolabi to amend the previously adopted 2018 Operating Budget to transfer \$300 from TS contingency budget line to the Courtesy and Protocol Committee budget line item for the purpose of a Chapter donation for the repass of Soror Barbara Jean Etheridge's sister. Motion failed.**

**Motion made by Soror Sobande F. Afolabi to amend the previously adopted 2018 Operating Budget to transfer \$270 from TS contingency budget line to the Courtesy and Protocol Committee budget line item for the purpose of a Chapter donation for the repass of Soror Barbara Jean Etheridge's sister. Motion carried.**

### Resignation Letters

- ☪ Soror Maya Daniels resigned from the position of Pecunious Grammateus.
- ☪ Soror Cellestine Mabeya resigned from the position of Anti-Grammateus.
- ☪ Soror Shevon Armstrong resigned from the position of Anti-Basileus.

### Announcements

- ☪ Walk it Out Day is December 19, 2018. Sorors are encouraged to walk 8,000 steps.
- ☪ The Chapter will follow-up with adopting a refugee family.
- ☪ Funeral arrangements for Soror Barbara Jean Etheridge's sister will take place at Union Baptist Church in Newark, NJ on Wednesday, December 19, 2018 and Thursday, December 20, 2018.
- ☪ Soror Sabrina M. Riley was recognized for her work as Basileus of PKQ.

**Motion made by Soror Tonia Slay-Daniels to amend the motion previously adopted on June 30, 2018 which reads that "no reimbursements be made from the Basileus account and/or expenses be reimbursed related to NARC, Boule and I-Team Investigations until prior reimbursements have been reviewed and verified by the Auditing Committee" to add with the exception of Undergraduate Roundup for 2018 after "Auditing Committee." Motion carried.**



## General Body

**Motion made by Soror Heather Spencer to be reimbursed for her registration fee for the 2018 NARC as she attended as the Graduate Advisor as required. Motion carried.**

☞ A transition meeting will be held during the January 2019 Executive Board Meeting. Outgoing Officers are asked to be prepared to transition with Incoming Officers.

### Philacter Report (Soror Cimeron Bryant)

☞ There were 22 Chapter members present, 2 visiting Sorors, 8 late Sorors, 0 alarms and \$12 late fees collected.

### **10 Minute Recess**

### Installation of 2018 Chapter Officers (Soror Melody Brantley, PKQ Charter Member)

The International Hymn was sung and the Pledge was recited.

The meeting was adjourned at 1:05pm.

The next Chapter Meeting will take place on Saturday, January 19, 2018, location to be determined.

Respectfully Submitted,

*Corinne E. Rivers*

Soror Corinne E. Rivers  
Grammateus

Presiding,

*Sabrina M. Riley*

Soror Sabrina M. Riley  
Basileus



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

RHO KAPPA OMEGA CHAPTER  
Serving the Hudson County Community Since 1988



January 2019

Vol. 1 Issue No. 1

## CHAPTER NEWSLETTER

### *Message from the Basileus*

Greetings, Sorors!

Happy New Year and Founders' Day! I am extremely honored and humbled to serve as your Basileus (again) as we enter into the 111th year "of service to all mankind." As we embark on a new year, a new administration, new program targets, and (more importantly) a new chapter, let us be reminded of our sorority's mission and our founders' vision.

Sorors, 2018 was another challenging year for Rho Kappa Omega. However, we are going to turn those challenges into successes in 2019 as we move this chapter forward **TOGETHER**. We will commit to forgiving our sorors; to releasing negativity and hurt feelings; and to healing. We will engage in sisterly interactions; be respectful of opposing views; be courteous and kind; hold each other accountable for our actions; participate in activities and events that focus on getting to know each other and working together as a chapter; attending conferences; gaining more knowledge of Alpha Kappa Alpha; and developing future leaders—all while serving the Hudson County community.

As we gear up for a new season of "Exemplifying Excellence Through Sustainable Service", take a moment to reflect on why you joined Alpha Kappa Alpha and Rho Kappa Omega. Let these reasons motivate you to go above and beyond the call of duty and make sisterhood and service to all mankind your priorities. Determine how you will use your talents, skills and resources **to improve** this Chapter and our service to Hudson County.

Sorors, this year, we will rebuild S.I.S.T.E.R.H.O.O.D., re-connect as a chapter, reestablish our reputation on the local, regional and national levels, strengthen our chapter operations, implement our Strategic Plan, and develop chapter leaders. I am excited about our future and leading this chapter towards **EXCELLENCE!**

Your Humble Servant,

*Soror Sobande F. Afolabi*

## 2019 OFFICERS

Basileus:	Sobande F. Afolabi, Esq.
Anti-Basileus:	Sabrina M. Riley
Grammateus:	Corinne E. Rivers, Esq.
Anti-Grammateus:	Vacant
Pecunious Grammateus:	Tynesha Banks
Tamiouchos:	Maya Daniels
Epistoleus:	Tamara Odom
Hodegos:	Charlotte Rogers-Brown
Philacter:	Tonia Slay-Daniels
Parliamentarian:	Darcell Medley-Stokes
Ivy Leaf Reporter:	Tiffany Ryan
Historian:	Shevon Armstrong
Graduate Advisor:	Sallie Brown
Custodian:	Kennisha Kelly
Chaplain:	Janice T. Watson

## 2019 COMMITTEE CHAIRMEN

Program:	Sabrina M. Riley
Budget & Finance:	Maya Daniels
Courtesy & Protocol:	Charlotte Rogers-Brown
Bylaws:	Darcell Medley-Stokes
Publicity & Technology:	Tiffany Ryan
Archives:	Shevon Armstrong
Graduate Advisory:	Sallie Brown
Auditing:	Nokeima Jones
Awards:	Vacant
Connection:	Vacant
EAF:	Sabrina M. Riley
Fundraising:	Trudy Miles
Leadership Development:	Keita Young
Membership:	Corinne E. Rivers, Esq.
Nominating:	Charlotte Rogers-Brown
Sisterly Relations:	Vanessa Jean-Louis
Standards:	Vacant
Strategic Planning:	Seraphine Jean-Louis
Risk Management:	Vacant



## SORORS IN THE SPOTLIGHT

Soror Shevon Armstrong passed the School Leaders Licensure Assessment (SLLA) Exam.

Please notify the Basileus of any promotions, accomplishments, successes, graduations, etc.

# Basileus News

## *Contact Information*

**Email:** pkqbasileus10@gmail.com

**Phone:** 973-901-4461

## **Basileus Itinerary**

January 5 – Basilei Council Meeting, NAR  
Leadership Summit & NARC Planning Meeting  
January 6 – Executive Board & Transition Meetings  
January 15 – Founders' Day & Day of Reclamation  
January 19 – Chapter Meeting & Reclamation Day  
January 21 – MLK Day of Service Chapter Program

## Dates to Remember

### Dues:

Include 10% late fine if paid after Jan. 15

### 2019 Cluster IV Founders' Day:

February 9 at The Pines Manor in Edison, NJ

Registration is open until January 25

### North Atlantic Regional Conference:

Registration deadline: Feb. 15

Registration fee: \$150; Late registration fee: \$100

Atlantic City Convention Center

April 4-7, 2019

### Upcoming Programs:

Jan. 15—Day of Reclamation

Jan. 21—MLK Day of Service (York Street Project)

Feb. 1—Heart Health Program

### Next Chapter Meeting:

February 16, City Hall, Caucus Room 204

## *Let's Celebrate*



### Happy Birthday

January 30: Soror Sallie E. Brown

### Nurturing Our Ivy

Please keep Sorors Heather Spencer and Gloria Felder in prayer as they mourn the loss of a parent. Keep Soror Jahari Jacob's brother in prayer as he recovers from a brief hospital stay.



## LEADERSHIP CORNER

### **Parliamentary Procedure:**

Every soror should have with her at every meeting the Sorority Constitution & Bylaws and Manual of Standard Procedure; Chapter Bylaws, Standing Rules and Financial Procedures. New Sorority documents will be available in 2019.

### **Financial:**

A 10% late fee (\$12.50) is assessed if dues are postmarked after February 1. Alpha Kappa Alpha Constitution and Bylaws, Art. VII, Sections 2 and 3 (2018). Paying late will break up the 24 months of consecutive membership required for the Legacy Provision, Sponsoring/Co-Sponsoring a candidate and Graduate Advisors' Certification Training. It also breaks up the 12 months of consecutive membership required to run for chapter office.

### **Risk Management:**

The Basileus must review, approve and sign all written and electronic communications (including flyers) on behalf of the Chapter. The Official Guide to Alpha Kappa Alpha Protocol, p. 27-28 (2018).

### **Leadership Development:**

To be eligible for an office other than Basileus, a soror must be a financial member of the chapter, have actively served on at least 1 committee and attended at least 1 Regional Conference, Boule, Cluster IV Leadership Conference or Leadership Seminar within 12 months prior to candidacy. Rho Kappa Omega Chapter Bylaws, Art. IV, Section 3a (Revised, September 15, 2018).

### **Protocol:**

Boots are now unacceptable attire for rituals. The use of "Chair" or "Chairman" is appropriate. The Official Guide to Alpha Kappa Alpha Protocol, p. 10, 25 (2018).

### **PKQ Historical Fact:**

On January 16, 2006, the chapter hosted its 3<sup>rd</sup> Annual Community Baby Shower at Welcome Baptist Church in Jersey City. In response to an

overwhelming need to support the victims of Hurricane Katrina, the chapter donated baby shower gifts to The Women's Hope Center in Denham, Louisiana, a Family Resource Center that provided life-affirming services to women and children of Livingston Parish and surrounding areas. More than 50 guests donated hundreds of gifts that reached 100 families in need. Alpha Kappa Alpha Sorority, Incorporated, Rho Kappa Omega Chapter: 25 Years of Timeless Service to the Hudson County Community, p. 81-82 (January 2014).

### *Alpha Kappa Alpha Women All Over the World*

Alpha Kappa Alpha women  
all over the world  
proudly wear  
their precious 20 pearls.

AKA, they founded  
January 15, 1908  
at Howard University  
on that historic date.

Women called together  
by Ethel Hedgeman Lyle  
chose pink and green  
a lot of class, a lot of style.

Women providing service  
to an outstanding ideal  
through friendship, sisterhood  
and love so real.

Women blessed by God above,  
in friendship and love  
in a sorority as precious  
as the white dove.

Women of strength and endurance  
like the Green Ivy Leaf  
promote the goals of service and sisterhood in our great  
sorority.

Women, like the rose, unfold  
in shadows of pink and green  
demonstrate fine characteristics  
of womanhood serene.

Women in the Virgin Islands,  
Bahamas, England, and the USA,  
work together in sisterhood  
the Alpha Kappa Alpha Way.

Alpha Kappa Alpha Women  
all over the world  
proudly wear  
their precious 20 pearls.

-Author Unknown

## **FALL MAILING (Part I) ANNOUNCEMENTS:**

- **Operations:** 2019 Graduate Chapter Roster of Officers and instructions on how to submit; and the 2018 ACH Mass Payment Letter. The completed Roster was submitted on December 20, 2018. 2019 Chapter Operations Forms Booklet is available online only. 2018 Chapter Report Book is available online only.
- **Membership:** Membership Reactivation Excellence Toolkit, which offers suggestions on activities that chapters can participate in on Reactivation Day, which is January 15th of every year. Chapters that host an event between September 1<sup>st</sup> and January 31<sup>st</sup> will be recognized at the regional conference. The Reactivation Toolkit will be given to the Membership Chairman, Soror Corinne Rivers. Reinstatement Task Force Booklet, which outlines the process of restoring suspended sorors to active membership, will also be given to the Membership Chairman.
- **Protocol:** The Official Guide to Alpha Kappa Alpha Protocol (Revised 2018) and a one-page summary of changes made to the manual will be given to Protocol Chairman, Soror Charlotte Rogers-Brown.
- **The Spiritual Oversight Committee:** The Committee is looking for original inspirational submissions from the membership to complete the "Sisters in the Spirit" book. Original submissions should be based around the following Scriptures: Romans 12:4-6; Corinthians 12:4-6; and/or Peter 4:10. "Sisters in the Spirit" will inspire the membership with 8 sections reflecting on the following topics: Unity; Value; Peace; Sisterhood; Harmony; Working Together; Belonging; Excellence; and Serving. Submissions are due by February 18, 2019 and must be limited to one page or less, 12-point font, Times New Roman. If you are interested, please contact the Basileus for a copy of the Submission Form.
- **Supreme Basileus' First 100 Days Report:** The report will be available at Chapter Meeting for review. It is also available on Corporate Office website.
- **EAF:** The theme for this year is "Like & Invite: Your EAF IQ". The Toolkit has been given to the EAF Captain, Soror Sabrina Riley.
- **40<sup>th</sup> Leadership Fellows Program:** One-page announcement and eligibility requirements. The information has been shared with the GAC and Tau Sigma.
- **2019 Financial Officers' Certification Training:** One-page announcement has been shared with the Tamiouchos (Soror Maya Daniels) and Pecunious Grammateus (Soror Tynesha Banks).
- **#CAP Toolkit:** Has been given to the Anti-Basileus, Soror Sabrina Riley.
- **Chapter History Book:** The AKA Chapter History book is a compilation of AKA's history of over 1,000 chapters. Every chapter is required to submit a one-page narrative in a specific format that details the chapter's name, location, charter date, charter members and a brief narrative of formative years, notable members or events, and signature programs. The narrative is to be submitted electronically on or before February 15, 2019. The Instructions have been given to the Historian, Soror Shevon Armstrong.
- **Constitution & Bylaws and Manual of Standard Procedure:** Summary of changes as a result of bylaw amendments adopted at the 68<sup>th</sup> Boule in Houston, Texas. A copy of the summary will be given to the Parliamentarian, Soror Darcell Medley-Stokes.
- **Sorority Finances:** Alpha Kappa Alpha Audited Financial Statements for Years Ended December 31, 2017 and 2016. The cover letter and Financial Statements will be posted for review on Chapter's Members' Only Section.



**Alpha Kappa Alpha Sorority, Incorporated**  
**Rho Kappa Omega**  
**Correspondence Report – January 2019**

Who: Corporate Office  
What: Fall Mailing (Part 1)  
Notes: N/A – received 12/17

Who: Soror Arla J. Bentley  
What: Holiday card  
Notes: N/A

Who: Soror Lavdena Orr  
What: Holiday card  
Notes: “In the true spirit of the season, wishing you peace and joy. All the best for a very happy, healthy, and prosperous New Year. Sisterly in service, Soror Lavdena Adams Orr”

Who: Soror Marquita Smith  
What: 2013 Assessments  
Notes: “Greetings Sorors, Enclosed you will find a check for my outstanding 2013 assess. Fees. Happy Holidays! Marquita Smith

Who: Soror Melody Brantley  
What: Thank you card  
Notes: “My dear Sorors, Thank you so very much for the lovely 30th anniversary gift. I'm extremely proud of the work you continue to do to enhance the residence of Hudson County. Always remember I am a phone call, text message away. Love you forever. Sisterly, Soror Melody – received 12/17

Who: Extra Space Storage

What: Rate change notification

Notes: Rate change for storage unit 1598 - \$150.00 due monthly beginning January 1, 2019

Who: Capital One Spark for Business

What: Credit card advertisement

Notes: N/A

Who: Comcast Business

What: Advertisement

Notes: N/A

Who: Corporate Office

What: Fall Mailing (Part 2)

Notes: N/A

Sisterly,

Soror Tamara Odom

Epistoleus

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Pecunious Grammateus Report June 1 - June 30, 2018  
**Operating Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
1	Operating	Soror Doris Taylor	\$150.00	Cash	873843	6/30/2018	7/7/2018	2019 Dues Partial Payment	
			<b>Total Collected:</b>			<u>\$150.00</u>			

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Pecunious Grammateus Report July 1 - July 31, 2018  
**Operating Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
			<b>Total Collected:</b>			<u>\$ -</u>			

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Pecunious Grammateus Report August 1 - August 31, 2018  
**Operating Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
			<b>Total Collected:</b>			<u>\$ -</u>			

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Pecunious Grammateus Report September 1 - September 30, 2018  
**Operating Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
1	Operating	Soror Katherine Burro	\$ 12.50	Cash	873844	9/15/2018	9/15/2018	2018 Dues Late Fee	
2	Operating	Soror Doris Taylor	\$ 90.00	Cash	873832	9/15/2018	9/15/2018	2019 Dues Partial Payment	
<b>Total Collected:</b>			<u>\$ 102.50</u>						

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Pecunious Grammateus Report December 1 - December 31, 2018  
**Operating Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
1	Operating	Soror Shevon Armstrong	\$355.00	Cash	873850	12/8/2018	12/8/2018	2019 Dues	
2	Operating	Soror Tonia Slay-Daniels	\$230.00	Cash	873851	12/8/2018	12/8/2018	2019 Dues (Life Member)	
3	Operating	Soror Cimeron Bryant	\$230.00	#5786	873852	12/8/2018	12/8/2018	2019 Dues (Life Member)	
4	Operating	Soror Tiffany Ryan	\$355.00	Cash	873853	12/8/2018	12/8/2018	2019 Dues	
5	Operating	Soror Cimeron Bryant	\$355.00	#5787	873854	12/8/2018	12/8/2018	2019 Dues for Soror Sallie Brown	
6	Operating	Soror Vernetha Hope Powell	\$355.00	#120	873855	12/8/2018	12/8/2018	2019 Dues	
7	Operating	Soror Corrine Rivers	\$355.00	Cash	873856	12/15/2018	12/23/2018	2019 Dues	
8	Operating	Soror Katherine Burmo	\$335.00	#4288	873857	12/15/2018	12/23/2018	2019 Dues (Partial Payment)	
9	Operating	Soror Kelesha Armand	\$355.00	#804	873858	12/15/2018	12/23/2018	2019 Dues	
10	Operating	Soror Keita Young	\$355.00	#2764	873859	12/15/2018	12/23/2018	2019 Dues	
11	Operating	Soror Sobande Afolabi	\$355.00	Cash	873860	12/15/2018	12/23/2018	2019 Dues	
12	Operating	Soror Tynasha Banks	\$300.00	#038	873861	12/15/2018	12/23/2018	2019 Dues (Partial Payment)	
13	Operating	Soror Katherine Burmo	\$20.00	Cash	873862	12/15/2018	12/23/2018	2019 Dues Remaining Balance	
14	Operating	Soror Gloria Felder	\$355.00	Cash/#7782	873863	12/15/2018	12/23/2018	2019 Dues	
15	Operating	Soror Cimeron Bryant	\$16.00	Cash	873864	12/15/2018	12/23/2018	Philactor Fines	
16	Operating	Soror Andrea Mason	\$355.00	#0789	873865	12/15/2018	12/23/2018	2019 Dues	
17	Operating	Soror Nokiema Jones	\$355.00	Cash/#7782	873866	12/22/2018	12/23/2018	2019 Dues	
18	Operating	Soror Gwen Anthony	\$330.00	#1123	873867	12/22/2018	12/23/2018	2019 Dues (Life Member)	
19	Operating	Soror Maya Daniels	\$355.00	#198	873868	12/22/2018	12/23/2018	2019 Dues	
<b>Total Collected:</b>			<b>\$5,621.00</b>						

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Pecunious Grammateus Report December 1 - December 31, 2018  
**Fundraising Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
1	Fundraising	Soror Corrine Rivers	\$ 30.00	Cash	41194	12/8/2018	12/8/2018	HBCU Donation	
2	Fundraising	Soror Tiffany Ryan	\$ 30.00	Cash	41195	12/8/2018	12/8/2018	2018 Assessments Remaining Balance	
3	Fundraising	Sisterly Village	\$ 236.98	#594964756	41196	12/15/2018	12/23/2018	Donation to Chapter	
4	Fundraising	Soror Kelesha Armand	\$ 60.00	#803	41197	12/15/2018	12/23/2018	2018 Assessments Remaining Balance	
5	Fundraising	Soror Keita Young	\$ 60.00	#2763	41198	12/15/2018	12/23/2018	2018 Assessments Remaining Balance	
6	Fundraising	Soror Katherine Burno	\$ 100.00	#4290	41200	12/15/2018	12/23/2018	Donation to Courtsey Budget for Condolences	
<b>Total Collected:</b>			<b>\$ 516.98</b>						



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Pecunious Grammateus Report December 1 - December 31, 2018  
**Scholarship Account**

#	Account Name	Name	Amount	Check #/Cash	Receipt #	Date Received	Date Submitted	Purpose	Notes
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Total Collected: \$ -



**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Tamiouchos Report (Detail)**  
**Operating Account**  
**December 1 - December 31, 2018**

<b>Beginning Available Balance</b>		<b>\$ 6,613.52</b>
<u>Income:</u>		
Rec'd	Deposit	
12/8/18	12/13/18 Tonia Slay-Daniels: 2019 Chapter dues (Life)	\$ 230.00
12/8/18	12/13/18 Cimeron Bryant: 2019 Chapter dues (Life)	\$ 230.00
12/8/18	12/13/18 Shevon Armstrong: 2019 Chapter dues	\$ 355.00
12/8/18	12/13/18 Tiffany Ryan: 2019 Chapter dues	\$ 355.00
12/8/18	12/13/18 Cimeron Bryant (Sallie Brown): 2019 Chapter dues	\$ 355.00
12/8/18	12/13/18 Vernetha Powell: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Kelesha Armand: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Tynesha Banks: 2019 Chapter dues (Partial)	\$ 300.00
12/23/18	12/31/18 Maya Daniels: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Gwendolyn Anthony: 2019 Chapter dues (Life)	\$ 230.00
12/23/18	12/31/18 Katherine Burno: 2019 Chapter dues (Partial)	\$ 335.00
12/23/18	12/31/18 Katherine Burno: 2019 Chapter dues (Remaining balance)	\$ 20.00
12/23/18	12/31/18 Andrea Mason: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Gloria Felder: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Keita Young: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Nokeima Jones: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Corrine Rivers: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Sobande Afolabi: 2019 Chapter dues	\$ 355.00
12/23/18	12/31/18 Cimeron Bryant: Philactor Fines	\$ 16.00
12/30/18	12/31/18 Online Bank Transfer from Fundraising to Operations: Doris Taylor's 2020 Dues	\$ 20.00
<b>Total Income</b>		<b>\$ 5,641.00</b>

<u>Disbursements:</u>		
Date	Posted	A/C #
12/8/18	<b>PENDING</b>	2094 Alpha Kappa Alpha Sorority, Incorporated:
		Angela Mason & Andrea Mason's 2018 Per Capita + Late Fees
		5710 \$ 275.00
12/8/18	12/18/18	2095 Heather Spencer: 2018 NARC Undergraduate Soiree
		5060 \$ 135.00
12/8/18	12/24/18	2096 Trudy Miles: Refund of Corporate Office 2018 late fee
		N/A \$ 12.50
12/8/18	12/14/18	2097 Sallie Brown: Tau Sigma Charter Day gifts
		5280/5060 \$ 113.59
12/8/18	12/10/18	2098 Cimeron Bryant: Tau Sigma gifts
		5060 \$ 171.99
12/8/18	12/17/18	2099 Sabrina Riley: Undergraduate Round-up
		5950 \$ 85.00
12/15/18	<b>PENDING</b>	2100 Alpha Kappa Alpha Sorority, Incorporated:
		Angela Mason & Andrea Mason's 2018 EAF
		5720 \$ 20.00
12/15/18	12/26/18	ACH Alpha Kappa Alpha Sorority, Incorporated:
		2019 Chapter Tax, (6) Per Capita & (8) EAF
		N/A \$ 1,130.00
12/15/18	12/17/18	2101 Brightside Tavern: December Holiday Jazz Brunch
		5290 \$ 488.78
12/15/18	12/17/18	2102 Barbara Jean Etheredge: Repast's donation
		5290 \$ 270.00
12/15/18	12/17/18	2103 Sabrina Riley: 2018 Cluster IV
		5010 \$ 100.00
12/15/18	12/18/18	2104 Heather Spencer: 2018 NARC registration
		5060 \$ 185.00
12/30/18	12/31/18	ACH Online Bank Transfer from Operating to Fundraising
		N/A \$ 45.00
		Tamara Odom's 2019 assessments
12/30/18	<b>PENDING</b>	ACH PNC Bank: Stop Check Fee for Check #2057
		5500 \$ 33.00
<b>Total Disbursements</b>		<b>\$ 3,064.86</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$6,613.52</b>
<b>Total Income</b>	<b>\$5,641.00</b>
<b>Total Disbursements</b>	<b>-\$3,064.86</b>
<b>**Ending Available Balance</b>	<b>\$9,189.66</b>
Carry Over Balance	\$9,189.66
Pending Charges	
2057/\$155.00, 2094/\$275.00, 2100/\$20.00, ACH/\$33.00	\$483.00
<b>OUTSTANDING DEPOSITS</b>	<b>\$0.00</b>
Bank Balance	\$9,672.66



**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Tamiouchos Report (Detail)**  
**Fundraising Account**  
**December 1 - December 31, 2018**

<b>Beginning Available Balance</b>		<b>\$10,603.06</b>
<u>Income:</u>		
Rec'd	Deposit	
12/8/18	12/13/18 Tiffany Ryan: Movie tickets (2)	\$ 30.00
12/8/18	12/13/18 Corrine Rivers: HBCU Donation	\$ 220.00
12/23/18	12/31/18 Corrine Rivers: HBCU Donation	\$ 30.00
12/23/18	12/31/18 Katherine Burno: Condolences Donation	\$ 100.00
12/23/18	12/31/18 Gwendolyn Anthony: Movie tickets (2)	\$ 30.00
12/23/18	12/31/18 Keita Young: Movie tickets (4)	\$ 60.00
12/23/18	12/31/18 Kelesha Armand: Movie tickets (4)	\$ 60.00
12/23/18	12/31/18 Sisterly Village: Chapter Donation	\$ 236.92
12/30/18	12/31/18 Online Bank Transfer from Operations (Tamara Odom's 2019 assessments)	\$ 45.00
<b>**Total Income</b>		<b>\$811.92</b>

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Tamiouchos Report (Detail)**  
**Fundraising Account**  
**December 1 - December 31, 2018**

<u>Disbursements:</u>				
Date	Posted		<b>A/C #</b>	
	<b>VOID</b>	1597		\$ -
	<b>VOID</b>	1598		
12/8/18	12/11/18	1599	Shevon Armstrong: Caregivers Day Food & Gifts 2800	\$ 389.86
12/15/18	12/24/18	1600	Trudy Miles: Movie event balloons 4710	\$ 8.34
12/15/18	12/17/18	1601	Tynesha Banks: Caregivers Day Food & Gifts 2800	\$ 88.78
12/30/18	12/31/18	ACH	Online Bank Transfer from Fundraising to Operations	
			Donation from Dolores LA Curtis to Doris Taylor's 2020 dues	\$ 20.00
<b>Total Disbursements</b>				<b>-\$506.98</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$10,603.06</b>
<b>**Total Income</b>	<b>\$811.92</b>
<b>Total Disbursements</b>	<b>-\$506.98</b>
<b>Ending Available Balance</b>	<b>\$10,908.00</b>
Carry Over Balance	\$10,908.00
Outstanding Items	\$0.00
ACH/\$20.00	
<b>OUTSTANDING DEPOSITS</b>	<b>\$0.00</b>
Bank Balance	\$10,908.00



**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Tamiouchos Report (Detail)**  
**Scholarship Account**  
**December 1 - December 31, 2018**

<b>Beginning Available Balance</b>	<b>\$3,752.46</b>
<u>Income:</u>	
Rec'd    Deposit	

<b>Total Income</b>	<b>\$0.00</b>
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<u>Disbursements:</u>	
Date            Posted	<b>A/C #</b>

<b>Total Disbursements</b>	<b>\$0.00</b>
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**Summary**

<b>Beginning Available Balance</b>	<b>\$3,752.46</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$0.00</b>

<b>Ending Available Balance</b>	<b>\$3,752.46</b>
---------------------------------	-------------------

Carry Over Balance	\$3,752.46
Outstanding Items	\$0.00
Bank Balance	\$3,752.46



**RESTRICTED BALANCES AS OF DECEMBER 31, 2018  
RHO KAPPA OMEGA CHAPTER (OPERATIONS)**

<b>Doris Taylor***</b>	<b>\$</b>	<b>40.00</b>	
<b>Elisheva MR*</b>	<b>\$</b>	<b>10.00</b>	
<b>Barbara Jean Etheredge</b>	<b>\$</b>	<b>0.51</b>	
<b>Vanetha Wood-Stradford</b>	<b>\$</b>	<b>10.00</b>	<b>NARC Table</b>
<b>Saraphine Jean Louis</b>	<b>\$</b>	<b>10.00</b>	<b>NARC Table</b>
<b>12/31/18 Ending Balance</b>	<b>\$</b>	<b>70.51</b>	

\*\*Per the 08/16/18 email from Felicia Perkins, Corporate Office, the late fee was waived.

\*\*\*2019/2020 Chapter dues includes Soror Dolores Curtis \$5.00 donation towards Soror Doris' dues.

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Chapter Operations**  
**Tamiouchos Report**  
**Comparison of Budget to Actual 2018**

**As of December 31, 2018**

A/C#	Category	**Approved Budget	*Actual YTD	Remaining in Budget
<b><u>Expenditures</u></b>				
<b><u>Officers</u></b>				
5010	Basileus	\$ 2,090.00	\$ 100.00	\$ 1,990.00 (A)
5020	Grammateus	\$ 100.00		\$ 100.00
5030	Epistoleus	\$ 50.00		\$ 50.00
5040	Tamiouchos	\$ -		\$ -
5050	Pecunious Grammateus	\$ 30.00	\$ 23.74	\$ 6.26
5060	Graduate Advisor	\$ 1,300.00	\$ 989.25	\$ 310.75
5070	Other Officers	\$ -		\$ -
<b><u>Standing Committees</u></b>				
5200	Standards Committee	\$ 50.00		\$ 50.00
5210	Membership Committee	\$ 120.00		\$ 120.00
5220	Connection Committee	\$ 50.00		\$ 50.00
5230	Archives Committee	\$ 100.00		\$ 100.00
5240	Leadership Development	\$ 100.00		\$ 100.00
5250	Awards Committee	\$ 50.00		\$ 50.00
5270	Publicity and Technology Committee	\$ 773.00	\$ 310.00	\$ 463.00
5280	Graduate Advisory Committee	\$ 100.00	\$ 100.00	\$ -
5290	Courtesy and Protocol Committee	\$ 970.00	\$ 970.00	\$ -
5300	Sisterly Relations Committee	\$ 150.00	\$ 150.00	\$ -
5310	Other Standing Committees	\$ 435.00		\$ 435.00
<b><u>Administrative</u></b>				
5500	Bank service charges	\$ 35.00	\$ 33.00	\$ 2.00
5510	Monthly Meeting (room rental)	\$ 800.00	\$ 25.00	\$ 775.00
5520	Officers' Bonding	\$ 300.00	\$ 325.00	\$ (25.00)
5530	P.O. Box Medium	\$ 200.00	\$ 222.00	\$ (22.00)
5540	Storage Facility	\$ 1,331.00	\$ 1,390.00	\$ (59.00)
5560	External Audit	\$ 300.00		\$ 300.00
<b><u>Corporate Office</u></b>				
5700	Chapter Tax	\$ 300.00	\$ 300.00	\$ -
5710	Per Capita Tax	\$ 3,500.00	\$ 3,875.00	\$ (375.00)
5720	EAF Dues	\$ 330.00	\$ 370.00	\$ (40.00)
5730	Reactivation Fees	\$ 310.00	\$ 465.00	\$ (155.00)
5740	Constitution & Bylaws/ Manual of Standard Procedure	\$ 45.00		\$ 45.00
<b><u>Conferences</u></b>				
5900	North Atlantic Region & Boule Assessments	\$ 100.00	\$ 75.00	\$ 25.00
5910	NARC Delegates	\$ 740.00		\$ 740.00
5920	Boule Delegates	\$ 1,500.00		\$ 1,500.00
5930	Undergraduate Round-up	\$ 270.00	\$ 270.00	\$ -
5940	Leadership Seminar	\$ -		\$ -
5950	Cluster IV Conference	\$ 85.00	\$ 85.00	\$ -
5960	North Atlantic Leadership Meeting	\$ 375.00	\$ 75.00	\$ 300.00 (A)
<b><u>Other</u></b>				
6100	Contingency	\$ 1,431.00	\$ 3,090.57	\$ (1,659.57)
6140	Tau Sigma Contingency	\$ 230.00	\$ 228.32	\$ 1.68
<b><u>Chapter Activities</u></b>				
6300	Founders' Day	\$ 50.00		\$ 50.00
6310	Membership Intake	\$ 50.00		\$ 50.00
6320	Ivy Beyond the Wall	\$ 100.00		\$ 100.00
<b>Total</b>		<b>\$18,850.00</b>	<b>\$13,471.88</b>	<b>\$5,378.12</b>

\*\* Revised budget, as approved at the the 12/15/18 Chapter meeting.

## NOTES

### ACTUAL YTD:

2018 Chapter tax \$300, Per Capita \$1,500 and EAF dues \$160 = Total: \$1,960 were listed on the Dec 2017 report

\*December 2017 = \$1,960

January 2018 =\$2,460.59 (2018) - \$246.85 (2017 Publicity & Technology Committee) = \$2,213.74

February 2018 =\$728.53

March 2018 =\$6,778.74

April 2018 =\$222.00

May 2018 =\$0

June 2018 =\$0

July 2018 =\$0

August 2018 =\$0

September 2018 =\$399.68 - \$12.50 late paid to Corporate Office Late Fee - \$1,880.39 Payment reversal

Revised amount -\$1,493.21

October 2018 =\$1,237.22 - \$12.50 Late Fee -\$15.00 NARC Table

Revised amount =\$1,209.72

November 2018 =\$0

As of November 30, 2018, the reversal is still pending.

December 2018 =\$3,064.86 - \$37.50 late paid to Corporate Office Late Fee - 2019 Chapter Tax \$300, Per Capita \$750, EAF \$80

Online Bank transfer \$45

Revised amount = \$1,852.36

(A) The adjusted reflects payment reversal approved at the 9/15/18 general body meeting.

Reduced Account Code 5010	-\$1,805.39
Reduced Account Code 5960	-\$75.00
Total Reversal	-\$1,880.39

Alpha Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Operating Account  
For the Period Ending December 31, 2018

**CURRENT MONTH ACCOUNT SUMMARY**

		\$ 6,613.52
<b>Available Bank Balance as of December 1, 2018</b>		
<b><u>Income</u></b>		
Income from Chapter Operations	\$ 5,641.00	
Total Income		\$5,641.00
<b><u>Expenses</u></b>		
Expenses for Chapter Operations	\$ 3,064.86	
Disbursements - December 2018		\$3,064.86
<b>Available Bank Balance as of December 31, 2018</b>		<b><u>\$9,189.66</u></b>

		\$12,481.20
<b>Available Bank Balance as of January 1, 2018</b>		
<b><u>Income</u></b>		
2018 Income from Chapter Operations	\$ 11,785.08	
Total Income		\$11,785.08
<b><u>Expenses</u></b>		
*2018 Expenses for Chapter Operations	\$ 15,076.62	
Total Disbursements		\$ 15,076.62
<b>Available Bank Balance as of December 31, 2018</b>		<b><u>\$9,189.66</u></b>

**RECONCILIATION TO BANK STATEMENT**

		\$ 9,672.66
<b>Balance per Bank Statement as of December 31, 2018</b>		
Plus: Deposits in Transit		\$ -
Less: Outstanding Items		\$ 483.00
Less: Pending Bank Reconciliation		\$0.00
<b>Adjusted Bank Balance as of December 31, 2018</b>		<b><u>\$ 9,189.66</u></b>

**OUTSTANDING ITEMS**

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
Alpha Kappa Alpha North Atlantic Region	2057	02/17/18	\$155.00
Alpha Kappa Alpha Sorority, Inc.	2094	12/08/18	\$275.00
Alpha Kappa Alpha Sorority, Inc.	2100	12/15/18	\$20.00
PNC Bank	ACH	12/30/18	\$33.00
<b>Total Outstanding Items as of December 31, 2018</b>			<b><u>\$483.00</u></b>

**DEPOSITS IN TRANSIT**

Pending Deposit	\$0.00
Pending Deposit (Eventbrite)	\$0.00
<b>Total Deposits in Transit as of December 31, 2018</b>	<b><u>\$0.00</u></b>

**STATEMENT OF ASSETS**

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Operations)	xxxxxxx841	\$ 9,672.66
<b>Total Assets as of December 31, 2018</b>		<b><u>\$ 9,189.66</u></b>



## NOTES

**\*2018 Expenses for Chapter Operations Adjustments:**

2018 Chapter tax \$300, Per Capita \$1,500 and EAF dues \$160 = Total: \$1,960 (Dec 2017 report)

December 2017 = \$1,960.00

January 2018 =\$2,460.59 (2018) - \$246.85 (2017 Publicity & Technology Committee) = \$2,213.74

February 2018 =\$728.53

March 2018 =\$6,963.74 - \$185.00 (Soror Curtis' registration fees) = \$6,778.74

Apr 2018 =\$222.00

May 2018 =\$0

Jun 2018 =\$0

Jul 2018 =\$0

Aug 2018 =\$0

September 2018 =\$399.68 - \$12.50 late paid to Corporate Office Late Fee - \$1,880.39 Payment reversal

Revised amount -\$1,493.21

October 2018 =\$1,237.22 - \$12.50 Late Fee -\$15.00 NARC Table

Revised amount =\$1,209.72

Nov 2018 =\$0

December 2018 =\$3,064.86 - \$37.50 late paid to Corporate Office Late Fee - 2019 Chapter Tax \$300,  
Per Capita \$750, EAF \$80, Online Bank transfer \$45

Revised amount = \$1,852.36

The adjusted amount, \$13,471.88, matches the Comparison of Budget to Actual Report.

**Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Program  
Tamiouchos Report (Year-to-Date)  
Comparison of Budget to Actual 2018**

**As of December 31, 2018**

A/C#	Category	*Approved Budget	Actual YTD	Remaining in Budget
<b>Chapter Programs</b>				
1100	Target 1 (Book Bag/Financial Fitness Drive)	\$ 500.00	\$ 182.02	\$ 317.98
1200	Targets 2 & 3 Community Impact Day (MLK Day of Service)	\$ 200.00	\$ 192.80	\$ 7.20
1400	Rho Kappa Omega Scholarship	\$ 3,500.00	\$ 3,500.00	\$ -
1600	Target 2 (Pink Goes Red)	\$ 300.00		\$ 300.00
1900	Target 5	\$ 50.00		\$ 50.00
2100	Target 4 Community Impact Day (Park Project)	\$ 200.00		\$ 200.00
2200	Target 2 Community Impact Day (The Longest Day Alzheimer's Association)	\$ 100.00		\$ 100.00
2300	Target 2 Community Impact Day (NAMI/Domestic Violence Program)	\$ 200.00		\$ 200.00
2400	Target 3 Community Impact Day (Childhood Hunger Awareness Day)	\$ 200.00		\$ 200.00
2500	Contingency	\$ 250.00		\$ 250.00
2700	Target 3 (Fiscal Awareness Program)	\$ 150.00		\$ 150.00
2800	Target 2 (Caregivers Day)	\$ 600.00	\$ 478.64	\$ 121.36
2900	Target 3 (Thanksgiving Program)	\$ 200.00	\$ 200.00	\$ -
3100	Unity Walk	\$ 100.00		\$ 100.00
3200	Target 1	\$ 200.00		\$ 200.00
3300	THINK HBCU	\$ 100.00		\$ 100.00
	<b>Total</b>	<b>\$ 6,850.00</b>	<b>\$ 4,553.46</b>	<b>\$ 2,296.54</b>

**Notes:**

\*The approved budget reflects changes approved at the 1/20/18 and 11/17/18 general body meetings.

Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Fundraising Account  
For the Period Ending December 31, 2018

CURRENT MONTH ACCOUNT SUMMARY

<b>Available Bank Balance as of December 1, 2018</b>		<b>\$10,603.06</b>
<u>Income</u>		
Income from Self-Sustaining Activities	\$ 811.92	
Total Income		\$811.92
<u>Expenses</u>		
Expenses for Self-Sustaining Activities	\$ 506.98	
Disbursements - December 2018		\$506.98
<b>Available Bank Balance as of December 31, 2018</b>		<b>\$10,908.00</b>

Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2018</b>		<b>\$10,277.52</b>
<u>Income</u>		
2018 Income from Self-Sustaining Activities	\$ 6,998.58	
Total Income		\$6,998.58
<u>Expenses</u>		
2018 Expenses for Self-Sustaining Activities	\$ 6,368.10	
Total Disbursements		\$6,368.10
<b>Available Bank Balance as of December 31, 2018</b>		<b>\$10,908.00</b>

RECONCILIATION TO BANK STATEMENT

<b>Balance per Bank Statement as of December 31, 2018</b>	<b>\$ 10,908.00</b>
Plus: Deposits in Transit	\$0.00
Less: Outstanding Items	\$0.00
<b>Adjusted Bank Balance as of December 31, 2018</b>	<b>\$10,908.00</b>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
			\$0.00
			\$0.00
<b>Total Outstanding Items as of December 31, 2018</b>			<b>\$0.00</b>

DEPOSITS IN TRANSIT

Pending Deposit	\$0.00
Pending Deposit (Eventbrite)	\$0.00
<b>Total Deposits in Transit as of December 31, 2018</b>	<b>\$0.00</b>

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Fundraising)	xxxxxxx892	\$ 10,908.00
<b>Total Assets as of December 31, 2018</b>		<b>\$10,908.00</b>

**Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Fundraising  
Tamiouchos Report (Year-to-Date)**

**As of December 31, 2018**

A/C#	Category	*Revenue	Expenses	Net Profit	Notes
<b>Fundraising Projects</b>					
4700	Bowling Party	\$ 5.00		\$ 5.00	
4710	Movie Event	\$ 4,776.66	\$ 1,906.30	\$ 2,870.36	Total expenses includes AMC cash payment.
4711	Movie Event (Dining to Donate)	\$ 150.00		\$ 150.00	
4742	2017 Holiday Soiree	\$ 125.00		\$ 125.00	
4752	Outstanding Assessments	\$ 1,120.00		\$ 1,120.00	
4753	2018 Assessments	\$ 50.00	\$ 50.00	\$ -	D. Curtis movie tickets (2); \$20.00 donated to Doris Taylor
4754	2019 Assessments	\$ 45.00		\$ 45.00	T. Odom's assessments
4761	2017 EAF Donation (Carry Forward)	\$ 35.08		\$ 35.08	
4770	2017 Think HBCU Dress Down (Carry Forward)	\$ 5.00		\$ 5.00	
4771	HBCU Donation	\$ 250.00		\$ 250.00	
4800	2017 Assessment Overpayment (Carry Forward)	\$ 30.00	\$ 30.00	\$ -	T. Odom's movie tickets (2)
4801	Donation (Pink Goes Red for Heart Health)	\$ 140.00		\$ 140.00	
4802	Chapter donations	\$ 336.92		\$ 336.92	Sisterly Village - \$236.92 and Katherine Burno-\$100.00
	<b>Total</b>	<b>\$ 7,068.66</b>	<b>\$ 1,986.30</b>	<b>\$ 5,082.36</b>	

**Notes:**

Corporate Office requires separate reporting for all fundraising projects. (Financial Fundamentals, Rev. Nov 2014)

\*Revenue = income

Actual Revenue received for 2018 should be adjusted as follows:

Revenue received ending 12/31/18: \$7,068.66

Deduct 2017 Carry Forward amounts:

-\$35.08 (2017 EAF Donation)

-\$5.00 (2017 Think HBCU Dress Down)

-\$30.00 (2017 Assessment Overpayment )

Adjusted 2018 Revenue received \$6,998.58

Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Tamiouchos Report (Summary)  
 Monthly Financial Statements  
 Scholarship Account  
 For the Period Ending December 31, 2018

CURRENT MONTH ACCOUNT SUMMARY

<b>Available Bank Balance as of December 1, 2018</b>		<b>\$</b>	<b>3,752.46</b>
<u>Income</u>			
Income for Scholarships	\$	-	
Total Income			\$ -
<u>Expenses</u>			
Expenses for Scholarships	\$	-	
Disbursements - Dec 2018			\$ -
<b>Available Bank Balance as of December 31, 2018</b>			<b>\$ 3,752.46</b>

Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2018</b>		<b>\$</b>	<b>262.46</b>
<u>Income</u>			
2018 Income for Scholarships	\$	3,500.00	
Total Income			\$ 3,500.00
<u>Expenses</u>			
2018 Expenses for Scholarships	\$	10.00	
Total Expenses			\$ 10.00
<b>Available Bank Balance as of December 31, 2018</b>			<b>\$ 3,752.46</b>

RECONCILIATION TO BANK STATEMENT

<b>Balance per Bank Statement as of December 31, 2018</b>		<b>\$</b>	<b>3,752.46</b>
Plus: Deposits in Transit			\$0.00
Less: Outstanding Items			\$0.00
<b>Adjusted Bank Balance as of December 31, 2018</b>			<b>\$ 3,752.46</b>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
<b>Total Outstanding Items as of December 31, 2018</b>			<b>\$0.00</b>

DEPOSITS IN TRANSIT

<b>Total Deposits in Transit as of December 31, 2018</b>	<b>\$0.00</b>
--	---------------

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Scholarship)	xxxxxxx497	\$ 3,752.46
<b>Total Assets as of December 31, 2018</b>		<b>\$ 3,752.46</b>

**Alpha Kappa Alpha Sorority, Inc.  
 Rho Kappa Omega Chapter  
 Scholarship  
 Tamiouchos Report (Year-to-Date)  
 Comparison of Budget to Actual 2018**

**As of December 31, 2018**

**Notes**

<u>A/C#</u>	<u>Category</u>	<u>Approved Budget</u>	<u>Actual YTD</u>	<u>Remaining in Budget</u>
<b>Scholarship</b>				
<b>7000</b>	Annual Scholarships	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>\$ 3,500.00</b>
<b>Total</b>				

Notes:



## January 2019 Program Committee Information

### 2018 Program Goals

- Plan & Execute all Community Impact days
- Increase Rho Kappa Omega's visibility in the Hudson County community
- Collaborate with other organizations to increase impact of programs
- Increase Soror participation.
- Increase Sorors to get more involved in the planning of and participation in programs
- Keep PKQ Goals S.M.A.R.T (Specific, Measurable, Achievable, Relevant & Timely)

### The five program targets for 2018-2022 are:

#### Target 1- Target Leaders: Soror Shevon & Soror Corinne

- HBCU for Life: A Call to Action~ The goal is to enlighten the community regarding HBCU's as institutions of excellence with historical and current significance. Additionally, through the signature project CAP we plan to increase applications and enrollments to HBCU's and non HBCU's.

#### Target 2- Target Leaders: Soror Tynesha & Soror Jahari

- Women's Healthcare & Wellness- The goal is to share information regarding breast cancer including providing mammograms, engage the community in low impact heart health activities, raise awareness on incorporating good nutrition into daily life styles and increase support available to caregivers.

#### Target 3- Target Leaders: Soror Maya & Soror Seraphine

- Building Your Economic Legacy: The goal is to provide financial planning information that will increase fiscal awareness in the African American community, increase awareness of the impact of credit scores, support African American businesses with black dollars, and promote African American entrepreneurs. Additionally, we plan to partner with local and national efforts to raise awareness regarding homelessness.

#### Target 4- Target Leaders: Soror Lyndsay & Soror Charlotte

- The Arts! The goal is to increase opportunities for youth engagement and community awareness of visual and performing arts during the Harlem Renaissance

and the Black Arts Movement, and their influence on contemporary African American art and culture.

**Target 5- Target Leaders: Soror Heather & Soror Shevon**

- **Global Impact:** The goal is to engaged youth and adults in a large-scale community service project, collect and distribute useable items supplied by chapter and community members to send to children and adults in less developed countries through partnerships with international organizations. Additionally, we aim to assist refugees and increase awareness of refugee issues and concerns.

**Upcoming Community Impact Days**

- **Founders' Day & Reclamation Day Impact Day- Tuesday, January 15<sup>th</sup>**  
**Information-** We will honor our Founders' on this day as well as work to reclaim Sorors. Information will be shared as soon as the plans are finalized
- **MLK Day of Service Community Impact Day- January 21<sup>st</sup>- York Street Project**  
**Program: Chairmen: Soror Sobande & Soror Corinne:**  
**Information:** Teleconference will be scheduled sometime next week to discuss the project. It will be essentially the same as this year except that we will ask to set up the day/night before. PKQ needs donations from companies for breakfast (coffee, tea, bagels, donuts, etc.), snacks (chips, granola bars, fruit, fruit snacks, etc.) and beauty items for swag bag (nail polish, emery boards, pocket tissues, hand sanitizer, etc.). Estimated guests as of now: 20-25
- **Pink Goes Red for Heart Health- February 1<sup>st</sup> – Save the date, program is being planned. More information will be shared when it is available.**

New Year, New You! The Program Committee is looking for Sorors to help continue the dedication to implementing programs of service that enhance the social, economic, and educational well-being of our local, national and international communities. For it is Programs that remain the heart of Alpha Kappa Alpha...Join us! 😊



Respectfully submitted on behalf of the Program Committee





## **Graduate Advisory Committee Report**

**January 2, 2019**

### **Members of Graduate Advisory Council**

- Soror Sallie E. Brown - Graduate Advisor
- Soror Sobande Afolabi- Basileus
- Soror Cimeron Bryant

### **Members of Tau Sigma**

- Soror Taylor Higgins

### **Goals for Graduate Advisory Council**

- Establish open and effective line of communication with Tau Sigma
- Setup chapter operations workshops for Tau Sigma
- Establish mentorship program with Tau Sigma
- Review Tau Sigma Chapter documents, governance and structure
- To strengthen the graduate-undergraduate relationship by actively engaging in activities, programs and events with Tau Sigma

### **Updates**

- Tau Sigma Chapter successfully completed and submitted all End of the Year Reports
- Tau Sigma Chapter received their Fall Mailing which includes
  - a.) 2019 Graduate Advisors' Certification Training Information
  - b.) Chapter Foundation Survey

- c.) Connections Committee Material
- d.) Fiscal Fitness Guide For Chapter Financial Operations
- e.) Undergraduate Membership Intake Process Manual
- f.) Guidelines for Use of the Sorority Shield and the Excellence Logo
- g.) Rituals Manual
- h.) Sisterly Relations Committee Request

- Tau Sigma has submitted proposed dates for 2019 Membership Intake Process and I will keep the chapter updated on development and process.
- Sorors of Rho Kappa Omega are required to successful complete Chapter Orientation Workshop to assist with Tau Sigma Membership Intake Process and we have several proposed dates for the workshop and they are as follows: January 20, 26 and/or 27, 2019.
- Tau Sigma Chapter has upcoming Skee Week from February 24-March 2, 2019 and if you are interested in attending any of the activities please let the Graduate Advisor know in advance.
  - Sunday, February 24-Church & Brunch
  - Monday, February 25- “Money Monday” Target 3: Building Your Economic Legacy
  - Tuesday, February 26- “Service to All Mankind” Target 5: Global Impact
  - Wednesday, February 27- “Wellness Wednesday” Target 2: Women’s Healthcare & Wellness
  - Thursday, February 28- “Throwback Thursday: HBCU Edition Target 1: HBCU for Life: A Call to Action
  - Friday, March 1-#CAP: College Admission Process Exemplifying Excellence Through Sustainable Service Signature Program
  - Saturday, March 2-The Arts Target 4: The Arts

The Graduate Advisory Council will meet the first Wednesday of each month at 7:30pm. The next meeting will take place on February 6, 2019.

Respectfully submitted,

Soror Sallie E. Brown  
Graduate Advisor



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Membership Committee  
Soror Corinne E. Rivers, Chairman

## JANUARY 2019 REPORT

### AKA Reactivation Day

January 15, 2019 is AKA Reactivation Day! The Membership Committee will collaborate with the Program Committee to host a Founders' Day Reclamation Event at Brightside Tavern on January 15, 2019 from 6:00pm-10:00pm.

### Reclamation Incentive

The Committee proposed a Reclamation Incentive to the Executive Board as follows:

- ☞ The first three (3) Sorors who reactivate at a Rho Kappa Omega designated reactivation event will be given \$20.00 towards their reactivation fee with funds coming from the Membership Committee.

### Budget

\$120.00

### Resolution Pillow

- ☞ The January 2019 Membership Activity is a Resolution/Vision Pillow from Prim and Proper Ink.
- ☞ Sorors will create Individual Resolution Pillows for 2019 to set goals and intentions for the year.
- ☞ Deadline for completion is February's Chapter Meeting.
- ☞ Sorors are asked to bring their pillow to February's Chapter Meeting or to take a picture holding the pillow and send to Soror Corinne via email to [briv463@gmail.com](mailto:briv463@gmail.com) or via text message to (973) 801-8359 prior to February's Chapter Meeting.
- ☞ Participation will be noted.

Home SHOP Resolution Pillow 2019

< Prev | Next >



With the new year approaching, it's time to get your goals in order. A vision board is nice but what do you really do with the board after you create it? Our Vision Pillow is a sure way to keep your goals front and center. All you have to do is pick your two colors and provide us with the master plan and we will handle the rest. (This design is included within your purchase).

Turnaround Time:

5-7 Business Days after approval of your proof.

Proof is rendered within 24-48 hours of purchase.



### Resolution Pillow 2019

Size

Select

What 2 colors would you like to see in your design?  
\*We recommend one dark color and one light

500

Include Your Vision Here: \*Text size is based on the text provided

500

Quantity

1

Estimated shipping times

Materials

100% polyester pillow.



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#### MORE INFO

Forms

Terms of Use

**Alpha Kappa Alpha Sorority, Incorporated**  
**Rho Kappa Omega Chapter**  
**2018-2019 Strategic Plan**



**PROGRESS REPORT FOR 4Q 2018**

## **VISION STATEMENT**

Alpha Kappa Alpha Sorority, Incorporated, Rho Kappa Omega Chapter is the premier unique sisterhood of distinguished professional women united to serve humankind, particularly in Hudson County, New Jersey.

## **MISSION STATEMENT**

The purpose of Alpha Kappa Alpha Sorority is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind. (Article II – Purpose)

## **GUIDING PRINCIPLES**

- Sisterhood – Our behavior will cultivate an atmosphere in which women are encouraged to achieve their highest goals, hopes and dreams.
- Unity – Our performance will foster unity and friendship among people of all races, genders, ages, nationalities, religions, and cultural backgrounds.
- High Ethical Standards – Our members and officers will exemplify high ethical standards.
- Character – Our activities will strengthen character among members and others.
- Respect – Our organization will encourage mutual respect among all members of the human race.
- Communication – Our organization will foster an environment of effective communication.
- High Scholastic Achievement – Our initiatives will promote, support and encourage high scholastic achievement.
- Leadership – Our activities will advance the training and development of leaders.
- Education – Our initiatives will advocate lifelong learning for the people we serve.
- Health – Our initiatives will facilitate standards of health to ensure a better quality of life.
- Family – Our initiatives will enhance family life.
- Arts – Our initiatives will sustain the arts.
- Technology – Our organization will effectively utilize appropriate technologies to continually improve organizational efficiency.
- Economics – Our organization will endorse solid economic practices and economic empowerment.

## **PURPOSE**

In February 2018, Rho Kappa Omega Chapter was placed on Withdrawal of Privileges pending an investigation of alleged violations of the Soror Code of Ethics. Upon conclusion of the investigation, the then-Regional Director, Soror Meredith L. Henderson, issued a letter dated June 10, 2018, requiring a restructuring of the chapter, including developing a Strategic Plan.

This one year Strategic Plan is intended to correct deficiencies in the chapter's operations and to identify and implement strategies to improve operations over the next fifteen (15) months.

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED**  
**RHO KAPPA OMEGA CHAPTER**  
**Strategic Planning Action**

**STRUCTURE, OPERATIONS AND GOVERNANCE ACTION PLAN**

GOAL: To maintain an efficient and effective cooperative governance structure.

<b>Objective(s)</b>	<b>Specific Task(s)</b>	<b>Responsible Committee/Officer</b>	<b>Fiscal Impact</b>	<b>Timeline</b>	<b>Bylaw Impact</b>	<b>Progress to Date</b>
<b>A: To Understand Alpha Kappa Alpha Governance, Standards, Procedures, Standards and Protocol.</b>	<b>1. Review Soror Code of Ethics.</b>	<b>Basileus</b>	<b>None</b>	<b>Sept. 2018 and annually thereafter</b>	<b>None</b>	<b>Sept. 2018</b>
	<b>2. Provide monthly trainings, workshops and/or reminders on proper sorority and chapter governance, procedures, standards and protocol as set forth in Alpha Kappa Alpha Sorority and Rho Kappa Omega Chapter documents.</b>	<b>Basileus, Leadership Development Team, Courtesy and Protocol Committee</b>	<b>None</b>	<b>Oct. 2018 and monthly thereafter</b>	<b>None</b>	
	<b>3. Review Supreme Basileus' Anti-Hazing video.</b>	<b>Basileus</b>	<b>None</b>	<b>Dec. 2018 and annually thereafter</b>	<b>None</b>	



Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	4. Draft Standing Rules.	Basileus, Executive Committee	None	Sept. 2018 Feb. 2019 and annually thereafter	None	
	5. Review Chapter Operations Manual and revise accordingly.	Basileus, Leadership Development Team	None	Feb. 2019 and annually thereafter	None	
	6. Conduct Chapter Operations Workshop.	Basileus, Financial Officers, Leadership Development Team	Cost of conducting workshop	Apr. 2019 and annually thereafter	None	
	7. Develop a 2018-2019 Strategic Plan and revise accordingly.	Strategic Planning Committee, Basileus, Executive Committee	None	Sept. 2018	None	Chapter Approved 2018-2019 Strategic Plan on Sept. 15, 2018
	8. Develop a 2020-2023 Strategic Plan and revise accordingly.	Strategic Planning Committee, Basileus, Executive Committee	None	June 2019	None	

**RISK MANAGEMENT GOALS**

GOAL: To sustain and protect the chapter's local, regional and global image.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
A: To Develop Strategies to Identify, Quantify and Manage Risk Exposure to the Chapter.	1. Develop a Risk Management Plan.	Risk Management Committee	None	Jan. 2019	None	
	2. Conduct risk management workshops for the entire chapter.	Risk Management Committee	None	Mar. 2019 and biannually thereafter	None	
B: To Maintain a culture of respect with zero tolerance for verbal abuse or physical violence.	1. Establish a Grievance Committee to examine and mediate internal threats before they escalate into major threats.	Basileus	None	January 2019	Yes to reflect establishing a Grievance Committee	

**FINANCIAL STABILITY AND SUSTAINABILITY ACTION PLAN**

GOAL: To be a financially stable and viable chapter.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
A: To Ensure Continued Compliance With Financial Policies, Procedures and Protocol.	1. Conduct an internal audit of financial transactions from January 1, 2017 to December 31, 2017.	Auditing Committee	None	Jan. 31, 2019	None	
	2. Conduct an internal audit of financial transactions from January 1, 2018 to June 30, 2018.	Auditing Committee	None	Nov. 30, 2018	None	Draft Audit Report was prepared in Dec. 2018. Final Report is pending.
	3. Conduct an internal audit of financial transactions from July 1, 2018 to December 31, 2018.	Auditing Committee	None	Mar. 31, 2019	None	
	4. Conduct an internal audit of financial transactions from January 1, 2019 to June 30, 2019.	Auditing Committee	None	Sept. 30, 2019	None	
	5. Conduct an internal audit of financial transactions from July 1, 2019 to December 31, 2019.	Auditing Committee	None	Mar. 31, 2020	None	

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	6. Coordinate an external audit of financial transactions from January 1, 2015 to December 31, 2018.	Auditing Committee Basileus External Auditor	Cost of audit	Apr. 30, 2019	None	
<b>B: To Strengthen Financial Procedures.</b>	1. Review chapter-approved Financial Procedures to ensure adherence to Alpha Kappa Alpha documents, protocol and standards.  2. Propose and/or update revisions to the Chapter Bylaws regarding financial procedures and processes.	Finance Committee  Finance Committee, Bylaws Committee	None	Oct. 31, 2018  Nov. 30, 2018	None  Proposed revisions related to financial obligations and processes.	
<b>C: To Understand the Chapter's Finances and Available Cash</b>	1. Review the 2018 Operating Budget and revise accordingly.  2. Review the 2018 Program Budget and revise accordingly.  3. Prepare a draft of 2019 Operating Budget	Tamionuchos, Budget & Finance Committee  Tamionuchos, Budget & Finance Committee  Tamionuchos, Budget & Finance Committee	None  None  None	Oct. 20, 2018  Oct. 20, 2018  Oct. 2018	None  None  None	October 2018  October 2018  October 2018

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
D. To Encourage Financial Transparency	1. Make available binder(s) of all Year-to-Date bank statements, signed vouchers and checks to any financial chapter member at every Executive Board and Chapter Meeting.	Tamiouchos	None	Oct. 2018 and monthly thereafter	None	
	2. Require Basileus to review, initial and date every bank statement within 30 days.	Basileus, Tamiouchos, Bylaws Committee	None	Oct. 2018 and monthly thereafter	Consider adding requirement to Bylaws.	
	3. Provide a signed copy of each bank statement to the Chairman of the Auditing Committee within five (5) to seven (7) calendar days of the Basileus' approval.	Tamiouchos, Auditing Committee, Bylaws Committee	None	Oct. 2018 and monthly thereafter	Consider adding requirement to Bylaws.	
E: To Investigate Ways To Reduce Operating Costs	1. Re-evaluate which officers should be bonded and revise Bylaws accordingly.	Tamiouchos, Budget & Finance Committee	Coverage Cost	Dec. 2018	To add or delete who is bonded.	

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	2. Review current bond coverage and determine whether such coverage is sufficient.	Tamiouchos, Budget & Finance Committee	Coverage Cost	Oct. 2018 and annually thereafter	None	
	3. Evaluate whether current bonding insurance carrier is the most beneficial to the chapter, considering coverage and cost.	Tamiouchos, Budget & Finance Committee	Coverage Cost	Oct. 2018 and annually thereafter prior to renewal	None	

### MEMBERSHIP ACTION PLAN

GOAL: To maintain a strong, respectful, diverse and actively-involved membership who promote the vision, mission and guiding principles of Alpha Kappa Alpha.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
A: To Improve Communication With The Membership	1. Maintain an updated “Members Only” section of the chapter website and include links to the regional and corporate websites.	Basileus, Publicity Committee	Cost of Website Maintenance	Oct. 2018 and monthly thereafter	None	
	2. Provide clear and concise officer and committee reports.	All Officers and Committee Chairmen	None	Oct. 2018 and monthly thereafter	None	Ongoing

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
B: To Implement Strategies That Empower and Encourage Members to be Respectful.	1. Create strategies that retain, increase participation and address the needs, talents and challenges of new graduates, new/single mothers, elderly members and other member groups with special needs.	Membership Committee	Cost of implementing new strategies	Jan. 2019 and monthly thereafter	None	
C: To Reduce the Generation Gap	1. Involve members of all age groups in leadership positions.  2. Develop and implement an effective mentoring program to include steps that improve the relationships between Rho Kappa Omega and Tau Sigma, as well as the generational issues between members within Rho Kappa Omega.	Basileus  Membership Committee, Sisterly Relations Committee, Graduate Basileus, Graduate Advisor, Graduate Advisor Committee	None	Sept. 2018 and annually thereafter  January 2019 and annually thereafter	None	September 2018  January 2019

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	3. Evaluate the use and effectiveness of the mentoring program and obtain feedback from members utilizing surveys and other technology.	Membership Committee, Standards Committee, Publicity & Technology Committee	None	May 2019 Nov. 2019	None	
	4. Design, promote and implement programs and other initiatives that encourage collaboration, unity and respect between the different age groups/generations.	Membership Committee, Sisterly Relations Committee	None	Oct. 2018 and monthly thereafter	None	
D: To Provide Resources for New Members to Understand and Become Familiar With Chapter Operations	1. Re-establish the New Member Training Manual and Workshop for sorors new to Rho Kappa Omega.	Membership Committee	Cost of binders and printing materials	Jan. 2019 and monthly thereafter	None	
E. To Identify the Resources Within the Membership	1. Create a database of sorors' expertise, talents and resources that the chapter can draw upon.	Membership Committee	None	Feb. 2019 and ongoing	None	



**GRADUATE-UNDERGRADUATE RELATIONS ACTION PLAN**

GOAL: To foster good, sisterly and ethical relationships with the chapter's undergraduate chapter.

<b>Objective(s)</b>	<b>Specific Task(s)</b>	<b>Responsible Committee/Officer</b>	<b>Fiscal Impact</b>	<b>Timeline</b>	<b>Bylaw Impact</b>	<b>Progress to Date</b>
<b>A: To Implement Strategies and Initiatives That Support the Transition From Undergraduate to Graduate Chapter.</b>	<b>1. Develop a mentorship program.</b>	<b>Graduate Advisor, Graduate Advisor Committee, Basileus, Sisterly Relations Committee</b>	<b>None</b>	<b>Jan. 2019 and ongoing</b>	<b>None</b>	
	<b>2. Actively engage with undergraduate chapter by planning sisterly relations activities.</b>	<b>Graduate Advisor, Graduate Advisor Committee, Basileus, Sisterly Relations Committee</b>	<b>Cost of activities</b>	<b>Jan. 2019 and ongoing</b>	<b>None</b>	
	<b>3. Survey undergraduate and graduate chapter sorors to understand how to strengthen the relationship.</b>	<b>Graduate Advisor Committee, Basileus, Sisterly Relations Committee</b>	<b>None</b>	<b>Jan. 2019 and ongoing</b>	<b>None</b>	

**LEADERSHIP DEVELOPMENT ACTION PLAN**

GOAL: To develop future leaders in the chapter and on the regional and national levels.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
A: To Register Officers for Workshops That Relate to Their Respective Roles and Responsibilities	1. Basileus to register for Basileus Certification workshop.	Basileus	Cost of Registration	2019 NARC or Leadership Seminar	None	Not being offered at NARC 2019.
	2. Pecunious Grammatheus and Tamiouchos to register for Financial Certification workshop.	Pecunious Grammatheus, Tamiouchos	Cost of Registration	2019 NARC or Leadership Seminar	None	
	3. Parliamentarian, Anti-Basileus, Grammatheus and Anti-Grammatheus to register for Parliamentary Workshop.	Parliamentarian, Anti-Basileus, Grammatheus, Anti-Grammatheus	Cost of Registration	2019 NARC or Leadership Seminar	None	
	5. Custodian to register for a workshop related to collecting, recording and maintaining chapter property.	Custodian	Cost of Registration	2019 NARC or Leadership Seminar	None	
	6. Historian to register for Archives Workshop.	Historian	Cost of Registration	2019 NARC or Leadership Seminar	None	

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	7. Epistolens to register for Public Relations Workshop.	Epistolens	Cost of Registration	2019 NARC or Leadership Seminar	None	
	8. Hodegos and Philacter to register for Protocol workshop.	Hodegos, Philacter	Cost of Registration	2019 NARC or Leadership Seminar	None	
	9. Ivy Leaf Reporter to register for Public Relations Workshop.	Ivy Leaf Reporter	Cost of Registration	2019 NARC or Leadership Seminar	None	
	10. Graduate Advisor to register for Anti-Hazing workshop.	Graduate Advisor	Cost of Registration	2019 NARC or Leadership Seminar	None	
	11. Graduate Advisor, Graduate Basileus and Graduate Advisor Committee to register for Undergraduate Roundup.	Graduate Advisor, Graduate Basileus, Graduate Advisor Committee	Cost of Registration	2019 and annually thereafter	None	September 22, 2018
<b>B: To Encourage Current and Future Officers To Attend Leadership Conferences.</b>	1. All Officers to attend 2018 Cluster IV Leadership Conference, 2019 North Atlantic Regional Conference and/or 2019 Leadership Seminar.	All Officers	Cost of Attendance	No later than 2019 Leadership Seminar	None	Some officers attended Cluster Leadership Conference on Oct. 13, 2018. Sorors have until Feb. 15, 2019 to register for NARC.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
C: To Plan for Leadership Succession	<p>1. Implement leadership development programs and trainings that empower and encourage members to be leaders within the chapter and region and on the national level.</p> <p>2. Develop future leaders by providing training modules to promote leadership, equip members with the knowledge and understanding of chapter and sorority operations and protocol, and prepare members for leadership roles on the chapter, region and national levels.</p>	<p>Leadership Development Team</p>	None	January 2019 and ongoing	None	
	<p>3. Increase the number of chapter members who attend leadership conferences.</p>	Leadership Development Team, All Chapter Members	None	Sept. 2018 and ongoing	None	
	<p>4. Maintain a database that reflects workshops, leadership trainings and conferences attended by each member.</p>	Leadership Development Team	None	Jan. 2019 and ongoing	None	

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	5. All Chapter Members to attend 2018 Undergraduate Roundup, as required by the Regional Director.	All Chapter Members	Cost of Registration	Sept. 2018	None	September 22, 2018
	6. All Chapter Members to attend 2018 Cluster IV Leadership Conference, as required by the Regional Director.	All Chapter Members	Cost of Registration	Oct. 2018	None	October 13, 2018

**SISTERLY RELATIONS AND ETHICS GOALS**

GOAL: To promote the moral and cultural issues of character, respect, high ethical standards and unity of purpose and commitment, as set forth in the Soror Code of Ethics.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
A: To Promote Sisterly Relations as an Essential Part of the Alpha Kappa Alpha Sorority Culture.	1. Conduct a Conflicts Resolution workshop for the entire chapter.	Sisterly Relations Committee, Leadership Development Team	Cost of training	Dec. 2018 and annually thereafter	None	
	2. Implement the strategies in Alpha Kappa Alpha Sorority's <i>Sisterly Relations Handbook</i> .	Sisterly Relations Committee	None	Oct. 2018 and monthly thereafter	None	

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	3. Acknowledge and celebrate Sorors' accomplishments in chapter newsletter, committee reports, Ivy Leaf submissions, regional newsletters and announcements during chapter meetings.	Basileus, Sisterly Relations Committee, Membership Committee, Publicity & Technology Committee	Cost of Ivy Leaf Submission	Oct. 2018 and monthly thereafter	None	
<b>B. To Comply with the Soror Code of Ethics</b>	1. Review the Soror Code of Ethics.	Basileus, All Sorors	None	Sept. 2018 and annually thereafter	None	September 2018
	2. Include the Soror Code of Ethics in the Chapter Operations Manual.	Basileus, Leadership Development Team	None	Feb. 2019 and annually thereafter	None	
	3. Include the Soror Code of Ethics as a part of chapter leadership development and also provide education through various means of communications, such as Basileus Newsletter, email distribution, chapter website and sisterly exercises that test sorors' knowledge of the ethical obligations of membership and applicability to specific situations.	Basileus, Sisterly Relations Committee, Publicity & Technology Committee	None	Oct. 2018 and ongoing as needed	None	

**PROGRAMS GOALS**

GOAL: To develop, implement and evaluate programs that encourage the membership to work collaboratively among each other and with the Hudson County community.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
<b>A: To Develop and Implement Programs of the New Administration.</b>	1. Review the new programs as set forth by the Supreme Basileus.  2. Plan local programs that meet the national initiatives.	Anti-Basileus, Program Committee	None	Sept. 2018 and ongoing as needed	None	September 2018
		Anti-Basileus, Program Committee	Cost of implementing programs	Sept. 2018 and ongoing as needed	None	September 2018 and monthly thereafter
<b>B: To Increase Local, Regional and National Presence.</b>	1. Maintain an updated chapter website.  2. Submit newsworthy programs in the Ivy Leaf.	Ivy Leaf Reporter  Ivy Leaf Reporter Anti-Basileus Basileus	None  Cost of Ivy Leaf Submission	Sept. 2018 and monthly thereafter  Jan. 2019 and quarterly thereafter	None  None	
	3. Provide regular and periodic releases to news print and online communications and media features highlighting successful programs and projects.	Publicity & Technology Committee	None	Jan. 2019 and at least quarterly thereafter.	None	

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
C: To Increase Chapter Participation in Program Planning, Implementation and Evaluation.	1. Implement strategies to increase soror participation in, attendance at and planning of programs.	Anti-Basileus, Program Committee	None	Jan. 2019 and monthly thereafter	None	
D: To Increase Community Participation, Attendance and Evaluation.	1. Enhance social media presence. 2. Post upcoming programs in news media outlets.	Ivy Leaf Reporter	None	Sept. 2018 and ongoing	None	September 2018 and ongoing as events and programs are planned
	3. Identify incentives and strategies to encourage participates to evaluate each program.	Standards Committee Program Committee	None	Oct. 2018 and ongoing	None	
E: To Maintain and Expand Collaborative Relationships and Partnerships.	1. Identify and establish strategic partnerships with organizations in Hudson County that are compatible with the Sorority's mission and vision.	Basileus Anti-Basileus Program Committee	None	Oct. 2018 and ongoing	None	In December 2018, Basileus-Elect contacted York Street Project and Boys & Girls Club to re-establish ongoing partnerships.



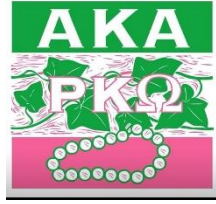
**FUNDRAISING GOALS ACTION PLAN**

GOAL: To plan and implement activities that raise enough funds to support the chapter's programs for the upcoming year.

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
<b>A: To Adhere to Fundraising Procedures.</b>	<b>1. Develop Fundraising Procedures that are consistent with sorority and chapter operations and protocols.</b>  <b>2. Revise relevant sections of the Chapter Bylaws.</b>	Fundraising Committee, Parliamentarian, Bylaws Committee	None	Jan. 2019	Revisions may be proposed.	
<b>B: To Raise Funds for Chapter Programs</b>	<b>1. Review the 2018 Fundraising Budget and revise accordingly.</b>  <b>2. Develop the 2019 Fundraising Budget.</b>	Fundraising Committee, Budget & Finance Committee	Yes if Budget is revised	Oct. 2018	None	October 2018
	<b>3. Implement strategies that increase soror participation in fundraising.</b>	Fundraising Committee	None	Jan. 2019 and ongoing	None	October 2018

Objective(s)	Specific Task(s)	Responsible Committee/Officer	Fiscal Impact	Timeline	Bylaw Impact	Progress to Date
	4. Research and identify electronic methods of paying for ticketed events.	Fundraising Committee, Budget & Finance Committee	Yes, fees associated with such electronic methods	Jan. 2019	None	

Approved by Chapter on 9/15/18



# “Her” story

**Archives Information-** There was no meeting held. Meetings will be held the last Wednesday of the month at 7p.m. **Dial in number 712-775-7031 Access code 865043182#**

## **Goals of the Archives Committee**

- Assist in preparing, maintaining and updating a narrative account of the chapter’s activities.
- Assist with keeping an accurate and permanent history of the chapter.
- Assist with keeping all pictures of chapter activities and obtaining any newspaper articles and flyers.
- Help the chapter become knowledgeable of PKQ History for the past 30 years.

## **New Business**

- Complete a one-page summary of Chapter history which will be included in the compilation of the history of Alpha Kappa Alpha Sorority, Inc.’s over 1,000 chapters.
- Chapter members are encouraged to read a chapter of the PKQ history book each month, and be prepared to answer questions that will be asked during chapter meetings. **(Prizes will be provided for correct responses)**
- The history chapter review for each month is listed below, and the PKQ history book can be found on our website in the Members Only section, under “Other Chapter Documents”.

**January-** Chapter 1 Rho Kappa Omega’s “The Women of Distinction”

**February-** Chapter 2 Introducing The Charter Members of Rho Kappa Omega

**March-** Chapter 3 The Missing Decade

**April-** Chapter 4 The “New” Rho Kappa Omega

**May-** Chapter 5 Rho Kappa Omega and The Spirit of AKA

**June-** Chapter 6 Rho Kappa Omega, Extraordinary Service Program and Economics, Sisterhood and Partnerships (ESP)

**September-** Chapter 7 Rho Kappa Omega and Global Leadership Through Timeless Service

**October-** Chapter 8 Rho Kappa Omega’s Chapter Presidents

**November-** Chapter 9 Rho Kappa Omega’s Silver Star Members

**December-** Chapter 10 Rho Kappa Omega’s Lineage

**Submitted by Soror Shevon Armstrong on behalf of the Archives Committee**



## PUBLICITY & TECHNOLOGY COMMITTEE REPORT

TIFFANY M. RYAN, IVY LEAF REPORTER / PUBLICITY & TECHNOLOGY CHAIR

JANUARY 2019

Greetings Sorors,

Happy New Year! It is my pleasure once again to serve you as Ivy Leaf Reporter and Publicity & Technology Committee Chair for the 2019 service year. I look forward to working with all of you this year as we strive to strengthen the bond of S.I.S.T.E.R.H.O.O.D. while elevating the chapter's visibility, presence in the Hudson County community and abroad.

### **Publicity Request Forms**

To ensure that we are successful in our goal of increasing the chapter's presence and visibility, the Publicity Committee requests that all program or event chairpersons submit a Publicity Request Form no later than 30 days before your event. Publicity request forms can be located in the Member's Only section of the website, or by contacting me at [pkqpublicity@gmail.com](mailto:pkqpublicity@gmail.com).

### **Website Updates**

The chapter website is presently undergoing redevelopment to reflect the new year, new International guidelines and the chapter's new administration & membership. If you have any questions, comments, or spot any technical issues with the website, feel free to advise me at [pkqpublicity@gmail.com](mailto:pkqpublicity@gmail.com).

### **Passwords**

Sorors are required to be an active member in good standing of Rho Kappa Omega chapter to gain access to the members-only area of the site. Please note the password for the Members Only section will soon be changed to align with our 2019 Membership roster. In February, new passwords will be provided to Sorors who have fulfilled their financial obligations to the chapter for the 2019 service year.

### **Video Conferencing**

The Publicity Committee is currently exploring low-cost/no-cost video teleconferencing options that will allow Sorors to connect virtually for face-to-face for meetings. Incorporating this feature into our chapter operations will allow Sorors to quickly and conveniently connect, attend meetings, and remain engaged on the committee level – whether you're snowed in, traveling for business or cooking dinner for the family 😊. More information will be provided at February's chapter meeting.

### **Electronic Attendance Tracking**

The Publicity Committee is currently exploring options for an electronic attendance tracker. Incorporating this feature into our chapter operations will provide a secure and reliable method for obtaining and maintaining accurate attendance of members and/or guests at chapter sponsored meetings and events. More information about this will be provided at February's chapter meeting.

This concludes the January 2019 Publicity Committee Report. Thank you for the opportunity to serve!

Sisterly,

*Soror Tiffany M. Ryan*

*Ivy Leaf Reporter / Publicity & Technology Committee Chair*



88<sup>th</sup> North Atlantic Regional Conference  
 “Leading with a High Note”  
 Atlantic City, New Jersey  
 April 3-7, 2019  
 Soror Mary Bentley LaMar, North Atlantic Regional Director  
 Soror Norma R. Evans, Conference Chairman

## Lay down Philacters Committee

**Soror Darcell Medley Stokes Chairman**

**Sorors Cimeron Bryant & Gina Stevens Vice-Chairmen**

Summary of Progress to Date  
 December 28, 2018

Progress to Date	Tasks to be Completed	Status
<ul style="list-style-type: none"> <li>• The Committee held it’s meeting via conference call on 12/12/18.</li> <li>• The Committee’s budget of \$450 was submitted on 11/15/18 and approved by the NARC Tamiouchos.</li> <li>• A welcome email was sent to all Sorors whose name was submitted as interests to serve on the Philacter’s Committee.</li> <li>• The next committee meeting is tentatively scheduled for Thursday 1/10/19.</li> </ul>	<ol style="list-style-type: none"> <li>1. The Committee has inquired the services of the students from Technology High School in Newark, NJ in order to print the philacter sashes.</li> <li>2. The Committee is looking into rubber wrist bands to use for plenary re-entry passes.</li> </ol>	<p>The Committee is looking to finalize a quote in the next two weeks.</p> <p>Rapid Wrist Bands has been the most reasonably priced at 100 bands for \$72 with an additional 200 special. This will bring the total to 300 wrist bands for \$72. The wrist bands are 1/2inch in width.</p>

## Registration Committee

### Soror Nicole May-Bynes, Chairman (Nu Xi Omega)

Soror Karen Wilson, Vice-Chairman (Nu Xi Omega)

Soror Corinne Rivers, Vice-Chairman (Rho Kappa Omega)

Nu Xi Omega – Lead Chapter

Summary of Progress to Date

(January 3, 2019)

Expectation is that each *Sub-Committee Chairman* will submit this document in preparation for meetings with their conference Vice-Chairman. Your committee's progress and status will be represented on this document. If you have nothing to report, it should be represented as such. The completed report should be forwarded to your conference Chairman, Vice-Chairman and Grammateus

Progress to Date	Tasks to be Completed	Status
<ol style="list-style-type: none"><li>1. NARC registration email created <a href="mailto:NARC2019REG@gmail.com">NARC2019REG@gmail.com</a></li><li>2. Committee chairman &amp; vice-chairman met to go over SOP</li><li>3. Registration pages submitted in draft for review</li><li>4. Budget proposal received</li><li>5. Confirmation on registration closure during plenaries</li><li>6. Acknowledgement sent to both chapters and to the 26 Sorors who signed up online for the Registration Committee</li><li>7. Badge Ribbon quote received</li></ol>	<ol style="list-style-type: none"><li>1. Send on-site assignment sign up after NARC registration closes February 15<sup>th</sup>)</li><li>2. Creation of JotForm for Delegate Registration (March 1<sup>st</sup>)</li><li>3. Expo Logic Training (TBD)</li><li>4. Badge ribbon order (March)</li><li>5. Registration signs to be ordered (Jan/Feb)</li></ol>	

#### Questions:

- We were informed that there will be 12 booths; what is the letter breakdown of each booth
- Is there a date set for walk-thru
- When will we receive the Expo Logic training guide/webinar on the system
- How often will we receive registration numbers? (For purpose of ordering ribbons)
- Can we receive the breakdown of registrants from the 2018 NARC
- Do we need to order the committee food (snacks) /water from the convention center



### **North Atlantic Region Leadership Summit Report**

The North Atlantic Region Leadership Summit (“Summit”) was held on Saturday, January 5, 2019 in Atlantic City, New Jersey. The following Sorors attended: Sobande F. Afolabi, Sallie Brown, Cimeron Bryant, Sabrina Riley and Corinne E. Rivers.

The day started with a Basilei Council Meeting, in which the following information was shared:

- All chapters should have received both Fall Mailings.
- Digital signatures are not accepted on End of Year Reports. Must be wet signatures.
- 2018 MIP Forms are included in the Graduate and Undergraduate MIP Manuals. Forms from a previous year will not be accepted.
- There are several changes made to the Constitution & Bylaws and Rituals Manual.
- Chapters are to review the Founders’ Day Hymn at chapter meetings, prior to Cluster Founders’ Day Celebrations as the hymn will be sung during the celebration.
- Chapters who have a high percentage of members attend NARC will be recognized at NARC.
- During NARC, Atlantic City has reserved free jitneys to transport sorors to/from Ocean Resort and Sheraton ONLY.
- Conference Bags will only be distributed to new initiates and first time NARC attendees. Bags are expected to be available to other sorors at a cost to be determined later.

The Summit was called to order at 10am by Regional Director, Soror Mary Bentley Lamar. The theme was “So Together Anew.” The purpose of the Summit was:

- To connect with each other;
- To identify resources to enhance and support chapter/member operations;  
and
- To increase leadership skills

The Regional Director focused on the “Five Fundamental Practices of Exemplary Leaders” as cited by Barry Posner and James Kouzes in Leadership Challenge.

1. Challenge the process

- Find a new way to address issues
- Be innovative
- Change from status quo
- Recognize and support new ideas

2. Inspire a shared vision

- Have a desire to make something happen
- Understand the needs of the constituents and have their interests at heart
- Show how the vision is for the common good
- Believe in the vision and demonstrate passion to see it realized

3. Enable others to act

- Leadership is a team effort
- Realize that all involved must be heard and have a sense of ownership in the results
- Foster an environment of trust and confidence

4. Model the way

- Your title may grant you respect initially, but it’s your behavior that keeps it there
- Leaders go first; and sometimes that means last



- Lead by example
- Fulfill the meaning of exemplary—the highest order/model

#### 5. Encourage the Heart

- Do kind acts—great and small—that demonstrate you care
- Push yourself to do just a little more
- Actively show appreciation
- Recognize that sorors are volunteering their time and talents

#### Anna Easter Brown Institute

-Will be offered at 2019 NARC

-It's a year-long leadership program designed to elevate Soror Quotient (SQ)

-Requirements include attendance at 2019 and 2020 NARC, visiting other chapters, face-to-face meeting at Cluster Conference, personal assessments, quarterly assignments, written project with assigned team members.

-More information and application are included in the NARC Registration Packet

#### NAR Financial Update

-Reconciled balance as of 11/30/18: \$60,233

-Proceeds from NAR Leadership Summit: \$4,488

-Proceeds from Undergraduate Roundup: \$7,000

-Proceeds from Cluster IV Conference: \$7,712

-Total Proceeds to Date: \$39,085

-Deficit:

- 2017: \$178,823
- 2018: \$158,181
- \$16,390 have been received after 7/31/18 to offset deficit

#### MIP/Membership Break Out Session

-Top 3 Regions with the most members

- South Atlantic: 13,713
- South Central: 9,850

- North Atlantic: 9,692 (There is a push in the region to increase membership.)

-Chapters are encouraged to combine Reclamation Events with planned programs and other chapter events; and assemble Welcome Packets to distribute to sorors.

### Mentoring Program

-Chapters are encouraged to establish one. Based on the End of Year Reports, many chapters are deficient in this area.

-Consider planning mentoring activities during chapter meetings.

### MIP

-There are modifications to the Graduate MIP Manual that will require changes to Chapter Bylaws.

- Sorors must attend at least 5 of 10 chapter meetings and attend at least one sisterly relations activity prior to sponsoring/co-sponsoring.
- Retention Rate changed from 85% to 66%
- 9 MIP sessions are to be scheduled over 4 weekends (rather than 6 weeks)
- Term “line sister” is being reinstated; although line names and line numbers are still not approved for graduate sorors.
- The Candidate Application includes a question on whether the candidate is registered to vote. The answer is used solely to track on the international level and not used as a determining factor regarding membership.
- New initiates are not allowed to sing, stroll, or step at the initiation luncheon.
- Membership Chairmen and Basilei must ensure that the correct Crest is used at all times. It can be found on the Corporate website.

The Summit concluded with a question and answer session with the Regional Director, followed by singing of the Hymn. The Summit was adjourned at 2:50pm.

Respectfully Submitted,  
Soror Sobande F. Afolabi  
Basileus



### **ACTION ITEMS\***

Recommendations from the Executive Board:

1. To establish a reclamation incentive for 2019 where the first three (3) Sorors who reactivate at a PKQ designated reactivation event will be given \$20 towards their reactivation fee with funds coming from the Membership Committee.
2. To utilize Paypal as the only payment module.
3. To accept the 2019-2020 Vision Statement as presented.
4. To accept the 2019-2020 Chapter Goals as presented.
5. To accept the 2019 Standing Rules.

\*Action Items are recommendations that were approved by the Executive Board on January 6, 2018. They are presented to the General Body for final approval.



## *Proposed 2019-2020 Vision Statement*

Over the next two years, Alpha Kappa Alpha Sorority, Incorporated®, Rho Kappa Omega Chapter, will rebuild its brand as an award-winning Small Chapter in the North Atlantic Region by cultivating sisterhood, upholding the Soror Code of Ethics, strengthening internal operations and governance, increasing chapter participation and presence, developing future leaders, maintaining a strong, respectful, diverse and active membership, and reestablishing itself as the preeminent community service organization in Hudson County, New Jersey.

## *Proposed 2019-2020 Chapter Goals*

Rho Kappa Omega will focus on S.I.S.T.E.R.H.O.O.D. by:

1. **S**trengthening the bonds among Chapter Sorors
2. **I**mplementing the Chapter's Strategic Plan
3. **S**erving the Hudson County community
4. **T**apping into resources within the chapter
5. **E**xemplifying excellence through SISTERLY interactions and respect for one another
6. **R**etaining, reclaiming and inviting members who promote the vision, mission and guiding principles of Alpha Kappa Alpha
7. **H**olding Sorors accountable for their actions and interactions in a respectful, professional and SISTERLY manner
8. **O**perating the chapter with integrity
9. **O**btaining the highest levels of recognition on the regional and national levels
10. **D**eveloping chapter leaders



**2019 Proposed Standing Rules:**

1. Treat your SOROR as YOU would want to be treated.
2. All Committee and General Body meetings shall start at the designated time. Sorors are expected to arrive to meetings **at least 15 minutes prior to start time**. Sorors arriving to a General Body Meeting after it has been called to order shall be assessed a \$2 late fine.
3. Review chapter reports and other documents **prior to** any Executive, General Body or other committee meetings.
4. Arrive to meetings prepared with your copies of agendas, minutes, committee reports or other documents, the Sorority documents, Chapter Bylaws, Standing Rules, Financial Procedures and Robert's Rules of Order.
5. Dress professionally and appropriately for chapter meetings, programs and events. **Sorors shall wear business attire to chapter meetings, unless otherwise indicated by the Basileus.** Acceptable business attire is outlined in the Alpha Kappa Alpha Protocol Manual.
6. Maintain proper decorum in business meetings.
  - a. Do not speak until recognized by the presiding officer.
  - b. Sorors may speak twice on a given motion.
  - c. Sorors shall stand and address the presiding officer.
  - d. Keep remarks brief, concise and sisterly.
  - e. Avoid unnecessary movement and individual conversations during the meetings.
  - f. Respect, support, and abide by the decision of the majority.
  - g. Turn off or place on vibrate all electronic communication devices.
  - h. Offer constructive criticism and avoid unsisterly conduct.
7. Listen attentively during meetings.
8. Participate in and attend chapter activities, programs and events.
9. Maintain chapter business within the chapter.
10. Welcome new and visiting Sorors to the chapter with a friendly and warm greeting.
11. Be familiar with and adhere to Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws, Manual of Standard Procedure, Protocol Manual, Chapter Bylaws, Standing Rules, Financial Procedures and Robert's Rules of Order.
12. Represent the chapter and sorority in an exemplary manner at all times, including communications via all mediums (i.e., emails and social network).
13. Adhere to any chapter-approved financial and fundraising procedures.
14. Inform the Anti-Grammateus of your expected absence from an Executive Board or General Body Meeting **at least three (3) days before** said meeting.
15. To minimize disruption, food will not be served and financial transactions will not be conducted **during** the General Body Meeting.

## **NARC INFORMATION AND IMPORTANT ANNOUNCEMENTS**

- NARC will be held at the Atlantic City Convention Center from April 4-7, 2019
- Registration is open until 2/15
- Registration Fee is \$185
- Registration is online only. Any soror who would like the Basileus to register her and/or submit a chapter check for her registration, must submit registration fee to Pecunious Grammateus, Soror Tynesha Banks, no later than 2/1
- Late Registration is from 2/16-3/1
- Late Fee is \$100
- Rho Kappa Omega is assigned to the Philacter and Registration Committees. Every soror attending NARC is expected to sign up to assist on one or both committees. Please see the Chairman for available time slots.
  - Philacter Committee: Sorors Darcell Medley-Stokes and Cimeron Bryant
  - Registration Committee: Sorors Corinne Rivers and Charlotte Rogers-Brown
- Refer to the Registration Packet for a Schedule of Events
- Application for Graduate Advisor Certification is due 2/1/19
- Delegate Credential Form is due 3/1/19. Delegates will be voted on at February's chapter meeting.
- \*Soundwave of Sisterhood Nomination is due 3/1/19
- \*Chapter Reunion Breakfast Sign Up is due 3/1/19
- There will be no reserved seating for chapters
- There is a 4<sup>th</sup> plenary on Sunday, 4/7
- If you're interested in serving as a Workshop Facilitator or Recorder, please review the information in the Registration Packet and follow the link to sign up.
- If you serve as an Officer and/or Committee Chairman, please register for a workshop that reflects the roles and responsibilities of your current position. This will fulfill the conditions placed on the chapter as a result of removing WOP status as well as the goals in the Chapter's Strategic Plan.

\*Chapter to consider level of participation. Discussion required.