

Pennsylvania Alpha Delta Kappa Executive Board Meeting Minutes

September 19, 2026

Best Western Premier Central Hotel & Conference Center, Harrisburg, PA

Call to Order: 9:30 a.m.

Attendance

Present: Leslie D., Sally H., Becky B., Lynne D., Kathy Jo S., Susan B., Hollie C., Vivienne C., Melissa M., Ginger M., Dawn W., Eleanor S., Tammy G.

Absent: Kolleen B., Judy B. – cards would be welcomed; Bernie G., Judy E., Ellen H.

Guests: Ralph Abbott (photographer) and Brooke Schneider (guest speaker)

Icebreaker

The meeting opened with the **Story of Self** activity. Members completed one section and then participated in a Turn & Talk discussion.

I. Opening / Thought for the Day - Kathy Jo Sassaman, Chaplain

Kathy Jo shared a reflection on serving the needs of others and being selfless. She emphasized teaching through both words and actions and encouraged members to consider how their actions influence others.

II. Minutes and Correspondence Vivienne Cameron

Minutes from the April 26, 2026 Board Meeting, as well as all previous minutes, are available on CONNECT. Becky moved to approve the minutes as presented. Leslie seconded the motion. Motion approved.

III. Treasurer's Report - Hollie Citerone and Carol Tressel

Budget and Audit

- The audit has been completed, and Carol and Hollie signed off on the audit.
- Two chapters exceeded \$1,000 in nonmember contributions. This may affect our tax-exempt status and should be addressed as a reporting issue on altruistic and financial forms.
- Chapters should consult with an appropriate tax professional or International before accepting large amounts from outside sources.
- International is available to provide guidance. Form 990-T may be required in some circumstances.
- The state 990-E postcard has been submitted. The deadline is October 15.
- IRS and ADK calendars currently have different dates. International is using June while the organization is using May. Hollie is working to have the dates aligned.
- Chapters should **always use International's Kansas address** on the 990-E.
- The actual budget and proposed budget were reviewed.
- Losses are currently exceeding income, despite an increase in membership. The second year of the biennium generally has the greatest spending.

Ways and Means page 3 of the Treasurer's Report

The Pampered Chef fundraiser raised **\$899**, which will be divided between Ways and Means and Alzheimer's.

The Pennsylvania Scholarship Fund with International has increased from **\$5,000 to \$8,851**. In her next newsletter, Lynne will encourage members to use it to honor a sister or a group. There is a link to donate to it on the International page. It offers a check box that allows members to notify someone of the donation. This option is not currently available for the Pennsylvania Scholarship, but Hollie is working on correcting that.

Alzheimer's Fundraising

The current Alzheimer's campaign ends today. A new campaign begins tomorrow and will run from September 2026 through September 2027.

Hollie has established the **Gardening for Sarah** fundraising page through the Alzheimer's website under "Donate." Donations to Gardening for Sarah will be credited to ADK Pennsylvania.

The Gardening for Sarah campaign will be promoted on the website, Facebook page, and in the newsletter.

IV. Officer Reports

President — Lynne Dorfman

Lynne welcomed members and distributed the meeting packets and beautiful decoupaged shells as thank you gifts for the board.

The board reviewed:

- Biennium goals
- The S/P/N Plan
- Directory information and necessary corrections, which will be distributed by mail and include

Upcoming Dates

- **September 25, 2027:** Executive Board Meeting at Best Western, Harrisburg
- **April 7–8, 2028:** Executive Board Meeting and Convention at Best Western; Executive Board meeting at 11:30 a.m., with convention the following day
- **October 17-30th:** target for next newsletter

Presidents-Elect — Leslie Djang and Sally Hanzlik

The Presidents-Elect discussed Western and Eastern District Leadership Meetings.

Topics included:

- Roles and responsibilities related to leadership and planning for the spring conference
- Virtual participation through Google Meet
- Members may attend either or both meetings
- Spring dates have been established, with Western followed by Eastern
- The meetings will be hybrid
- Cost is still to be determined
- The fall meeting will be approximately 1½ hours and will include icebreakers, activities, and breakout sessions

Western District Conference

- April 3
- Chevy Chase Community Center
- 640 5th Avenue, Indiana, PA 15701

Eastern District Conference

- April 10
- Rho Menn Haven Event Center
- 300 Ridgeview, Chambersburg, PA 17201

Additional updates:

- Western: October 17, 2026; Alpha, Upsilon, Mu, Eta, Pi, and Delta Omicron are signed up.
- Eastern: October 10, 2026; approximately 25 people are registered, with all chapters represented.
- A reminder and meeting link will be sent approximately 15 minutes before the meeting.

Co-Vice Presidents of Membership - Bernie Gentilcore and Judy Brunner were not present.

The current membership report, including M & Ms, CNA, chapter, and state information, was noted. [Specific membership figures were not included in the notes.]

Historian — Susan Brown

- Chapter presidents and historians should have the link to the state Facebook page and contribute content.
- Susan will create a Google Slides page that can be maintained throughout the biennium.

V. Committee Reports

Friendship Weekend — Judy Eagle – not in attendance

[No report details recorded.]

Alpha Delta Kappa Month — Kolleen Bell – not in attendance

Members should send photographs and a Founders Day report to Kolleen. Information is available in the committee folder.

Altruism — Tammy Glavach was in attendance

[No additional report details recorded.]

Altruistic Project for the biennium: Unite for Her — Brooke Schneider, Guest Speaker

Brooke Schneider presented information about **Unite for Her** for Lynne's biennium.

Highlights included: Brooke shared her personal story and shared with us about the program

- Integrative therapies are available through the program.
- The program uses a passport with 10 squares covering services and activities ranging from groceries to acupuncture.
- Since 2009, approximately 38,000 people have been served.
- Chapters are encouraged to collect, perhaps *Unite for Her* envelopes could be available at meetings.
- A Bloom Fashion Show is planned for late April at Drexelbrook.
- From Dawn Williams: **Yuka** is an app that allows users to scan products at the store and receive information about their ingredients.

Bylaws / Policies & Procedures — Ginger Modla

- Sandy and Lenore completed the state Policies & Procedures during the previous biennium.
- Ginger will clarify information and wording on the website.
- Ginger asked us to consider whether ITE students may submit a video clip instead of attending events in person.

Fraternity Education / World Understanding — Dawn Williams

The committee discussed the organization formerly known as RISE and a community project in Ethiopia recognized by the United Nations.

The project includes:

- K–6 handwashing education
- Composting toilets
- STEM programming
- An orchard and farm
- Solar-powered electricity
- A computer lab
- Goals to establish classrooms and a library for grades 7 and 8
 - Website noted: www.communityproject.org

Excellence in Education — Melissa Montero

- Melissa provided a written report including a description of the EIE program, program timeline, and program requirements

- Members were encouraged to share news from the Northeast and Southeast Regional Conference. Melissa shared a Slide presentation and she and Hollie paid a lovely tribute to Vivienne and presented her with flowers.
-

Ways and Means — Eleanor Smith

A survey was conducted, with only four responses received.

Suggestions and successful fundraising ideas included:

- Baskets
- Cards and communication
- Chapter-level raffles
- Loose change collections
- Wine pulls
- Sales such as cookie dough
- 50/50 fundraisers, which were reported as particularly successful
- Glittery shirts
- Jackets through VistaPrint
- Baskets, including a basket prepared by Jane Beaver from Rho

Lunch: 11:55 to 12:47 p.m.

Webpage — Vivienne Cameron

We are maintaining a webpage

The link is available pinned under FEATURED on the Pennsylvania Alpha Delta Kappa Facebook group

We can use both the webpage and the Facebook page to advertise on-demand products or events such as our Pampered Chef fundraiser or the Harambe walk

CONNECT / Pennsylvania Community — Hollie Citerone and Sally Hanzlik

The board discussed resources available through CONNECT and the International website.

International Toolkit — Hollie Citerone

Hollie reviewed the website toolkit and encouraged members to watch the Toolbox videos.

Resources include:

- Website information
- Membership information
- Dues information
- Assistance with website questions
- Member-only Resource Library
- Chapter officer resources
- ADK calendar deadlines
- Links to required forms

Hollie offered to meet with chapters by Zoom to provide assistance. Pam Collins maintains the Toolbox videos. Members can access the dashboard by selecting their name/account or profile. The dashboard appears on the right side of the page and allows users to make edits.

Tutorials are located on the far right under Resources. The SPN tutorials include the Toolbox videos.

CONNECT was described as a **community platform**.

Parliamentarian — Ellen Hayduk not in attendance

[No report details recorded.]

VII. Other Business

Pathways Video — Sally Hanzlik

Sally shared The **Next Gen Leadership** Pathways video. Mary Ey has reposted the video on CONNECT.

VIII. Announcements / Adjournment

The 2027 International Convention will be held in **Spokane**.

Members traveling to Spokane were advised to consider flying into **Seattle or Vancouver**, as there are no direct flights into Spokane.

Adjournment: 1:48 PM

Respectfully submitted,

Vivienne Cameron
Pennsylvania Alpha Delta Kappa Secretary