



**Alpha Kappa Alpha Sorority, Incorporated**  
**Lambda Epsilon Omega Chapter**

69<sup>th</sup> South Atlantic Regional Conference  
Atlanta, GA – Georgia International Convention Center  
April 13 – April 17, 2022

**2022 Consolidated Delegate Report**



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name UrsulaHuffman

Session Attended Public Meeting April 14<sup>th</sup>

Plenary Session or Workshop Topic Acknowledging SAR's Community Partners

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

With service being Alpha Kappa Alpha's signature, South Atlantic Region members recognized the contributions and service of community, civic, and political leaders who continue to provide on-time resources and aid to the immediate neighborhoods of our pearlfectly situated Chapters during the public meeting. Three city's officials were in attendance and shared their ongoing and active visions for their communities with the partnership of

Alpha Kappa Alpha women; Hapeville General Manager, Douglasville Mayor, and City of Clarkston's International Mayor.

Fred Blankenship served as the meetings special guest and host. After his

tardy arrival due to scheduling error, Fred announced the following community award recipients for each Target. Target 1: Douglas Theatre – HBCU Arts Series. Target 2: Thriving & Surviving Support Group, Inc, Target 3: Cinema South. Target 4: Synchronicity Theatre. Target 5: Bridges of Hope & Empowerment. Regional Director Award: Congresswoman Nikeema Williams. Lastly, there were greetings from each Divine 9.

*Note: Please include any supporting documentation pertaining to this session.*

*Submit finalized delegate report to the Grammateus (Chakeita.cofield@yahoo.com) on or before April 27<sup>th</sup>.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name Ursula Huffman

Session Attended Sisterly Relations, April 16th

Plenary Session or Workshop Topic "When Was Our Sisterhood Not Sisterly At All"

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

The session was introduced with a protocol reminder as to how each Regional Sisterly Chairman was selected, by Madam Supreme. Then the Sisterly Relations journey was shared, from inception until present day. In 2019, KISS – Keep It Simple Sorors. In 2020, Strengthening Our Pearls. In 2021, Healing Our Hurts. In 2022, Sustaining Excellence in Sisterly Relations.

Right as the topic of Expectations of a Soror was presented, Madam Supreme Basileus graced the session and took over the discussion. She provided insight on how Sorors should be sisterly with each other. She shared her experiences at each level, from her own undergraduate

initiation to her knowledge at the graduate level. She then opened the floor up to questions. Afterwards, the session resumed the presentations and touched on a few key Sisterly Relation(ship) topics that served as refreshers to how ALL Soros should behave such as, Sustaining & Serving Physically, Sustaining Sisterly Relations Non-Verbally, Sustaining Sisterly Relations Financially, Sustaining Sisterly Relations w/ social media, and Managing Virtual Fatigue. Once we completed the slide presentation, the session was dismissed.



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name **Soror Jocelyn Parker Law**\_

Session Attended **\_EAF Luncheon**

Plenary Session or Workshop Topic

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

On Thursday April 14<sup>th</sup> at the Georgia International Convention Center the Sorors of the South Atlantic Region donned their gorgeous green attire as we celebrated EAF excellence at the EAF luncheon. The theme of the luncheon was “Exemplifying EAF Excellence Through the Arts.” The Mistress of Ceremonies was Soror Cassandra Johnson-Rho Zeta Omega Chapter EAF Captain. After seating of the esteemed VSG’s, we were welcomed by South Atlantic EAF Regional Coordinator-Soror Darice Richard. Meditation was provided by Soror Carrie Jarrett-Alpha Alpha Phi Omega Chapter EAF Captain. Greetings by Soror Kay Scott-EAF at Large Director. In recognition of the Arts, a virtual dance presentation by 2021 Community Assistance Grant Awardee-Strikers/Mahogany Dance Theatre. We enjoyed lunch after grace was provided by Soror Alice Eason Jenkins-Nu Lambda Omega Chapter EAF captain. Following lunch, 2022 Chapter Awards display was provided by Soror DeVonda Rogers SAR Cluster III EAF Ambassador. The speaker for the afternoon was our EAF Executive Director-Soror Ericka V. Everett. After the speaker, remarks by our illustrious Regional Director-Soror Carolyn G. Randolph and Madame Supreme Basileus-Dr. Glenda Glover. In attendance for the EAF luncheon was or Basileus Soror Yatonya Cody-Oliver, representatives from Nu Beta Sorors Mariah Washington-Basileus and Taysia Lawyer-EAF Captain.

Chapter Awards:

- 2021 Chapter Contributions-Lambda Epsilon Omega-Platinum
- 2021 Platinum Pride Award-Lambda Epsilon Omega Chapter
- 2020 Scholarship Recipients-Undergraduate Scholars-Thielly De Paula, Justin Harris Georgia Institute of Technology
- 2020 Youth-P.A.C. Scholarship Scholars-Serah Mungai-Georgia Institute of Technology
- 2022 Chapter Contributions-Nu Alpha-Silver, Nu Beta and Lambda Epsilon Omega-Platinum
- 2022 Platinum Pride Award-Lambda Epsilon Omega
- 2021 Youth P.A.C. Essay Scholar-Josslyn Lally-Georgia Institute of Technology.

Signature: *Soror Jocelyn Parker Law*



## **69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE**

**April 14-17, 2022**

### **Lambda Epsilon Omega Chapter - DELEGATE REPORT**

**Delegate Name *QUALENA ODOM-ROYES***

**Session Attended *SARC Community Service Project/Activities - Target 2 Womens Healthcare & Wellness***

**Plenary Session or Workshop Topic *Program Exemplifying Excellence through Sustainable Service; Strategies for Implementing Award - Winning Chapter Program -***

***Celebrate 2018 – 2022 Regional and Chapter Success!***

**Session or Workshop Summary – Please limit to Two (2) Paragraphs**

The Women's Healthcare & Wellness Activities were held at GICC on April 12, 2022. Both activities were led by Soror Audrey Cash, Founder of Level3 Yoga. The first session was Meditation & Mindfulness and session 2 was Trap Yoga. 30 Sorors participated in session 1 and 38 Sorors participated in session 2. Pink or green yoga mats were provided as gifts for all participants. The sessions were relaxing and energizing and prepared us for the busy week ahead.

I attended the Program Workshop on Saturday, April 16, 2022. The International Program Committee members provided an overview of the programs and ideas for chapters to execute the programs. Soror Andria Daniels led the session. Key takeaways included instructions for closing out the Excellence Program in our chapters, program reporting and insights into winning chapter awards. Several chapters were recognized for awards such as the most shoe donations to Soles4Souls.

The workshop presentation will be provided to all Anti Basilei once it is presented at all regional conferences.

**Note: Please include any supporting documentation pertaining to this session.**

**Submit finalized delegate report to the Grammateus ([Chakeita.cofield@yahoo.com](mailto:Chakeita.cofield@yahoo.com)) on or before April 27<sup>th</sup>.**

**Signature** 

**Date April 27, 2022**





## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name Soror Rhonda Griggs

Session Attended WK17-RITUALS

Plenary Session or Workshop Topic "Our Sacred Rituals: Reverence, Reflection, Renewal"

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

Presenter: Soror Andrea Robinson, South Atlantic Region Representative facilitated the Rituals Workshop.

Start Time: **9:01 AM**

Attendees of the Rituals Workshop collaborated regarding the following:

- All Sorors must know all the Do's and Don'ts of rituals
- Rituals represent our values
- Only the Chapter Basileus may order the Rituals Manual from the Corporate Office.
- Chapter Basileus should notify the Corporate Office of the disposition of the IBTW badge
- An IBTW service is NOT performed for former members EXPELLED by action of the Boule
- Paraphernalia for candidates may be school or like attire (decision of candidates-NOT Mandatory)
- Chapter Officers should be familiar with all rituals
- Care should be taken to ensure that the public does NOT record the Ivy Beyond the Wall Ceremony.

The following Rituals were reviewed:

1. Chapter Chartering (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
2. Chapter Installation of Officers (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
3. Directorate Installation of Officers (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
4. Rededication (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
5. Membership Intake Process (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)

6. Diamond/Pearl/Golden/Silver Soror Induction (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
7. Honorary Members Induction (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
8. Ivy Beyond the Wall Chapter (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
9. Ivy Beyond the Wall Region (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
10. Ivy Beyond the Wall Boule (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
11. Legacy Litany/Creed or Parade (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)
12. Gavel Presentation (When it can occur, Appropriate Attire, Who Can Participate, and Who Can Attend)

#### How to Conduct Rituals for a Large Number of Candidates

##### Observations/Challenges/Possibilities and Reminders

- o Venue/Main Room
- o Ante-Room
- o Logistics
- o Determination of spacing and number of candidates per group for oaths
- o Ceremonial Music
- o Badge Arrival
- o Sponsorship to 2 Candidates

##### Rituals Committee Chairman

- o Assign Tasks to Committee Members
- o Walk-Thru
- o Practice, Practice, Practice

##### Ivy Beyond the Wall

- o Chapter
- o Region
- o Boule

##### Gavel Ceremony

Legacy, Litany & Creed

Examples of Ritual Attire (PowerPoint Pictures Displayed)

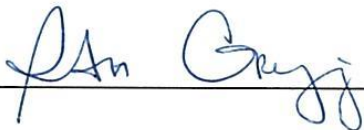
Role Play: Ivy Beyond the Wall Memorial Service

End Time: **10:10 AM**

*Note: Please include any supporting documentation pertaining to this session.*

*Submit finalized delegate report to the Grammateus (Chakeita.cofield@yahoo.com) on or before April 27<sup>th</sup>.*

Signature \_\_\_\_\_



Date \_\_\_\_\_

4/26/2022



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

**Delegate Name** Tamika Collins Mickens

**Session Attended** Plenary II / Friday, April 15, 2022 / 3:00pm - 5:30pm

**Plenary Session or Workshop Topic** Second Plenary Session

#### **Session or Workshop Summary – Please limit to Two (2) Paragraphs**

Plenary II was called to order by Madam Regional Director, Soror Carolyn G. Randolph, at 3:20pm. Meditation was delivered followed by a solo and introduction of the Supreme Basileus. Madam Supreme, Soror Glenda Baskin Glover, provided The State of the Sorority report, of which highlights include: The Sorority boasts 110,778 active members and 1045 chapters (24% growth); property of Soror Ehtel Hedgemon Lyle was purchased for restoration and transition into "The Ethel Hedgemon Lyle Museum for Women Achievement" (\$300,00 for museum raised in one day); 175,000 students applied to college under #CAP and 14,000 students were admitted to college; \$2.5 million raised for HBCUs in one day; the Mississippi Health Project returned to the Delta area; the Mammogram Bus traveled 184,033 miles; 21 cities visited to provide Covid-19 support; over 500 million shoes collected and 1,310,619 refugees supported; \$60 million spent with Black businesses; and 645,101 students exposed to the Arts.

South Atlantic Regional representatives provided reports in the following areas: Programs, EAF, MIP, and Disaster Relief. Highlights from these reports are as follows: all Program targets were exceeded in under two years; EAF boasts assets in the amount of \$27 million and Lambda Epsilon Omega once again achieved Platinum status; through the modified MIP process, 6,472 new members were initiated in Spring 2021 and 6,581 new members were

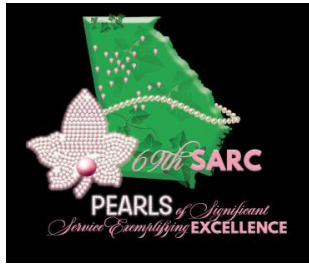
initiated in Fall 2021; the Sorority supported 13 disaster events in the SAR (including assistance with the effects of the Covid-19 pandemic prior to the creation of the Covid-19 Task Force) and \$170,100 disbursed by February 2022. Speeches were delivered from each candidate for South Atlantic Region Director: Soror Silvia Blackmon Roberts, Soror Tiffany Moore Russell, and Soror Dianne Williams Cox. Plenary II ended with the Registration Report update (total Sorors registered/checked in was 1,154) and the Tellers Report, which provided Delegates with instructions on how to utilize the electronic election voting system (first time use at the SARC); Lambda Epsilon Omega and the other Cluster V Chapters were designated to vote on Saturday, April 16, 2022 from 10am until 12pm in the Kenyan Suite of the Georgia International Convention Center.

**Note: Please include any supporting documentation pertaining to this session.**

*Submit finalized delegate report to the Grammateus (chakeita.cofield@yahoo.com) on or before April 27<sup>th</sup>.*

Signature Jamika Collins Mckens

Date 4/26/2022



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name Soror Melody Durant

Session Attended F02 - Finance Forum (assigned)

Plenary Session or Workshop Topic WK03 – Finance

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

*Session* The purpose of the **\*\*Finance forum** is to provide all conference participants with information regarding the sorority's proposed budgets for 2023 and 2024.

The budget for the sorority is based on its fiscal year – January 1 through December 31. After review of recent revenue and expense trends, the International Finance Committee has developed recommendations for the 2023 and 2024 General Fund operating budget for approval at the 70<sup>th</sup> Boule in Orlando, Florida. The International Finance Committee is not recommending any increases in per capita, for undergraduate, graduate, or general members. Also, there are no proposed increases in membership intake fees, chapter taxes, chapter charter fees or COIP assessments.

See attachment for an overview of the key components of the 2023 / 2024 Budget plus the current fee schedule.

**\*\***The scheduled forum was cancelled. Conference participants were provided the Proposed 2023 and 2024 Budgets – Exemplifying Excellence in Finance booklet.



*Wk03: Finance* **Managing Chapter Financial Operations Using the Fiscal Fitness Guide for Chapter Financial Operations**

An interactive workshop which provided participants with information on chapter financial procedures and operations. Participants learned the roles and responsibilities of the financial officers, expectations of being a financial leader and guidelines for managing financial operations. Sorors should be well versed on the information included in the Fiscal Fitness Guide for Chapter Financial Operations, which includes budgeting, auditing, internal controls and financial statement reporting. **\*\*PPT attachment\*\***

*Note: Please include any supporting documentation pertaining to this session.*

*Submit finalized delegate report to the Grammateus ([Chakeita.cofield@yahoo.com](mailto:Chakeita.cofield@yahoo.com)) on or before April 27<sup>th</sup>.*

Signature   *Soror Melody Durant*  

Date   *April 24, 2022*

Alpha Kappa Alpha Sorority, Inc.	
Fee Schedule	
2017 - 2024	
<b>Per Capita</b>	
Undergraduate Chapter Member	\$95.00
Graduate Chapter Member	\$125.00
General Member	\$235.00
<b>Fines</b>	
Undergraduate Chapter Member	\$9.50
Graduate Chapter Member	\$12.50
General Member	\$23.50
<b>Reinstatement</b>	
Undergraduate Member	\$100.00
Graduate Member	\$145.00
General Members	\$285.00
<b>Membership Intake Fee</b>	
Undergraduate Member	\$100.00
Graduate Member	\$200.00
<b>Chapter Tax</b>	
Undergraduate Chapter	\$100.00
Graduate Chapter	\$300.00
<b>Charter Fees</b>	
Undergraduate Chapter	\$325.00
Graduate Chapter	\$650.00
Interest Group	\$650.00
<b>COIP Assessment – New Member</b>	
Undergraduate Member	\$100.00
Graduate Member	\$200.00
<b>Chapter Income Tax</b>	
Undergraduate Chapter	Invoiced by corporate office
Graduate Chapter	Invoiced by corporate office

**Overview of Key Components of the 2023 / 2024 Budget**

**REVENUES 2023 and 2024**

Revenues for the general fund are composed of the following five categories. The specific amount budgeted for each category is shown on the enclosed spreadsheet.

**Membership Dues**

This category is comprised of per capita tax receipts for graduate, undergraduate and general members; late fees; and membership intake process fees. The projected membership for 2022 was the basis for the 2023 and 2024 projections. Given the phenomenal growth in membership in 2021 and 2022, a conservative approach was taken for the budgeted amounts for 2023 and 2024.

Projected Active Membership				
Year	Undergraduates	Graduates	General Members	Life Members
2022	14,000	48,300	12,043	15,500
2023	14,000	48,300	12,043	16,500

**Chapter Fees**

The budget for chapter fees was based on a total of 394 undergraduate chapters in 2022 and 615 graduate chapters in 2022, with an allowance for growth based on the number of interest groups that are currently in place. Inactive chapters are not included in this budget category.

**Sales**

The sales portion of the revenue budget relates to fees associated with the publication of the *Ivy Leaf*® Magazine, sale of documents such as the *Constitution and Bylaws* and *Manual of Standard Procedure*, sale of history books, and the sale of sorority badges. Vendor fees represent fees paid to the Corporate Office to become authorized vendors.

A significant increase in the sale of sorority documents is due to the beginning of a new administration. The sale of sorority badges is projected to decrease in keeping with the conservative approach previously mentioned for the projected number of new sorors.

**International Programs**

These revenues support our international programs. Also included in this category are projected corporate partners' contributions.

**Other Income**

Other income includes interest, rent from the Educational Advancement Foundation, COIP fees from candidates for membership, and revenues paid to the corporate office by regions for accounting services. Cornerstone Background Check represents funds received for background checks that are a part of the prospective members' application process.



### **EXPENDITURES 2023 and 2024**

Expenditures for the General Fund are comprised of the following seven categories; **The specific amount budgeted for each category is shown on the attached spreadsheet.**

#### **Directorate/Committees**

Directorate and Committee expenses represent the cost of Directorate meetings, officers' expense, and international committees' expenditures. Directorate meetings are held three times a year. Each officer and regional director is given a quarterly expense check to help defray costs of operating their office. Committee expenses include the cost of an annual "mass committee meetings" where most committees meet simultaneously on the same weekend.

#### **Publications**

Publications consist of the printing of the *Ivy Leaf*<sup>®</sup> Magazine, which is published quarterly in color, and the sorority history book. Document printing is also in this category and covers printing various sorority documents such as the Fiscal Fitness Guide, Protocol Guide, Rituals Handbook, etc.

#### **Corporate Office**

Salaries and Benefits include salaries, benefits and pension costs for the staff. Ongoing technology upgrades are planned over the next three years.

#### **COIP**

COIP, Corporate Office Improvement Plan, is the expense to support maintenance of the Corporate Office. This category includes office maintenance, insurance, real estate taxes, and utilities. A portion of the fees collected from each candidate for membership is used to fund this category.

#### **International Programs**

The International Program category includes expense for the international program of the Supreme Basileus, Leadership Fellows, Public Policy Forum, and the Congressional Black Caucus. Donations and dues include donations to program organizations that are in keeping with initiatives supported by the sorority. The capital campaign is invested to support unanticipated operating general expenses.

#### **Taxes/Insurance**

The surety bond covers all Directorate members and staff. General Liability Insurance includes Directors' and Officers' insurance and other general liability areas. The special fund represents funds set aside for litigation expenses.

#### **Other**

Other includes Public Relations, Courtesies/Benevolence, Audit/Tax, Legal fees, Professional Services, and Miscellaneous. The Housing transfer represents \$1 collected from per capita tax that goes to the Housing Foundation. The Boule transfer is the five dollars (\$5.00) that is collected from per capita tax and allocated to the Boule fund to support Boule hostess chapters. Unrelated business income (UBI) tax represents taxes paid to the Internal Revenue Service for unrelated business income.

Alpha Kappa Alpha Sorority, Inc. Budgeted Revenues	2021 Actual Revenues Unaudited	2022 Budget Revenues	2023 Budget Revenues	2024 Budget Revenues
<b>REVENUES</b>				
<b>Membership Dues</b>				
Per Capita - Graduate & Undergraduate	7,501,115	8,790,000	8,790,000	8,790,000
General Members	4,350,838	3,290,000	3,290,000	3,290,000
Late Fees/Reactivation Fees	\$ 585,537	\$ 297,000	\$ 297,000	\$ 297,000
Membership Intake Process	\$ 1,783,300	\$ 1,450,000	\$ 950,000	\$ 950,000
<b>Total Membership Dues</b>	<b>\$ 14,220,990</b>	<b>\$ 13,827,000</b>	<b>\$ 13,327,000</b>	<b>\$ 13,327,000</b>
<b>Chapter Fees</b>				
Chapter Tax	\$ 219,620	\$ 220,600	\$ 220,600	\$ 220,600
Charter Fees/Interest Groups	\$ 28,925	\$ 6,800	\$ 6,800	\$ 6,800
<b>Total Chapter Fees</b>	<b>\$ 248,545</b>	<b>\$ 227,400</b>	<b>\$ 227,400</b>	<b>\$ 227,400</b>
<b>Sales</b>				
Publications / Ads / Photos	\$ 85,709	\$ 79,000	\$ 79,000	\$ 79,000
Sale of Sorority Stationery & Documents	\$ 1,484,467	\$ 373,000	\$ 1,194,000	\$ 1,194,000
Sale of History Books / DVDs	\$ 579,620	\$ 350,000	\$ 300,000	\$ 300,000
Sale of Sorority Badges	\$ 3,221,562	\$ 2,327,500	\$ 1,470,000	\$ 1,470,000
Vendor Fees	\$ 774,950	\$ 597,660	\$ 597,660	\$ 597,660
<b>Total Sales</b>	<b>\$ 6,146,308</b>	<b>\$ 3,727,160</b>	<b>\$ 3,640,660</b>	<b>\$ 3,640,660</b>
<b>International Programs</b>				
Excellence Administration	\$ 991,928	\$ 150,000		
New Administration		\$ 75,000	\$ 225,000	\$ 225,000
Executive Leadership Academy	\$ 3,150	\$ 11,250	\$ 11,250	\$ 11,250
Public Policy Forum	\$ -	\$ -	\$ 50,000	\$ 50,000
<b>Total International Programs</b>	<b>\$ 995,078</b>	<b>\$ 236,250</b>	<b>\$ 286,250</b>	<b>\$ 286,250</b>

Alpha Kappa Alpha Sorority, Inc. Budgeted Revenues	2021 Actual Revenues Unaudited	2022 Budget Revenues	2023 Budget Revenues	2024 Budget Revenues
<b>REVENUES</b>				
<b>Other</b>				
Interest Dividend Income Gains/(Losses) on Investments	\$ 98,222	\$ 25,000	\$ 25,000	\$ 25,000
COIP	\$ 238,168	\$ 200,000	\$ 200,000	\$ 200,000
COIP	\$ 2,200,357	\$ 1,450,000	\$ 950,000	\$ 950,000
Ivy Tree of Honor-COIP	\$ 10,026	\$ 3,600	\$ 3,600	\$ 3,600
EAP Rent	\$ 36,000	\$ 54,000	\$ 54,000	\$ 54,000
Regional Accounting Cornerstone Background Check-Revenue	\$ 75,150	\$ 65,000	\$ 65,000	\$ 65,000
Founders Day Celebration	\$ 106,078	\$ 133,475	\$ 84,300	\$ 84,300
Other Income	\$ -	\$ -	\$ 750,000	\$ 750,000
<b>Total Other</b>	<b>\$ 3,097,835</b>	<b>\$ 2,061,075</b>	<b>\$ 2,281,900</b>	<b>\$ 1,531,900</b>
<b>TOTAL REVENUES</b>	<b>\$ 24,708,355</b>	<b>\$ 20,098,885</b>	<b>\$ 19,763,210</b>	<b>\$ 19,013,210</b>

# Financial Fundamentals

Soror Audrey Kay

International Finance Committee, Far Western Region



## PURPOSE OF THE WORKSHOP

To assist leaders and chapter members in understanding and exercising their oversight and fiduciary responsibility for the organization's finances and effective financial operation.

## OBJECTIVES

- Understand the importance of a Chapter's Financial Fundamentals
- Discuss how to be efficient in the planning, handling, and reporting of chapter's finances
- Review responsibilities of chapter's financial officers

## CHAPTER RESPONSIBILITY



- **Fiscal Fitness Guide for Chapter Financial Operations** has been updated, the most current revision is dated November 2018
- This is an essential document to ensure your chapter is following the correct financial procedures

## FISCAL YEAR

- Alpha Kappa Alpha's fiscal year begins January 1st and ends December 31st each year
- Financial cards are valid for the fiscal year

## CHAPTER FINANCIAL OFFICERS

- Pecunious Grammateus (Financial Secretary)
- Tamiouchos (Treasurer)

*Control Objective – Separation of duties between the receipt and disbursement of funds.*

## CHAPTER BUDGET

- It is the duty of the Budget and Finance Committee to develop the chapter's budget for the fiscal year.
- The Tamiouchos serves as the Committee Chairman
- The Pecunious Grammateus, Anti-Pecunious Grammateus and the Anti-Tamiouchos should be members of the Budget and Finance Committee

## FINANCIAL OFFICER RESPONSIBILITIES

### **Pecunious Grammateus**

- Receives and records all monies for the chapter
- Gives receipts for all income received and maintains duplicates of all receipts in a receipt book
- Submits all funds received to the Tamiouchos within 5-7 business days
- Must maintain a Cash Receipts Report and/or Cash Receipts Journal.
- Maintains current alphabetical list of all financial members
- Maintains current record of funds submitted to the Tamiouchos
- Keeps a record of all payments made by each soror and brings the record to chapter meetings

1

## FINANCIAL OFFICER RESPONSIBILITIES

### **Tamiouchos**

- Serves as guardian of the chapter's funds
- Receives all funds from the Pecunious Grammateus
- Keeps an orderly record of income and expenditures
- Maintains the chapter's Cash Disbursement Journal
- Makes deposits of all funds received within 5 - 7 business days of receipt from the Pecunious Grammateus
- Issues checks upon receipt of properly executed vouchers
- Issues a check signed by 2 authorized chapter officers
- Reconciles bank statements monthly

1

## FINANCIAL OFFICER RESPONSIBILITIES

### **Tamiouchos, continued**

- Make monthly written financial reports to the chapter
- Keeps separate records and lists associated with special funds and/or bank accounts
- Prepares annual report to include funds received, expended and current state of chapter finances
- Prepares annual budget for presentation to the chapter prior to the meeting in November of each year
- Maintains the checkbook
- Invoices or supporting papers should be attached to a voucher to substantiate payment

## AUDITS

### An internal audit:

- Provides the chapter with information that is useful in measuring compliance with the sorority and chapter policies and procedures.
- Provides an assessment of the fairness of the presentation on the chapter financial statements and the adequacy with which operational procedures have been followed.
- Provides a report on the completeness and integrity of the chapter financial records.

## AUDITS, continued

An internal audit:

- The financial records of a chapter must be audited internally on an annual basis, and a written report made to the chapter. The Basileus appoints the Audit Committee
- It is recommended that an external audit by a non chapter member(s) be performed at the end of the Tamiouchos' term of office or on other occasions deemed necessary.
- <sup>1</sup>- The internal audit function should not include the Tamiouchos, Pecunious Grammateus or any other officer involved in the receipt and/or disbursements of funds for the audit period.

<sup>1</sup>

**Supreme Basileus Glenda Glover**  
Alpha Kappa Alpha Sorority, Incorporated

**Soror Gayle Miles-Scott**  
Supreme Tamiouchos  
Alpha Kappa Alpha Sorority, Incorporated



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name Soror Bernetta Jones

Session Attended Undergraduate Luncheon; 1<sup>st</sup>/3<sup>rd</sup> Plenary; Step Show; Ecumenical Brunch

Plenary Session or Workshop Topic \_\_\_\_\_

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

The undergraduate luncheon was held on April 16, 2022. There were more than 1000 attendees. In addition to Madame Supreme, Dr. Glenda Glover, all three of the Undergraduate Directorate Members were present (Alysse Guierrier, Jasmine Williams, Jazmyn McCoy). Jasmine Williams served as the luncheon speaker. Both Nu Alpha and Nu Beta received awards for programs.

During the plenary session, Madam Regional Director, Carolyn Randolph, announced that the balance of funds collected from members of the IVY CIRCLE would be used to donate \$1,000.00 to each undergraduate chapter. The funds should be used for program activities and conference attendance. Soror Tiffany Moore Russell was overwhelmingly selected as our next Regional Director. She received 53% of the delegate votes. The 2023 Regional Conference will be hosted by Cluster 7 (out of South Carolina); however, the conference will be held in Orlando. This decision was made, because South Carolina does not have a venue large enough to host the conference (especially if the number of attendees mimicks this year's attendance).

More than 2000 people filled the ARENA to witness live step and stroll performances by our undergraduate chapters. Mu Pi and Eta Xi won 1<sup>st</sup> and 2<sup>nd</sup> place respectively in the step show. Each of the 10 chapters that participated in the Step N Stroll will receive \$50.00 for participating.

The first ever Ecumenical Brunch was a spirit-filled worship experience! Jakalyn Carr was the guest artist who led us in praise and worship. God was definitely in the building!!! Some of the beautiful hats worn by sorors were true conversation pieces.



Though I was a part of the conference planning team and tapped to be one of the behind the scene persons throughout the conference, I thoroughly enjoyed the 69<sup>th</sup> SARC.

Madam Basileus, YaTonya Cody Oliver, - thank you for the opportunity to serve as delegate to the 69<sup>th</sup> South Atlantic Regional Conference!

*Note: Please include any supporting documentation pertaining to this session.*

*Submit finalized delegate report to the Grammateus (Chakeita.cofield@yahoo.com) on or before April 27<sup>th</sup>.*

Signature Bernetta Jones Date 27 April 2022



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name Stephanie Byrd

Session Attended April 16, 2022

Plenary Session or Workshop Topic Plenary Session 3 /Technology

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

The session presented international and regional committee reports. The sorority is in good financial shape, therefore the proposed budget will have no increased fees per capita tax, chapter, or charter tax. An audit was conducted in the Fall 2021 which revealed an unmodified clean opinion audit (the highest opinion). All chapters financial reports were filed on time. The audit revealed that the sorority is in good standing with limited liabilities. The South Atlantic Region revenue was \$2,724,508.47 from January 1-December 31, 2021. Beginning balance of \$761,040.31. Total regional revenue \$903,391.35 leaving a balance of \$2,582,157.43. The remaining balance includes the assessments paid by Cluster 5 for the 69th SARC. This balance does not include the projected expenses for the 69th SARC of \$2 million, the registration refunds of \$280,557 and it does not include the upcoming Boule expenses. Membership has increased resulting in 30,000 newly reactivated sorors as a result of the toolkit used by the Madam Supreme. The pandemic taskforce reported an update on the risk mitigation plan, 93% of sorors are vaccinated and 80% of members feel comfortable returning to in-person meetings. A survey will be sent out soon concerning

return of all operations in-person. Tiffany Moore Russell won the election for South Atlantic Regional Director (636 votes, 57%) will be ratified at the 70th Boule, which be held in Orlando, Florida July 11-14, 2022. The SAR Boule dinner was annouced and will be held on July 12, 2022, additional cost of \$85. Cluster 7 will host the 70th Regional Conference in Orlando, Florida April 27-30,2023 due to lack of space it can not be hosted in South Carolina. Cluster 2022 will be held on October 1, 2022 by the Sigma Omega Omega Chapter in Kentanji Brown Jackson nomination to Associate Justice of Supreme Court, host chapter commendation, leadership commendation to regional director and supreme basileus, and accolades to regional director, Soror Carolyn Randolph for growing the region under her leadership, largest region with 20,000 members and the most funds raised 3 years for HBCU Impact Day.

The technology workshop was titled " Embracing Technology in a post pandemic world". It was presented by Soror Dawn Smith. Colloboration with risk management with the philacter to screen using the Risk Mangement Mitagation Plan for online meetings. Sorors .must rsvp to attend chapter meetings at least 1 week in advance (must be password protected)

and ensure that license is big enough for all members. For in-person meetings sorors should be required to complete an event form, using a qr code with fillable covid forms, example JotForms. Form wil include temp check, signature, and email the form for submission. Covid-19 Screening Questionnaire & Waiver must be completed for each soror before each activity or event. This document must be retained on file for a period of 5 years. Sorors must be fully vaccinated to participate in-person meetings and activities. Wild Apricot, Crowd Pass, and Clear to Go can be used to manage health and safety. Moving to hybrid meetings will require hard wire vs. wifi, good camera,mics,speakers, and a display (see attached slides regarding hybrid meetings). A zoom meeting will be scheduled for more one-on-one training to help chapters with technology.

*Note: Please include any supporting documentation pertaining to this session.*

*Submit finalized delegate report to the Grammateus (Chakeita.cofield@yahoo.com) on or before April 27<sup>th</sup>.*

Signature Stephanie Byrd Date 4/27/2022



## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name **Vicki L. Boseman**

Session Attended **Plenary I, II, III Candidates' Forum & Risk Management**

**Plenary Session** or Workshop Topic **Pearls of Significant Service Exemplifying Excellence**

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

Registration Report - by Soror Donna Jenkins, Nu Lambda Omega (1/3)

- GA - 434 Eligible, 228 Certified
- SC - 278 Eligible, 135 Certified
- FL - 356 Eligible, 135 Certified
  - Total 1068
- General membership – 12

State of the Region

- Retention - 95%
- 1,324 - Reclaimed Pearls (2021)
- 22,382 - Financially Active
- 16,733 - Graduate
- 1,494 - Undergraduate
- 4,155 - General Membership
- 75 MIPs - Spring 2022
- 5 New Chapters
- 2 Interest Groups: Perimeter & Newberry College

HBCU Impact Day - \$5.2 Million

EAF - 58 Regional Scholarship - \$190,144.48

- Scholarship \$100K
- Revenue for Mary Shy Scott Scholarship and Carolyn G. Randolph Scholarship

Ivy Circle in 2019 - 368 members

Registration Report by Soror Donna Jenkins, Nu Lambda Omega (2/3)

- GA - 434 Eligible, **349** Certified (+121 certified since Plenary 1)
- SC - 278 Eligible, **238** Certified (+103 certified since Plenary 1)
- FL - 356 Eligible, **204** Certified (+69 certified since Plenary 1)
  - Total **1,154**

Finance Report by Soror Gaye Mile Scott

- Regional: Revenue - \$23.1M, Taxes files on time
- International: Income - \$ 2,724,508.27

Membership: +30K Reactivation

Registration Report by Soror Donna Jenkins, Nu Lambda Omega (3/3)

- |                 |       |                  |     |
|-----------------|-------|------------------|-----|
| ○ Eligible      | 1,177 | GA eligible      | 477 |
| ○ Certified     | 1,311 | GA certified     | 468 |
| ○ Graduate      | 976   | GA Graduate      | 395 |
| ○ Undergraduate | 143   | GA Undergraduate | 67  |
| ○ General       | 12    | GA General       | 6   |

Teller Report by Soror Shana Rooks Malone

- Soror Tiffany Russell is the new South Atlantic Regional Director

*Note: Please include any supporting documentation pertaining to this session.*

Signature *Vicki L. Boseman*

Date 4/20/2022





## 69<sup>th</sup> SOUTH ATLANTIC REGIONAL CONFERENCE

April 14-17, 2022

### Lambda Epsilon Omega Chapter - DELEGATE REPORT

Delegate Name **Soror Shelia La Cue Humphrey**\_

Session Attended **\_Ecumenical Worship Service/Brunch**

Plenary Session or Workshop Topic **Significant Praise: He Is Risen**

Session or Workshop Summary – *Please limit to Two (2) Paragraphs*

*As a delegate on behalf of Lambda Epsilon Omega, I was assigned as Chaplain to attend the Ecumenical Worship Service and Gospel Brunch on Sunday, April 17, 2022 at 10:00 a.m.*

*The program was led by Alpha Alpha Pi Omega (AAPiO) of Snellville, GA, and Alpha Alpha Psi Omega of Paulding County. Rochelle Martin Robinson, of the Sigma Omega Omega Chapter and Mayor of Douglasville, Georgia served as the program's Worship Leader.*

---

*After the processional of the Dr. Glenda Glover, International President of Alpha Kappa Alpha Sorority, Carolyn G. Randolph, South Atlantic Regional Director and program participants, a safety briefing was given by Erica Crowder, Sergeant at Arms, Alpha Alpha Psi Omega Chapter. Adelma Stanford Brown, President of Alpha Alpha Pi Omega gave the meditation followed by a heartwarming welcome by Katina Batts from AAPiO and Chairman of the service. As this service was being held on Resurrection Day, an Easter Inspiration was given by Chaundra Lockett of AAPiO. After the introduction of our special guests by Kyshia Carey, Tiffany Banks and Cathy Hardin provided readings from the Old and New Testament respectively. The President of Alpha Alpha Psi Omega introduced our messenger for the hour, Dr. Glenda Glover. Dr. Glover brought a powerful word about the calling of the Prophetess Deborah from the book of Judges with the topic "It Took a Woman!" The topic carried on the theme we had been hearing the entire week as it relates to women leading in so many important areas in our society (i.e, Soror Kamala Harris and now Supreme Court Justice Ketanji Brown Jackson).*

---

*After eating a delectable brunch, our very own Charletta Wilson Jacks introduced our entertainment for the hour, gospel artist Jekalyn Carr, who took the spirit of worship to a different level. Closing remarks were given by SAR Director, Carolyn G. Randolph, and benediction by Danese Turner, Chaplain, Alpha Alpha Psi Omega.*

---

*Note: As this event was open to members from the public, non-Greek titles were used to address those Sorors participating on the program.*

---

In addition to the Ecumenical assignment, I also:

- Volunteered to assist with registration
- Participated in Voting process
- Attended three workshops- Membership; Risk Management; Protocol II
- Attended Plenaries I, II and III
- Attended Block Party
- Attended the Gala

---

*Note: Please include any supporting documentation pertaining to this session.*

Signature: *Soror Shelia La Cue Humphrey*

Date: April 26, 2022\_