



February 2018 Program Committee Report

Committee 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
 - Inspire Sorors to get more involved in the planning of and participation in programs
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- **Pink Goes Red for Heart Health – 2/2/18** – 5:00pm – 9:00pm- Chairmen Shevon Armstrong and Barbara Ethredge did a phenomenal job with this program! The speakers were very informative. The Zumba Instructor got participants' hearts pumping faster. The food was delicious and it was all donated from local restaurants. The raffle prizes were very nice! All that attended had a wonderful time. And let's not forget the fantastic job done on the decorations!!! There was a total of 21 Sorors and 27 guests in attendance, \$125.00 collected for The American Heart Association, and several warm wraps were donated.

Upcoming Programs

- **NAMI / Domestic Violence Program – 4/14/18** – Will be held at the Bethune Center from 11:00am – 2:30pm. Sorors Trudy Miles and Cashonda Pamplin – Grant are the Chairmen. The Chapter will collaborate with The Royal Men. Please reach out to them if you would like to assist in planning.
- **Park Mobilization – 5/19/18** – The Park Project will be held in Bayside Park this year in conjunction with the Bayside Park Association. Thus far, the following organizations are confirmed participants: The Royal Men, The Antiviolence Coalition, Dream-USA, The Honey Bees and Assembly Woman Angela McKnight. This project is a huge undertaking and the committee would appreciate the help of as many Sorors as possible. This program will be handled collaboratively by the committee because we are still in need of a Chairman. If you are interested in assisting, please contact the Anti-Basileus.

- **Scholarship – June – Date TBD** – Soror Vanessa Jean-Louis is the Chairman. Please email her if you would like to join the committee.
- **The Longest Day (Alzheimer’s Association) – June 21, 2018** – If anyone is interested in chairing this event please contact the Anti-Basileus.
- **Book Bag / Financial Fitness Drive – August date TBD** – Sorors Tynesha Banks and Shevon Armstrong are the Chairmen. If you would like to assist, please contact them.
- **Childhood Hunger Awareness Day – October 16, 2018** – Soror Lyndsay Christian is the Chairman. If you would like to assist, please contact her.
- **Making Strides Walk – October 28, 2018** – This program needs a Chairman. Please let the Anti-Basileus know if you are interested.
- **Thanksgiving Program – November 22, 2018** – Sorors Tonia Slay-Daniels and Seraphine Jean-Louis are the Chairmen. Please let them know if you would like to assist in planning.

The Program Committee Meeting was held on 2/5/18 via conference call. The following motions were passed and will be presented at February’s General Body Meeting for consideration:

- To amend the previously adopted program budget to forgo having a separate Fiscal Responsibility Workshop and include it in our Book bag drive and Park project with \$75.00 from its budget being moved to Park Project and the remaining \$75.00 being moved to the Book bag Drive.

Rationale - The Committee believes that we will be able to meet this requirement by collaborating with dream-usa.org, an organization whose mission is to educate youth in fiscal responsibility. We will have a larger impact on the community by providing information at the book bag drive and the park event. Fiscally responsible children become fiscally responsible adults. Dream will be able to engage the children as well as their parents.

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- The Committee will work with the Standards Chairman to create a survey that will identify resources that chapter members have access to that could assist the Program Committee in planning and executing programs.
 - The Committee seeks to meet with the Custodian at the storage facility to ascertain what is available to use for programs and create an inventory list.

Program Committee Meetings (either in-person or via teleconference) will be held on the 1st Monday of every month at 6:00pm.

Submitted by Soror Sabrina M. Riley, AntiBasileus, on behalf of The Program Committee



Alpha Kappa Alpha Sorority, Incorporated
Rho Kappa Omega Chapter
Bylaws Committee Report

Bylaws Committee meeting was held on February 7, 2018 at 7 PM
There were seven sorors on the conference call.

Items that were presented:

- I. Nominee Withdrawal
- II. Voting Against Your Own Motion
- III. Time of the Hymn

Recommendation #1:

Article IV. Section 2. Duties of Officers

2a. The Basileus shall preside at all meetings of the chapter and shall supervise plans for the effective and efficient work of the chapter. With the approval of the Executive Board, she shall appoint committee chairmen and shall appoint chapter members to fill a vacancy in an officer position. She may also appoint members to serve on standing committees. She is an ex-officio member of all committees, except the Nominating and Auditing Committees. She shall be bonded.

Proposed Amendment #1: To add “, listed on the Chapter’s bank accounts and is authorized to sign checks” after the word “bonded”.

Rationale: To formalize in writing what it already being done and to ensure that the Basileus has access to the bank accounts as the leader of the chapter.

Financial Impact: None.

Proposed Amendment #2: add “, except the Nominating Committee,” after “she shall appoint committee chairmen” in the second sentence.

Rationale: Per Robert's Rules of Order (Newly Revised, 11th ed.), the Nominating Committee should be elected by the organization wherever possible (p.433). It further states that the President should not appoint this committee or be a member of it, and that these exceptions should be reflected in the Bylaws (p.433). The Chapter already has a provision that the Nominating Committee is elected by the chapter. (See Article VII, Section 2o.) Therefore, any vacancies should be filled with a vote from the Chapter.

Financial Impact: None.

Recommendation #2:

Article IV. Section 2. Duties of Officers

2b. The Anti-Basileus shall assume the responsibilities of the Basileus in her absence. She shall serve as Chairman of the Program Committee and shall implement the chapter programs in accordance with the International and/or Regional Program Guidelines. She shall represent the Basileus, on request, at meetings, conferences and other civic or social affairs. She shall complete the present term of the Basileus in case of resignation, removal or death. She shall serve on the Budget and Finance Committee. She shall perform other chapter duties at the request of the Basileus.

Proposed Amendment: To insert "She shall be bonded, listed on the Chapter's bank accounts and is authorized to sign checks" before the last sentence.

Rationale: To formalize in writing what has been the chapter's practice and to ensure that the Anti-Basileus has access to the bank accounts as the alternative leader in the chapter when the Basileus is otherwise unavailable.

Financial Impact: None.

Recommendation #3:

Article IV. Section 2. Duties of Officers

2c. The Grammateus shall maintain accurate records of all chapter proceedings and an alphabetical roster of active members and shall call the roll on request. She shall provide a written copy of the minutes and bind them at the end of every year. She shall assist the Basileus with preparing the agenda and establishing the presence of a quorum. She shall notify created committees of appointments and outline instructions as specified in the motion which created the committee. She shall read all appeals from rulings of the Basileus whether overruled or sustained. She shall furnish delegates with proper credentials. She shall seal and preserve

ballots and tallies with the reports until there is no liability of a recount being ordered. She shall preside in the absence of both the Basileus and the Anti-Basileus. She shall serve on the Auditing Committee. She shall be bonded. She shall perform other chapter duties at the request of the Basileus.

Proposed Amendment: To add “ , listed on the Chapter’s bank accounts and is authorized to sign checks” after the word “bonded”.

Rationale: To formalize in writing what is already being done and to ensure that the Grammateus has access to the bank accounts as the leader who is third in line in the absence of the Basileus and Anti-Basileus.

Financial Impact: None.

Recommendation #4:

Article IV. Section 2. Duties of Officers

2e. The Pecunious Grammateus shall receive and record all funds for the chapter. She shall provide receipts for all income received and shall record the receipts in a Triplicate Receipt Book. She shall give all collected funds to the Tamiouchos within five (5) to seven (7) business days of the date of receipt, along with a Transmittal of Funds Report indicating the designation of funds. She shall maintain a Cash Receipt Journal and record all income received as corresponds to the receipts. She shall provide monthly reports to the chapter of income received and its sources. She shall serve on the Budget and Finance Committee. She shall be bonded. She shall perform other chapter duties at the request of the Basileus.

Proposed Amendment: To insert: “A soror who has been criminally, civilly, legally or internally sanctioned for misappropriation of funds shall notify the Basileus immediately and shall immediately resign or be removed from office” before the last sentence.

Rationale: To be consistent with the requirements of this position as set forth in Alpha Kappa Alpha Sorority, Incorporated Manual of Standard Procedure (Chapter Officer and Duties, p. 20-21) (2016) and Alpha Kappa Alpha Sorority, Incorporated Bylaws (Article III, Section 22) (2016).

Financial Impact: None.

Recommendation #5:

Article IV. Section 2. Duties of Officers

2f. The Tamiouchos shall receive all monies from the Pecunious Grammateus and shall deposit all funds within five (5) to seven (7) business days of the date of receipt. She shall keep an orderly record of all income and expenditures, maintain a cash received and a cash disbursement journal and keep copies of Transmittal of Funds Reports. She shall reconcile bank statements monthly and provide monthly reports to the chapter of income received and its sources, expenditures and their purposes, and the opening and closing of bank balances as is reflected on the last day of the month. She shall maintain the chapter checkbook(s) and issue checks upon receipt of properly executed vouchers. She shall present an annual report in December that includes monies received and expended along with the current state of the chapter's finances accompanied by the chapter's approved upcoming fiscal year's budget. She shall secure approval for taking non-budgeted monies for an item from the contingency fund. She shall sign checks along with the Basileus or any other authorized officer. She shall prepare and submit annual financial reports in accordance with corporate office guidelines. She shall serve as Chairman of the Budget and Finance Committee. She shall be bonded. She shall perform other chapter duties at the request of the Basileus.

Proposed Amendment: To insert: "A soror who has been criminally, civilly, legally or internally sanctioned for misappropriation of funds shall notify the Basileus immediately and shall immediately resign or be removed from office" before the last sentence.

Rationale: To be consistent with the requirements of this position as set forth in Alpha Kappa Alpha Sorority, Incorporated Manual of Standard Procedure (Chapter Officer and Duties, p. 20-21) (2016) and Alpha Kappa Alpha Sorority, Incorporated Bylaws (Article III, Section 22) (2016).

Financial Impact: None.

Recommendation #6:

Article IV. Section 2. Duties of Officers

2m. The Graduate Advisor shall be the liaison between the graduate and undergraduate chapters, and between the undergraduate chapter and the Regional Director. She shall establish a working relationship with the appropriate university or college officials. She shall serve as the advisor to the undergraduate chapter in the interpretation and implementation of the Alpha Kappa Alpha Program, the Constitution and Bylaws, Manual of Standard Procedure, the Undergraduate Membership Intake Process Manual, the Alpha Kappa Alpha Sorority Incorporated Anti-Hazing Handbook, and other Official Handbooks. She shall adhere to the Graduate Advisor's Manual. The Graduate Advisor, or her designee, shall attend all meetings and activities of the undergraduate chapter. Where colleges or universities appoint their own faculty advisor(s), the Graduate Advisor shall work in cooperation with the faculty advisor(s) appointed by the college

or university. The responsibility for supervision of the undergraduate chapter shall be with the graduate chapter which provides the graduate advisor to the undergraduate chapter. She shall be elected when there is an active undergraduate chapter and shall be an automatic delegate for all conferences, meetings and events. She shall serve as Chairman of The Graduate Advisory Committee. She shall be the bonded officer of the undergraduate chapter. She shall perform other chapter duties at the request of the Basileus.

Proposed Amendment: To insert: “A soror who has been criminally, civilly, legally or internally sanctioned for misappropriation of funds shall notify the Basileus immediately and shall immediately resign or be removed from office” before the second to last sentence.

Rationale: To be consistent with the requirements of this position as set forth in Alpha Kappa Alpha Sorority, Incorporated Manual of Standard Procedure (Chapter Officer and Duties, p. 20-21) (2016) and Alpha Kappa Alpha Sorority, Incorporated Bylaws (Article III, Section 22) (2016).

Financial Impact: None.

Recommendation #7:

Section 3. Qualifications of Officers

Proposed Amendment: To add new subsection. “3d. To be eligible for the offices of Tamiouchos, Pecunious Grammateus and Graduate Advisor, a soror shall submit the *Prospective Financial Officer Candidate Disclosures* form to the Nominating Committee certifying that she has not been sanctioned criminally or civilly for misappropriation of funds. This form is for the sole use of the Nominating Committee and shall be kept confidential. The chapter shall maintain a copy of this form for its records, which said records shall also remain confidential.

For the purposes of this reporting, *legally sanctioned* means any legal action, criminal or civil in nature, including, but not limited to, criminal conviction, criminal pleas of guilty and no contest, being named personally in a civil lawsuit where there has been a finding of civil culpability or which resulted in a settlement as a result of misappropriation of funds.

For the purposes of this reporting, *internally sanctioned* means action taken outside the legal arena, but within another organization or the sorority, including, but not limited to suspension, probation, withdrawal of privileges, and resignation of office or positions as a result of misappropriation of funds she shall notify the basileus immediately and resign or be removed from office.

Rationale: To be consistent with the requirements of this position as set forth in Alpha Kappa Alpha Sorority, Incorporated Manual of Standard Procedure (Chapter Officer and Duties, p. 20-

21) (2016) and Alpha Kappa Alpha Sorority, Incorporated Bylaws (Article III, Section 22) (2016).

Financial Impact: None.

Recommendation #8:

Article IV. Section 4. Nominations and Elections

4a. The Nominating Committee shall circulate the list of offices to be filled and shall report to the chapter a list of eligible members for the upcoming election at the September Chapter meeting. The Nominating Committee Chairman shall request and receive the nominations for each officer. The Nominating Committee shall certify a slate of officers who meet the Qualifications of Officers as outlined in Article IV., Sections 3a., 3b., and 3c. The slate, which shall serve as the official committee report, shall be presented at the October chapter meeting and voted on by the chapter at the November Chapter meeting. The Committee shall create the ballot for the election.

Proposed Amendment #1: Delete “officer” and replace with “office” in the second sentence.

Rationale: To correct grammatical error.

Proposed Amendment #2: Delete “officer” and replace with “candidates” after “shall certify a slate of...” in the third sentence.

Rationale: To make the sentence consistent with the intent. Until elected, a soror is a candidate for office, not an officer. Therefore, a slate of candidates is presented for consideration.

Financial Impact: None.

Recommendation #9:

Article IV. Section 6. Resignation and Removal.

6b. Removal. An officer may be removed from office upon receipt of a letter from a financially active chapter member at least fourteen (14) days prior to a chapter meeting by two-thirds (2/3) vote of the members present and voting provided that a corrective action plan developed by the Leadership Development Committee has not been successfully completed.

Proposed Amendment: Delete subsection 6b.

Rationale: The requirement of a letter from one financially active chapter member and requesting, developing, and implementing a corrective action plan can lead to bias, unsisterly conduct, harassment, retaliation and conflicts of interest among Sorors.

Financial Impact: None.

Recommendation #10:

Article IV. Section 7. Officer Transition

All officers shall deliver to her successor all files, supplies and other materials in her possession within fourteen (14) days of leaving office.

Proposed Amendment #1: “, except that the outgoing Tamiouchos may retain those files needed to complete the Corporate End of Year Reports. All remaining files shall be delivered to her successor no later than February 15th.”

Rationale: The Tamiouchos is responsible for the submitting End of Year Reports to Corporate Office. One report, the Statement of Financial Operations, is due by February 1. The outgoing Tamiouchos will need access to certain financial data, reports and information to complete the Statement of Financial Operations. If all reports, files and information are required to be submitted to her successor within 14 days of leaving office (i.e., by January 14), then it will be difficult for her to complete the required report. To allow the incoming Tamiouchos to begin her role on January 1, within 14 days of leaving office the outgoing Tamiouchos can deliver most files. After the End of the Year Report is submitted by February 1, the outgoing Tamiouchos has no further use for the remaining files in her possession, and can deliver such files to the incoming Tamiouchos within 14 days.

Financial Impact: None.

Proposed Amendment #2: Insert at the end of the provision: “Notwithstanding the foregoing, the Basileus shall conduct an officer transition meeting within forty-five (45) days of election.”

Rationale: To ensure there is a scheduled and formal meeting and process to transition files and information. Forty-five days will allow the Basileus time to make any necessary appointments, fill any vacancies and schedule a formal transition meeting.

Financial Impact: None.

Recommendation #11:

Article VI. Section 1. Executive Board Composition

The Executive Board, whose Chairman is the Basileus, shall consist of all elected and appointed officers, committee chairmen and the immediate past Basileus. The immediate past Basileus shall serve on the Executive Board for two (2) years immediately following her term of office.

Proposed Amendment: Delete “two (2) years” and insert “one (1) year”.

Rationale: The original intent was to have the immediate past Basileus serve on the Executive Board as a mentor to the sitting Basileus and provide guidance during the learning curve. Being required to sit on the Executive Board for two years after having already served as the Basileus for two or more years may be excessive and unnecessary, and may deter sorors from running for the Basileus position. In essence, this provision would require the incumbent to be on the Executive Board for at least four years. Additionally, this change would be consistent with the requirement of the immediate past Anti-Basileus to serve on the Program Committee for one year immediately following her term of office. (Refer to Article VII. Section 2a).

Financial Impact: None

Recommendation #12:

Article VII. Section 2. Composition and Duties of Committees.

2b. Budget and Finance Committee. The Chairman of the Budget and Finance Committee shall be the Tamiouchos and the committee shall consist of the Anti-Basileus, Pecunious Grammateus and the Fundraising Chairman. The Budget and Finance Committee shall draw up and supervise the operation of the annual budget(s), which shall be prepared in September, presented in October, voted on in November, and submitted by the Tamiouchos in December. The Budget and Finance Committee shall meet with all committee chairmen annually, by September, to review budget request forms for the upcoming fiscal year.

Proposed Amendment #1: To insert, “Any financial member may serve on the Budget and Finance Committee.” after the first sentence.

Rationale: Opening this committee up to all sorors may give sorors an opportunity to learn about the budget process, the duties of financial officers and to become more engaged in the chapter’s finances. It may then lead to more sorors expressing interest in serving as the Tamiouchos or Pecunious Grammateus.

Financial Impact: None

Proposed Amendment #2: Add “and officers” after “shall meet with all committee chairmen.”

Rationale: Not all officers are committee chairmen (i.e., Grammateus, Pecunious Grammateus, Epistoleus, Philacter, Custodian and Chaplain). There may be some officers who need a budget and they should be given the opportunity to meet with the Committee to request funds for the upcoming year.

Financial Impact: Yes.

Sisterly Reminder: Please read the chapter bylaws, as I will be asking a question at the next chapter meeting. The soror who gets it right, will win a prize. This activity is only eligible for sorors who have been in this chapter for less than five years. So get the reading! :)



Alpha Kappa Alpha Sorority, Inc
 Rho Kappa Omega Chapter
 February Fundraising Committee Report

Fundraising Committee 2018 Goals:

- Raise \$13,000 from Fundraisers
- Collaborate with another committee and an outside organization
- Foster Pan Hellenic Relationships through event collaboration
- Raise \$300 through Internal Fundraisers
- Put the Fun back in Fundraising
- Inspire Sorors to increase ticket sales

2018 Fundraisers						
Event	Date	Soror Assessment	Sales Goal	Expenses	Profit	Description
30 th Anniversary	TBD	TBD	TBD	TBD	TBD	Celebration of the chapters 30 th anniversary
Bowling Party	TBD	2 @ 25	145 Tickets = \$3625	\$750	\$2875	A family friendly night of bowling that includes shoes food and drinks
Black Panther Movie Event	AMC Theater Aviation 12 February 17, 2018 11:00am	2@15	TBD	TBD	TBD	A family friendly movie date
Totals		\$80	\$3625	\$ 750	\$2875	

ACTUAL SALES, EXPENSES AND PROFIT IN BOLD

Internal Fundraisers – Dates to be determined

Shop Till You Drop/Raffles/Casual Para Days/Dining to Donate

- **Planning is in progress for the Bowling Party as well as the 30th Anniversary. The committee is working diligently to solidify major details for these events.**
- **The committee is asking that sorors donate items for tricky tray baskets that will be sold at the bowling event. There will be a list of items distributed to the chapter in the upcoming weeks.**
- **Save the Date Bowling Event on June 23rd, 2018**

Soror Siiera Robinson (Chairman), on behalf of the Fundraising Committee
 Teleconference: # 605-472-5814 Access Code: 730-468-028



*Membership Committee
February 2018*

2018 Committee Goals:

Re-Engage. Retain. Reclaim.

Activities:

Sisterly Relations/Fundraising Committee will collaborate with Membership Committee to hold a Dining to Donate event to reclaim Sorors at Buffalo Wild Wings March 15th from 6pm-10.

Chapter directory form will be distributed at the chapter meeting.

Sisterly Relations will continue to collaborate with Membership Committee to have a 10-min activity during chapter meetings.

Survey was created and will be shared at chapter meeting to find out the needs in the current year.

Submitted by:

*Soror Vernetha Hope Powell, Chairman
Soror Ty Banks, Co-Chairman
on behalf of the Membership Committee*



Alpha Kappa Alpha Sorority, Incorporated
Rho Kappa Omega
Standards Committee Report – February 2018

2018 Standards Committee Goals

- 100% on-time evaluations – sent to chapter via email within 3 business days of event, then calculated and organized within 2 weeks of event with completed after action report.
- 90% chapter participation on end of year survey.
- increase participation for evaluations at programs to 75% of Sorors in attendance and 50% of guests in attendance – attach copy of attendance sheet to each eval packet.
- 100% timely after action report to program committee/Anti-Basileus.
- Present a report of findings from events evaluations to Programs and Fundraising committees to help them better understand impact of events and programs on the target audiences and chapter Sorors.

The February 2018 Standards Committee meeting was held via teleconference on February 6, 2018 at 6pm.

New Business

- Evaluation results for MLK Day of Service and Pink Goes Red Zumba events was reviewed by the committee.

Recommendations

- The committee will attach “raffle” slips to each internal evaluation. The slips will be used to track Sorors who complete evaluations. The slips will then be used to determine the winner for the participation prize at December’s chapter meeting.

- The committee will raffle off a prize at the Black Panther Movie Fundraiser. The committee will also create a mechanism to track Soror participation without revealing their anonymous survey answers. The Soror who completes the most internal evaluations will win a prize/gift at December chapter meeting.

- Beginning with the Black Panther Movie Fundraiser, the committee will use event-appropriate survey questions tailored for each event. The questions will give guest and Soror feedback to relevant survey questions.

- Evaluations at the Black Panther Movie Fundraiser will be provided to guests and Sorors before the movie begins. The committee will collect responses before the movie starts to encourage full participation of all in attendance.

The next Standards Committee Conference call will be held on Tuesday, March 6, 2018 at 6pm. Conference call details are: dial In: (712) 775-7270 and access Code: 161784#

Submitted by

Soror Tamara Odom, Chairman

on behalf of the Standards Committee



Alpha Kappa Alpha Sorority, Incorporated

RHO KAPPA OMEGA

Sisterly Relations Committee
February 2018 Report

Conference Call # (712) 451-0200/Pin: 463849
Presiding Officer: Soror Vanessa Jean-Louis

The Sisterly Relations Committee meeting was held on February 7th, 2018 at 8:35 P.M. – 9:20 P.M. There were nine sorors on the conference call.

- The following pages from the Sisterly Relations Manual were reviewed:

Page 6: Objectives

Page 7: Overview

Page 9: Suggested Themes

Page 10: February Pink Hearts Celebration

Page 18: Sisterly Affirmation, “I Am That Soror”

- Activity for February general body meeting was established.
- Collaboration w/ Membership every month during chapter meeting was discussed.

2018 Sisterly Relations Goals

- Have a sisterly relations activity monthly
- Recite the Sisterly Affirmations, “I Am That Soror” after each activity
- Increase sorors engagement during sisterly relations activities
- Establish a “Rho Kappa Omega” specific paraphilia to display unity
- Establish more meaningful interactions between sorors
- Foster sisterly interactions between Rho Kappa Omega and Tau Sigma in collaboration with the Graduate Advisor
- Have a Rho Kappa Omega, “Pink and Green Day” outside of chapter meeting

Sisterly Love,

Soror Vanessa Jean-Louis, Chairman



Alpha Kappa Alpha Sorority, Inc.
Rho Kappa Omega Chapter
Strategic Planning Committee
February 2018 Report

Committee Members: Soror Sobande F. Afolabi (Chairman), Soror Seraphine Jean-Louis (Co-Chairman), Gwendolyn Anthony, Kelesha Armand, Cimeron Bryant, Dolores L.A. Curtis, Kennisha Kelly, Tamara Odom, Cashonda Pamplin-Grant, Sabrina Riley and Charlotte Rogers.

Meeting Dates: 4th Wednesday at 8pm

What is the Strategic Planning Committee? It is a group of chapter sorors who are charged with developing and implementing a 5-year plan to grow the chapter in the areas of membership, sisterly relations, finance, operations, leadership development, programs and undergraduate/graduate relations. The members are diverse in age (real and AKA), experience, profession, leadership and initiating chapters.

What is Strategic Planning? It is an organizational activity that is used to: set priorities; focus energy and resources; strengthen operations; ensure chapter sorors are working toward common goals; establish agreement around intended outcomes/results; and assess and adjust the chapter's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what this chapter is, who it serves, what it does, and why it does it, with a focus on the future.

What is a Strategic Plan? It is roadmap developed and used to communicate the chapter's goals, the actions needed to achieve those goals and a tool to measure the success (or lack thereof) of meeting the established goals.

Why does Rho Kappa Omega need a Strategic Plan? Over the last few years, Corporate Office has encouraged chapters to follow its lead in developing a Strategic Plan. It is important that Rho Kappa Omega develops a 5-year plan in

which sorors and chapter leaders can follow to ensure growth, sustainability and relevance in the communities it serves.

What are the goals of this Committee?

1. Conduct Chapter Survey with entire membership
2. Perform a Committee S.W.O.T. Analysis
3. Draft Chapter Strategic Plan based on results of survey and S.W.O.T. analysis
4. Finalize Chapter Strategic Plan upon chapter approval
5. Evaluate Chapter Progress after Plan has been implemented

What can you do to assist this Committee? You can complete and provide your honest feedback on the anonymous Chapter Member Survey that will be distributed at the March 2018 Chapter Meeting and via electronic means. Your answers will be used to conduct the S.W.O.T. (Strengths, Weaknesses, Opportunities, Threat) Analysis, which will then be used to develop the Chapter's FIRST Strategic Plan.

What are the immediate next steps?

1. The Committee is preparing a 50-question membership survey that will address chapter operations and structure, membership/retention/reclamation, sisterly relations and ethics, finance and sustainability, programs, leadership development and undergraduate/graduate relations.
2. The Membership Survey will be available by the March 2018 Chapter Meeting, at which time every chapter soror will have the opportunity to shape the future of this chapter by completing the Survey.
3. The answers to the survey questions will be analyzed by the Committee Members, who will perform a S.W.O.T. Analysis.

Sorors, on behalf of the SP Committee, we thank you in advance for your commitment in moving this chapter forward and being the change agent that Hudson County needs and deserves.

Submitted on behalf of the Strategic Planning Committee,
Sorors Sobande F. Afolabi and Seraphine Jean-Louis



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

Beginning Available Balance

\$12,481.20

Income:

Rec'd	Deposit		
1/14/18	1/16/18	Corinne Rivers: 2018 Chapter dues (Balance Paid)	\$ 320.00
1/14/18	1/16/18	Natalie Russell: 2018 Chapter dues (Balance Paid)	\$ 320.00
1/14/18	1/16/18	Nokeima Jones: 2018 Chapter dues (Balance Paid)	\$ 320.00
1/14/18	1/16/18	Dolores L A Curtis (Life Member): 2018 Chapter dues (Balance Paid)	\$ 195.00
1/14/18	1/16/18	Cashonda Pamplin-Grant (Paid in Full-Undergrad):	\$ 135.00
1/20/18	1/21/18	Janet Daugett-Chavis: 2018 Chapter dues and Reactivation fees (Jahari Chavis)	\$ 320.00
1/20/18	1/21/18	Kelesha Armand: 2018 Chapter dues and Reactivation fees	\$ 350.00
1/20/18	1/21/18	Doris Taylor: 2019 Chapter dues (Partial)	\$ 80.00
1/20/18	1/21/18	Vanessa Jean-Louis: 2018 Chapter dues (Balance Paid)	\$ 280.00
1/20/18	1/21/18	Saraphine Jean-Louis: 2018 Chapter dues (Undergraduate-Transfer)	\$ 75.00
1/20/18	1/21/18	Tiffany Ryan: 2018 Chapter dues (Balance Paid)	\$ 320.00
1/20/18	1/21/18	Trudy Miles: 2018 Chapter dues (Life Member)	\$ 195.00
1/20/18	1/21/18	Charlotte Rogers: 2018 Chapter dues (Balance Paid)	\$ 320.00
1/20/18	1/21/18	Kenisha Kelly: 2018 Chapter dues (Undergraduate-Transfer)	\$ 135.00

Total Income

\$3,365.00

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

Disbursements:

Date	Posted			A/C #	
1/3/18	1/18/18	2050	Alpha Kappa Alpha: Per Capita and EAF Dues for 2 sorors	5710/ 5720	\$270.00
1/6/18	1/29/18	ACH	Alpha Kappa Alpha: Per Capita and EAF Dues for 2 sorors	5710/ 5720	\$270.00
1/20/18	1/22/18	2051	Maya Daniels: Receipt books	5050	\$23.74
1/20/18	1/22/18	2052	Tiffany Ryan:2017 Ivy Leaf Submission & Website expenses	5270	\$246.85
1/22/18	1/29/18	2053	Alpha Kappa Alpha: Per Capita and EAF Dues for 2 sorors	5710/ 5720	\$270.00
1/22/18	1/29/18	ACH	Alpha Kappa Alpha: EAF Dues for 1 soror; Per Capita/EAF for 6 sorors	5710/ 5720	\$820.00
1/29/18	PENDING	2054	Alpha Kappa Alpha: Reactivation fees (K. Armand)	5730	\$155.00
1/29/18	PENDING	ACH	Alpha Kappa Alpha: Per Capita and EAF Dues for 2 sorors	5710/ 5720	\$270.00
1/29/18	PENDING	ACH	Alpha Kappa Alpha: Per Capita and EAF Dues for 1 soror	5710/ 5720	\$135.00

Total Disbursements

\$2,460.59

Summary

Beginning Available Balance	\$12,481.20
Total Income	\$3,365.00
Total Disbursements	-\$2,460.59

****Ending Available Balance**

\$13,385.61

Carry Over Balance	\$13,385.61
Pending Charges	
2054/\$155.00, ACH/\$270.00, ACH/\$135.00	\$560.00

OUTSTANDING DEPOSITS

\$ -

Bank Balance	\$13,945.61
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***Ending balance includes Restricted balance of \$145.51 for 2018/2019 Chapter dues.**



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

Beginning Available Balance	\$10,277.52
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Income:

Rec'd	Deposit		\$	
1/14/18	1/16/18	Sabrina Riley: 2017 Holiday Soiree (3)	\$	75.00
1/20/18	1/21/18	Dolores LA Curtis: Pink Goes Red donation (2)	\$	10.00
1/20/18	1/21/18	Dolores LA Curtis: 2017 Holiday Soiree (2)	\$	50.00
1/20/18	1/21/18	Maya Daniels: 2017 Assessments (Gloria Felder)	\$	40.00
1/20/18	1/21/18	Maya Daniels: 2017 Assessments (Lyndsay Christian)	\$	210.00
1/20/18	1/21/18	Tiffany Ryan: 2017 Assessments	\$	210.00
1/20/18	1/21/18	Dolores LA Curtis: 2018 Assessments	\$	50.00
1/20/18	1/21/18	Charlotte Rogers: 2017 Assessments	\$	100.00
1/20/18	1/21/18	Sobande Afolabi: Pink Goes Red donation (1)	\$	10.00
		2018 Bowling Assessment (Partial)		

**Total Income	\$755.00
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Disbursements:

Date	Posted		A/C #	
1/22/18	1/23/18	1590 Sobande Afolabi: MLK Day of Service giveaways and snacks	1200	\$95.82
1/22/18	1/23/18	1591 Sobande Afolabi: MLK Day of Service giveaways and decorations	1200	\$96.98

Total Disbursements	\$192.80
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Summary

Beginning Available Balance	\$10,277.52
Total Income	\$755.00
Total Disbursements	-\$192.80
Ending Available Balance	\$10,839.72

Carry Over Balance	\$10,839.72
Outstanding Items	

OUTSTANDING DEPOSITS	\$0.00
Bank Balance	\$10,839.72



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

	Beginning Available Balance	\$262.46
	<u>Income:</u>	
Rec'd	Deposit	
	Total Income	\$0.00

	<u>Disbursements:</u>		A/C #
Date	Posted N/A	PNC Bank: Service Charge and Fee	\$5.00

Total Disbursements	\$5.00
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Summary

Beginning Available Balance	\$262.46
Total Income	\$0.00
Total Disbursements	\$5.00
Ending Available Balance	\$257.46
Carry Over Balance	\$257.46
Outstanding Items	\$0.00
Bank Balance	\$257.46



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

Doris Taylor	\$90.00
Tamara Odom	\$45.00
Elisheva MR	\$10.00
Barbara Jean Etheredge	\$0.51
1/31/18 Ending Balance	\$145.51

Alpha Kappa Alpha Sorority, Inc.
Rho Kappa Omega Chapter
Chapter Operations
Tamiouchos Report
Comparison of Budget to Actual 2018
As of January 31, 2018

A/C#	Category	Approved Budget	*Actual YTD	Remaining in Budget
<u>Expenditures</u>				
<u>Officers</u>				
5010	Basileus	\$2,090.00		\$2,090.00
5020	Grammateus	\$100.00		\$100.00
5030	Epistoleus	\$50.00		\$50.00
5040	Tamiouchos	\$0.00		\$0.00
5050	Pecunious Grammateus	\$30.00	\$23.74	\$6.26
5060	Graduate Advisor	\$1,300.00		\$1,300.00
5070	Other Officers	\$0.00		\$0.00
<u>Standing Committees</u>				
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		\$773.00
5280	Graduate Advisory Committee	\$100.00		\$100.00
5290	Courtesy and Protocol Committee	\$700.00		\$700.00
5300	Sisterly Relations Committee	\$150.00		\$150.00
5310	Other Standing Committees	\$435.00		\$435.00
<u>Administrative</u>				
5500	Bank service charges	\$35.00		\$35.00
5510	Monthly Meeting (room rental)	\$800.00		\$800.00
5520	Officers' Bonding	\$300.00		\$300.00
5530	P.O. Box Medium	\$200.00		\$200.00
5540	Storage Facility	\$1,331.00		\$1,331.00
5560	External Audit	\$300.00		\$300.00
<u>Corporate Office</u>				
5700	Chapter Tax	\$300.00	\$300.00	\$0.00
5710	Per Capita Tax	\$3,500.00	\$3,375.00	\$125.00
5720	EAF Dues	\$330.00	\$320.00	\$10.00
5730	Reactivation Fees Constitution & Bylaws/ Manual or	\$310.00	\$155.00	\$155.00
5740	Standard Procedure	\$45.00		\$45.00
<u>Conferences</u>				
5900	North Atlantic Region & Boule Assessments	\$100.00		\$100.00
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	\$0.00		\$0.00
5950	Cluster IV Conference	\$85.00		\$85.00
5960	North Atlantic Leadership Meeting	\$375.00		\$375.00
<u>Other</u>				
6100	Contingency	\$1,431.00		\$1,431.00
6140	Tau Sigma Contingency	\$500.00		\$500.00
<u>Chapter Activities</u>				
6300	Founders' Day	\$50.00		\$50.00
6310	Membership Intake	\$50.00		\$50.00
6320	Ivy Beyond the Wall	\$100.00		\$100.00
Total		\$18,850.00	\$4,173.74	\$14,676.26

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

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

CURRENT MONTH ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2018		\$12,481.20
<u>Income</u>		
Income from Chapter Operations	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Chapter Operations	\$2,460.59	
Disbursements - January 2018		\$2,460.59
Available Bank Balance as of January 31, 2018		<u>\$10,020.61</u>

Y-T-D ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2018		\$12,481.20
<u>Income</u>		
2018 Income from Chapter Operations	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
*2018 Expenses for Chapter Operations	\$2,460.59	
Total Disbursements		\$2,460.59
Available Bank Balance as of January 31, 2018		<u>\$10,020.61</u>

RECONCILIATION TO BANK STATEMENT

Balance per Bank Statement as of January 31, 2018	\$13,945.61
Plus: Deposits in Transit	\$ -
Less: Outstanding Items	\$ -
Less: Pending Bank Reconciliation	\$0.00
Adjusted Bank Balance as of January 31, 2018	<u>\$13,945.61</u>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
Alpha Kappa Alpha Sorority, Inc.	2054	01/29/18	\$155.00
Alpha Kappa Alpha Sorority, Inc.	ACH	01/29/18	\$270.00
Alpha Kappa Alpha Sorority, Inc.	ACH	01/29/18	\$135.00
Total Outstanding Items as of January 31, 2018			<u>\$560.00</u>

DEPOSITS IN TRANSIT

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

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Operations)	xxxxxxxx841	\$13,945.61
Total Assets as of January 31, 2018		<u>\$14,505.61</u>

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

The adjusted amount, \$4,173.74, 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 January 31, 2018

A/C#	Category	*Approved Budget	Actual YTD	Remaining in Budget
Chapter Programs				
1100	Target I	\$500.00		\$500.00
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)	\$700.00		\$700.00
2200	Target 2 Community Impact Day	\$100.00		\$100.00
2300	Target 2 Community Impact Day (NAMI/Domestic Violence Program)	\$200.00		\$200.00
2400	Target 3 Childhood Hunger	\$200.00		\$200.00
2500	Contingency	\$300.00		\$300.00
2700	Target 3	\$150.00		\$150.00
2800	Target 2	\$100.00		\$100.00
2900	Target 3	\$150.00		\$150.00
3000	Target I (ASCEND)	\$0.00		\$0.00
3100	Unity Walk	\$100.00		\$100.00
3200	Target I	\$200.00		\$200.00
3300	THINK HBCU	\$100.00		\$100.00
	Total	\$6,850.00	\$192.80	\$6,657.20

Notes:

*The approved budget reflects changes approved at the 1/20/18 general body meeting.

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

As of January 31, 2018

A/C#	Category	*Revenue	Expenses	Net Profit
Fundraising Projects				
4700	Bowling Party	\$5.00		\$5.00
4710	Movie Event			\$0.00
4742	2017 Holiday Soiree	\$125.00		\$125.00
4752	2017 Outstanding Assessments	\$560.00		\$560.00
4753	2018 Assessments	\$50.00		\$50.00
4761	2017 EAF Donation (Carry Forward)	\$35.08		\$35.08
	2017 Think HBCU Dress Down			
4770	(Carry Forward)	\$5.00		\$5.00
4800	2017 Assessment Overpayment (Carry Forward)	\$30.00		\$30.00
	Donation			
4801	(Pink Goes Read for Heart Health)	\$15.00		\$15.00
	Total	\$825.08		\$825.08

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 1/31/18: \$825.08

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 \$755.00

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

CURRENT MONTH ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2018		\$10,277.52
<u>Income</u>		
Income from Self-Sustaining Activities	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Self-Sustaining Activities	\$0.00	
Disbursements - January 2018		\$0.00
Available Bank Balance as of January 31, 2018		<u><u>\$10,277.52</u></u>

Y-T-D ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2018		\$10,277.52
<u>Income</u>		
2018 Income from Self-Sustaining Activities	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
2018 Expenses for Self-Sustaining Activities	\$0.00	
Total Disbursements		\$0.00
Available Bank Balance as of January 31, 2018		<u><u>\$10,277.52</u></u>

RECONCILIATION TO BANK STATEMENT

Balance per Bank Statement as of January 31, 2018		\$10,277.52
Plus: Deposits in Transit		\$0.00
Less: Outstanding Items		\$0.00
Adjusted Bank Balance as of January 31, 2018		<u><u>\$10,277.52</u></u>

OUTSTANDING ITEMS

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

DEPOSITS IN TRANSIT

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

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Fundraising)	xxxxxxx892	\$10,277.52
Total Assets as of January 31, 2018		<u><u>\$10,277.52</u></u>

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

As of January 31, 2018

Notes

<u>A/C#</u>	<u>Category</u>	<u>Approved Budget</u>	<u>Actual YTD</u>	<u>Remaining in Budget</u>
<u>Scholarship</u>				
7000	Annual Scholarships			
	Total			

Notes:

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

CURRENT MONTH ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2018		\$262.46
<u>Income</u>		
Income for Scholarships	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Scholarships	\$5.00	
Disbursements - January 2018		\$5.00
Available Bank Balance as of January 31, 2018		\$257.46

Y-T-D ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2018		\$262.46
<u>Income</u>		
2018 Income for Scholarships	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
2018 Expenses for Scholarships	\$5.00	
Total Expenses		\$5.00
Available Bank Balance as of January 31, 2018		\$257.46

RECONCILIATION TO BANK STATEMENT

Balance per Bank Statement as of January 31, 2018		\$257.46
Plus: Deposits in Transit		\$0.00
Less: Outstanding Items		\$0.00
Adjusted Bank Balance as of January 31, 2018		\$257.46

OUTSTANDING ITEMS

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

DEPOSITS IN TRANSIT

Total Deposits in Transit as of January 31, 2018		\$0.00
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STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Scholarship)	xxxxxxx497	\$257.46
Total Assets as of January 31, 2018		\$257.46