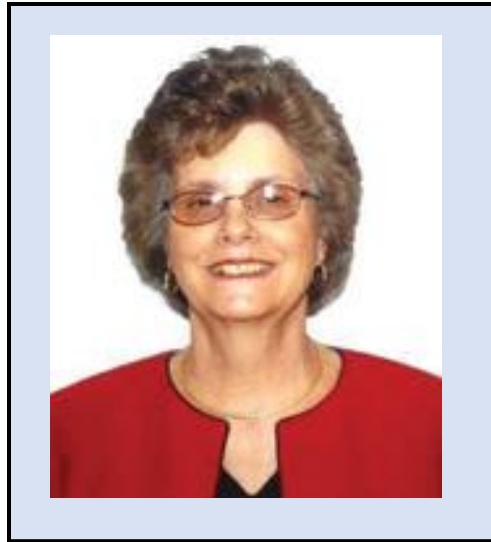


NY State Executive Secretary's Activity Report



Karen Crumley

2016-2020

“Opportunities to Connect”

Goal: *“To promote professional and personal growth of all members of Pi State by being a resource person and providing assistance and support for all members at the International, State and Chapter levels”*

July 2017:

1. Attended Executive Committee Meeting
2. Attended Leadership Development Seminar
3. Attended the NE Regional in Windsor, Canada
4. Introduced the Eunah Temple Holden Speaker at the First General Session at NE Regional
5. Presented a workshop: “How We Helped Solve a Problem-Together” at NE Regional
6. Presented a Ten-Minute-Takeaway: “Women Speakers: Impacting Education Worldwide” at NE Regional
7. Attended the Europe Regional and introduced the Eunah Temple Holden Speaker

August 2017:

1. Received monies for Pi State Directory Supplement/20-Year History Books and sent monies to Suzanne Patrick
2. Sent the names of those ordering 20-Year History Books to Mary-Martha Harvey for mailing
3. Submitted two articles for the fall issue of *Pi Lights*

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4. Have been asked by CT State President to give a workshop about DKG Tours that are being done through GO Ahead on November 4th
5. Worked on the Directory Supplement making many phone calls/emails to get information
6. Contacted the travelers who are going on the Fall Foliage tour

September 2017:

1. Received monies for Directory Supplement/20-Year History Book and sent monies to Suzanne Patrick
2. Sent the names of those ordering 20-Year History Books to Mary-Martha Harvey for mailing
3. Attended a Go-to-Meeting for the Membership & Expansion Committee
4. Contacted the South Central Chapters that still needed to file their 990
5. Attended the Go-to-Meeting for Finance Committee
6. Continued to work on the Directory Supplement
7. Made the arrangements with the Hilton Garden Inn for Finance/Audit meeting in March and sent the contract to President to be signed
8. Have been in contact with the Binghamton/Corning Visitors Bureau for the Fall 2018 Executive Board Meeting/Seminar
9. Continued to contact travelers with updates about the Fall Foliage Tour

October 2017:

1. Scheduled a site visit at del Largo in Waterloo for 2019 State Convention
2. Continued to work on Directory Supplement
3. Attended Executive Committee Meeting Go-to-Meeting
4. Spoke to Jean Wagner on the phone about changes to the BYLAWS & Standing Rules that were discussed last evening at the Executive Committee GTM
5. Have been in contact with hotels in the Corning area for fall 2108 and am waiting for a proposal
6. Was the DKG Ambassador for the Fall Foliage Trip
7. Attended the Gladys L. Mersereau Board of Trustees Go-to-Meeting
8. Met with Ginny Dudko, President of the Pi State Foundation, to begin going over their BYLAWS and changes
9. Sent the ***Directory Supplement*** to the printer
10. Was in contact with Nicole with GO Ahead to plan the workshop that we are giving at the Fall Executive Board meeting in Connecticut
11. Made two site visits to Corning and Waterloo
12. Attended Eastern Area Council Meeting
13. Attended Membership & Expansion Go-to-Meeting

November 2017:

1. Attended Ad Hoc Committee on Pi State Financial Resources Go-to-Meeting
2. Gave a workshop about DKG travel at the Connecticut State Meeting
3. Mailed the ***Directory Supplement*** to those who ordered it
4. Sent emails to the Chapter Presidents who did not order the ***Directory Supplement*** with an attached PDF

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5. Mailed the Yellow **BYLAWS & Standing Rules** book
6. Updated Important Dates from November 2017- November 2018
7. Attended the Membership & Expansion Committee Go-to-Meeting Meeting
8. Sent out condolence notes to family members for Membership & Expansion Committee
9. Sent a tentative schedule to the Century House for the 2018 Spring Executive Board/Seminar meeting in Latham

December 2017:

1. Attended Ad Hoc Committee on State Financial Resources Go-to-Meeting
2. Attended Executive Committee Go-to-Meeting
3. Prepared the Registration Form for the Spring 2018 Meeting at The Century House in Latham
4. Spoke with the sales person at Inn on the Lake, Canandaigua for the 2019 Pi State Convention

January 2018:

1. Worked with Cathie Olinger to prepare possible changes to BYLAWS & SR changes for the next meeting of the Ad Hoc Committee on State Financial Resources
2. Prepared the agenda and documents for the Eunah Temple Holden Leadership Fund Committee which will meet in Austin January 16-17, 2018
3. Attended Ad Hoc GTM Committee Meeting on State Financial Resources
4. Rewrote the RFP's for Pi State Conventions and Executive Board Meetings
5. Attended the Eunah Temple Holden Leadership Fund Committee in Austin and Chaired the meeting
6. Wrote sympathy notes to Pi State deceased members' families
7. Attended the Ad Hoc GTM Committee Meeting on Membership & Expansion
8. Sent the Century House the menus for the Spring Executive Board/Seminar Meeting
9. Have set-up site visits for three hotels both for the 2019 Pi State Convention and the 2020 Spring Executive Board/Seminar Meeting
10. Redid all the tent cards and organized them by category (*ie: Chapter Presidents*)
11. Visited three sites in Geneva and Syracuse for future meetings

February 2018:

1. Worked at Headquarters for two days to sort through old files and continue to organize materials
2. Worked with Jean Wagner, Chair BYLAWS & SR on proposed BYLAW & SR changes for the 2019 Pi State Convention
3. Wrote an article for *Pi Lights* to explain the new concept for Leadership Development Seminar for new and returning Chapter Presidents and interested leaders June 28, June 30 and July 2

March 2018:

1. Attended Membership & Expansion Committee GTM
2. Attended Leadership Development Committee GTM
3. Attended the Finance Committee Meeting in East Syracuse
4. Attended Executive Committee GTM

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5. Attended GTM for Ad Hoc Committee on State Financial Resources
6. Read and rated the GLM application
7. Read and rated the Frederica Hollister application
8. Made address labels or sent templates to members who requested them
9. Contacted the Sheraton University Hotel in Syracuse to ask them to send me a contract for April 23-25, 2020
10. Sent my regrets to the hotels that I had done site visits to as we chose different sites.
11. Emailed all the South Central Presidents about attending the Spring Seminar/Executive Board meeting in Latham on April 20-21, 2018
12. As Chair, wrote the biennial report for the Eunah Temple Holden Leadership Fund Committee
13. Attended the National Legislative Seminar in Washington D.C.

April 2018:

1. Attended CTAUN in NYC
2. Had two phone conferences with my contact at the Century House
3. Sent the application which was accepted to use the Baldwinsville Library for June 30th LDS
4. Sent the application which was accepted to use the Nanuet Public Library for July 2nd LDS
5. Reviewed all the BEO's for the Spring Executive Board/Seminar meeting at the Century House
6. Contacted the Century House with meal counts/allergies
7. Made arrangements in Baldwinsville for lunch for LDS
8. Prepared and printed the Executive Board Meeting Rules
9. Prepared and printed the sign-in sheets for the Executive Board meeting
10. Prepared and printed Important Dates for spring 2108
11. Prepared and printed an order form for the 2018-2020 Directory
12. Attended the Executive Committee meeting in Latham
13. Attended the Spring Executive Board meeting/Seminar
14. Participated in the Membership and LDS Workshops
15. Attended the Board of Directors Meeting for the Pi State Educational Foundation
16. Prepared and mailed the information to the Chapter Presidents not attending the Spring Executive Board Meeting
17. Compiled the evaluations from the Spring Executive Board Meeting/Seminar
18. Contacted the New City Library when the Nanuet Public Library canceled the LDS Seminar for Region 3 on July 2nd. New City Library accepted the application.
19. Began a chart with registration numbers, totals for meals and amount of money collected
20. Contacted the Candlewood Suites for a room contract for the LDS

May 2018:

1. Sent out the pages for each Chapter President for the 2018-2020 Pi State Directory with the directions for completing the Chapter updates
2. Attended and was the State Visitor for *Alpha Chi* and developed a BINGO game for members to learn more about DKG
3. Attended the Membership & Expansion GTM

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4. Sent sympathy cards to Pi State deceased members' relatives/friends
5. Sent an email with registration to each Chapter in South Central Area encouraging them to attend LDS
6. Prepared the Registration Form for the Fall Executive Board Meeting/Seminar

June 2018:

1. Attended Membership & Expansion GTM
2. Participated in Executive Committee GTM
3. Attended *Alpha Lambda's* 60th Birthday Celebration in Lancaster

July 2018:

1. Attended/participated in Region 3 "*LDS On the Road*"
2. Attended the 2018 International Convention
 - a. Introduced the Eunah Temple Holden Keynote speaker, Ben Zander
 - b. Presented a Ten-Minute Take Away with the ETH Committee
 - c. Attended the International Executive Board meeting and gave a report on ETH
3. Accepted the Chair of Non-dues Revenue for the 2018-2020 International Biennium
4. Worked on updating the two-year NY State Directory

August 2018:

1. Continued work on the two-year NY State Directory
2. Made contacts with Chapters not submitting their information for the Directory
3. Worked with Sue Kenoyer on the expense portion of the Audit Report for Leadership Development Seminars
4. Was in contact with the Radisson in Corning for Ginny Dudko, President of the Pi State Educational Foundation, concerning their 15-year Anniversary
5. Attended Finance Committee Go-to-Meeting
6. Worked at Headquarters on August 20-22, 2018
7. Attended *Beta Omega's* chapter meeting and Induction of new members
8. Worked with Mary-Martha to go through the State BYLAWS & Standing Rules for all the changes made at the 2018 International Convention

September 2018:

1. Continued to work on the Directory and contact Chapters for their information
2. Called each Chapter President who had not sent their Chapter information
3. Began PowerPoint presentation for Eastern Area Conference on leadership
4. Attended Executive Committee Go-to-Meeting
5. Attended the planning meeting in Austin, TX. for International Non-dues Revenue Committee

On Going Tasks:

1. *Ex Officio* Member of State BYLAWS & Rules Committee
2. Member of Leadership Development Committee
3. *Ex Officio* Member of State Finance Committee
4. *Ex Officio* Member of State Membership & Expansion Committee
5. Member of State Ad Hoc Headquarters Committee
6. Member of State Ad Hoc Committee for State Financial Resources
7. Executive Committee Liaison for South Central Area Council
8. Communication - Reviewed emails, returned phone calls and fulfilled other Executive Committee responsibilities