



Xi Zeta Zeta Chapter Business Meeting

October 21, 2017 ~ 10 AM

Devotions

- Sorority hymn (first verse and chorus)
- Opening prayer

Business

- Roll call
- Additions to the agenda
- Reading and adoption of minutes
- Reading of correspondence
- Report of the Tamias-Grammateus
- Report of the Tamias

Officers' Reports

- Basileus
- First Anti-Basileus
- Second Anti-Basileus
- Third Anti-Basileus
- Phylacter
 - ⇒ Bylaws/SOPs Committee updates

Committee Reports

- Zeta Youth Auxiliaries
- Centennial Representative
- Social Media (Website/Facebook)
- Z-HOPE
- Social Action
- Sigma/Zeta Council
- Silicon Valley NPHC
- Black Kitchen Cabinet (BKC) Meeting

Unfinished Business / New Business

- Birthday Acknowledgments
- Announcements

Closing

- Closing prayer
- Sorority hymn (second verse and chorus)
- Adjournment

ZETA PHI BETA SORORITY, INC.

Scholarship ★ Service ★ Sisterhood ★ Finer Womanhood | *Since 1920*



Zeta Phi Beta Sorority, Inc.
Xi Zeta Zeta Chapter
P.O. Box 610985
San Jose, CA 95161
Website: www.casouthbayzetas.org

BUSINESS MEETING MINUTES

Saturday, September 16, 2017

Soror Clark-Tillman called the meeting to order at 10:10 a.m

Devotions

The National Hymn was sung followed by the recitation of the National Prayer

BUSINESS

Roll Call:

Attendees: Soror Latoya Barnes, Soror Diane Blake, Soror Nakia Brandt, Soror Connie Carr-Jones, Soror Mary Clark-Tillman, Soror Ardette Fulton, Soror Rhonda Jacobs, Soror Myesha Mebane, Soror Jessica Minter, Soror Helana Pennywell, Soror Nenah Reed, Soror Renee Rodgers, Soror Elizabeth Smith, Soror Kotarah Thompson,

Guests: Soror Jean Jeanett Escobedo

Agenda:

Soror R. Jacobs made a motion, seconded by Soror H. Pennywell, to accept today's agenda with no changes. Motion unanimously approved.

Minutes:

Soror H. Pennywell made a motion, seconded by Soror R. Jacobs, to accept the meeting minutes of June 17, 2017 with corrections. Motion unanimously approved.

Corrections:

- Under Unfinished Business, the motion to table (specify what is being tabled) was made by Soror S. Jacobs and seconded by Soror C. Carr-Jones;
- Under Agenda, the motion to approve was made by Soror C. Carr-Jones and seconded by Soror M. Mebane.

Correspondence:

A check from America's Best Local Charities was received in the amount of \$167.89 and submitted to Soror R. Rodgers (Tamias) per her request.

Tamias-Grammateus Report

Soror R. Jacobs made a motion, seconded by Soror H. Pennywell, to accept the Tamias Grammateus report with no changes. Motion unanimously approved.

Tamias Report

Soror R. Rodgers (Tamias) presented the chapter's end-of-year financial reports from last sorority year, along with the current financial report. Soror K. Thompson made a motion,



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seconded by Soror L. Barnes, to accept the Tamias report with no changes. Motion unanimously approved.

Soror R. Rodgers informed the chapter that after a discussion with Soror M. Clark-Tillman (Basileus) about the financial state of our chapter for this sorority year, she is recommending an increase to membership dues in the amount of \$50.00. The increase includes the \$15.00 per member regional, centennial assessment and a \$35.00 per member chapter increase to be added to our chapter's operations budget. The 2017-2018 sorority year membership dues would be as follows:

- Regular Members - \$525
- Life Members - \$470
- Newly Graduated - \$395
- Reclaim Non-FW - \$585
- Reclaim FW - \$510
- New Members - \$1350 (plus shipping)
- ZYA New Member - \$55
- ZYA Returning Member - \$45

Soror K. Thompson made a motion, seconded by Soror N. Reed, to accept the dues increase recommendation for the 2017-2018 sorority year. Motion unanimously approved.

OFFICERS' REPORTS

Basileus Report: *(Review submitted report for details.)*

Soror M. Clark-Tillman presented years-of-service award pins to Sorors that were presented at the 2017 Regional Leadership Conference. Sorors who did not receive their award pins may pick them up at the next chapter meeting in October.

There was a recap of the annual chapter retreat held last month and Soror M. Clark-Tillman briefly discussed her goals for the chapter, which were presented in her opening letter to the chapter, sent last month via email to all chapter members.

Sorors who attended the retreat were charged with coming up with event ideas that would benefit the chapter in the goal areas mentioned by Soror M. Clark-Tillman. The following event ideas were presented at today's meeting by Sorors:

- Black Org and Business Sip and Mix Social (Soror J. Minter)
- Bowling Tournament Chapter Fundraiser (Sorors K. Thompson, J. Minter, H. Pennywell)
- Chapter Member Fundraising Drive (Sorors S. Jacobs and L. Smith)
- Corporate Letters Fundraising Drive (Sorors M. Mebane and K. Thompson)



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Event strategic plan forms will be completed by Sorors listed above and submitted to Soror M. Clark-Tillman, as requested. The strategic plan forms are to better explain the purpose and details of each event and will be distributed to chapter members at our October meeting.

A brief discussion about “eating tickets” for chapter events was had. Chapter members expressed how this may be the way that we have to go this year for the Finer Womanhood Scholarship Brunch in order to make a profit, and more importantly to have chapter members fairly participate in the fundraising. The chapter has successfully done this practice in the past. Other suggestions for a successful Finer Womanhood Scholarship Brunch included the ideas of advanced/pre-sale raffle tickets for big ticket items and/or a 50/50 raffle the day of the event.

Soror M. Clark-Tillman expressed her desire to fill two vacant positions (Z- HOPE Coordinator and Website Coordinator) to ensure a successful sorority year. Soror L. Barnes agreed to continue as our chapter’s Z-HOPE Coordinator until someone could step-up and be fully trained to carry-on her past duties. Sorors D. Blake and N. Reed both expressed interest in shadowing Soror L. Barnes to be trained for the position. Soror J. Minter agreed to be our Website Coordinator and will officially be appointed when she is successfully transferred into the chapter.

Committee sign-ups and meeting/ways-and-means hosts sign-ups were passed around at today’s meeting and Sorors were encouraged to sign-up on both sheets.

First Anti- Basileus Report: *(Review submitted report for details.)*

Soror K. Thompson presented her report along with reminding Sorors about upcoming and important dates to remember.

It was suggested that in the future, first names of inactive sorors be used as a method of identifying those in need of contact in the First Anti report.

Second Anti-Basileus Report: *(No report presented or submitted.)*

Third Anti-Basileus Report: *(Review submitted report for details.)*

Soror R. Jacobs presented her report and informed the chapter that Psi Mu Chapter is requesting financial assistance with their national insurance policy payment. The three undergraduate Sorors in Psi Mu Chapter are paying \$50/each, out-of-pocket (\$150 total) and are in need of an additional \$200 for the insurance balance. Chapter members expressed concern to Soror R. Jacobs about the financial planning of our undergraduate Sorors and this being their second year requesting these funds. Soror R. Jacobs assured the chapter that she would communicate these concerns to Psi Mu Chapter. Soror R. Rodgers suggested that the requested monies be appropriated from other line items in our chapter budget allotted for



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undergraduates and the rest from the National Initiatives line-item. Soror A. Fulton made a motion, seconded by Soror L. Smith, to fund the remaining insurance balance of \$200 to Psi Mu Chapter from our chapter's undergraduate and National Initiatives line items. Vote - in favor (8); opposed (2); abstentions (4); motion approved.

Phylacter Report: *(Review submitted report for details.)*

Soror H. Pennywell presented her report and informed the chapter that the Bylaws and SOPs Committee is diligently working on completing our chapter bylaws revisions, in hopes to be done by October.

COMMITTEES REPORTS

Scholarship Committee: *(Review submitted report for details.)*

Soror K. House submitted a report for the chapter's review.

Soror M. Clark-Tillman informed the chapter about a letter we received from a disgruntled parent of one of our scholarship recipients from this year, but did not want to discuss the specifics with the chapter before having a discussion with the Scholarship Committee Chair and committee members. However, the chapter expressed that it was important that a discussion be had at this meeting and the Scholarship Committee members present today agreed. The parent expressed their disappointment with the timing of communication from the chapter about requirements and deadlines for the recipients, and concluded with telling the chapter to ultimately keep the scholarship monies awarded to their child. After a brief discussion of of this issue, the entire chapter still felt that the first disbursement should be sent to the awardee regardless of the parent's request.

Zeta Youth Auxiliaries Committee: *(Review submitted report for details.)*

Soror R. Rodgers presented her report and reminded Sorors about the ZYA's bowling event today - 12 ZYA members and 8 XZZ Chapter members are attending along with a couple of the guardians/parents.

Soror N. Reed was recently given the "Green Light" to become an official ZYA advisor.

Soror R. Rodgers is working on a date and venue for the ZYA new members induction and current members promotion to the next age group. She will let the chapter know of her plans once finalized.

Soror R. Rodgers also reminded the chapter about the importance of chapter members' participation with the ZYA in ensuring its' success. All chapter members are encouraged to



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participate in ZYA events and activities to show our young ladies that we, as a chapter, are invested in them.

Centennial Representative: *(Review submitted report for details.)*

Soror R. Rodgers presented her report and encouraged Sorors to become Centennial Visionaries if they are not already.

Soror N. Brandt informed the chapter that she has been appointed as one of the Centennial Commission's planning members by Past International Grand Basileus, Soror Jylla Moore Tearte. Also, Soror Brandt informed the chapter that there is a Visionaries Savings Plan being set-up by Nationals for Sorors to financially plan of Centennial - the savings plan is being run through MemberPlanet.com and Soror N. Brandt will send Soror M. Mebane (Grammateus) to forward to the chapter.

Social Media: *(Verbal updates delivered.)*

Sorors M. Clark-Tillman accepted Soror J. Minter's willingness to volunteer as our chapter's website coordinator. Soror J. Minter will be officially appointed once she is officially and successfully transferred into the chapter.

Soror R. Rodgers will still be in charge of the chapter's Facebook page and presence. She reminded Sorors to please ensure that any chapter activities/events shared on social media should be set to 'Public' so that Soror R. Rodgers can also share on our chapter's FB page.

Z-H.O.P.E: *(Verbal updates delivered.)*

Soror L. Barnes reminded chapter members of the following dates -

- Making Strides Breast Cancer Walk - 10/29/2017; Soror L. Barnes will create the chapter's fundraising page this weekend so that Sorors can join and begin raising funds.
- Zeta Prematurity Awareness Program (Z-PAP) Kick-Off Webinar - 10/3/2017 - see Dove Notes for details

Social Action: *(Review submitted report for details.)*

Soror K. Thompson presented her report.

Sigma/Zeta Council: *(Review submitted report for details.)*

Soror R. Jacobs presented her report and thanked all chapter members who attended the Nor Cal Blue and White Cookout in Fremont. The turnout was successful and if any chapter members have any concerns and/or suggestions about the cookout, then they should submit to her.



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The Sacramento Sigmas expressed interest in joining the council and will encourage the Sacramento Zeta chapter to also join.

The 2018 Sigma-Zeta Founders' Day Celebration is being planned at this time and the council has 3-4 venue locations as options at this time. Also, a guest speaker is being sought at this time - suggestions are welcome.

Silicon Valley NPHC: *(Verbal updates delivered.)*

Soror R. Jacobs reported that the NPHC is currently going through a transition in new leadership and at this time, no action is being requested by any NPHC groups. As updates come, Soror R. Jacobs will communicate to the chapter.

Black Kitchen Cabinet Council: *(No report presented or submitted.)*

UNFINISHED BUSINESS/NEW BUSINESS

Birthday Acknowledgements:

Soror A. Fulton will continue to lead the chapter in acknowledging the monthly birthdays of our chapter members.

HAPPY BIRTHDAY to the following Sorors:

- Soror Liz Smith - Aug. 2nd
- Soror Katherine House - Aug. 13th
- Soror Patrice Ware - Aug. 24th
- Soror Patricia Ware - Aug. 24th

ANNOUNCEMENTS

- San Jose State Homecoming vs. Fresno State and Tailgate \$20/person
- Breast Cancer Awareness Fashion Show sponsored by Sigma Gamma Rho (flyer to be emailed); Soror L. Barnes will be a model in the show and Sorors are encouraged to support

CLOSING

Closing Prayer
Sorority Hymn (second verse and chorus)
Adjournment at 12:57 p.m.



Xi Zeta Zeta Chapter
San Jose, CA

BASILEUS REPORT

October 21, 2017

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- **NorCal Wildfires Call-to-Action:** Please see attached letter regarding a call-to-action for our chapter in response to the Northern California wildfires. We will be the only NorCal Zeta chapter who has given any kind of response to this devastation at this time. It will also be our first call-to-action as a chapter to a local disaster this year. It is my hopes that we, as a chapter, can assist the best way we can through our call for donations. We will be collecting donations until December 2017 and hopefully be making at least two drop-offs to the affected areas. Please be proactive in seeking donations from your family, friends, co-workers and others – you can use the letter as a tool.

 - **Meeting Hosts and Committees Sign-ups for 2017-18:** Committee sign-up sheets are attached to this report. I have appointed most committee chairs after I confirmed their acceptance. If you have not signed-up for a committee yet, please do so at this meeting.

 - **2017-18 Chapter Events/Programs:** The following event presentations were agreed upon by the chapter at our September business meeting. For those Sorors who are heading/leading these event efforts, it is my hopes that you all are diligently and proactively executing the what is necessary for your events/programs, and I have added your events to the committees list so that you can assistance with the execution of them.
 - Bowling Tournament Fundraiser (headed by Soror Kotarah Thompson)
 - African American Organization and Business Mixer (headed by Soror Jessica Minter)
 - Chapter Fundraising Drive (personal loans, Soror donations) – (headed by Sorors Liz Smith and Shirley Jacobs)

 - **Filled Vacant, Chapter Positions for 2017-18 Sorority Year:** The following positions are no longer vacant for the 2017-18 sorority year:
 - Z-HOPE Coordinator – Soror LaToya Barnes (Soror Diana Blake will be shadowing)
 - Website Coordinator – Soror Jessica Minter

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BASILEUS REPORT

October 21, 2017

- **Years of Service Award Pins Distribution:** If you were not at last month's meeting, you did not receive your service pin award. I will bring them to the November chapter meeting for distribution again. The following Years of Service categories are:

- Pearl (5-9 years of uninterrupted service)
- Dove (10-24 years of uninterrupted service)
- Silver Dove (25+ years of membership)
- Golden Dove (50+ years of membership)

- **2017-18 Chapter Goals (P.E.A.R.L.Z):**

***** THIS WILL BE PART OF MY REPORT EVERY MONTH AS A REMINDER OF OUR GOALS FOR THIS YEAR. *****

For the 2017-18 sorority year, I would like to introduce my "P.E.A.R.L.Z – Project to Effectively Assess and Renew the Light of Zeta" plan, which will focus on membership, fundraising and community service – three areas where chapter members have expressed concern in for years. It is my desire that with our P.E.A.R.L.Z, we are able to achieve quantifiable and worthwhile outcomes for this sorority year.

MEMBERSHIP P.E.A.R.L.Z

- Retain our chapter members through aggressive retention efforts that include a mentorship program specifically for new, transfer and reclaimed members; sisterly bonding activities; and monthly trainings/workshops
- Reclaim at least three inactive/nonfinancial Sorors;
- Recruit at least three new members for intake in Spring 2018;

FUNDRAISING P.E.A.R.L.Z

- Appoint a fundraiser coordinator/chair who will assist in planning, execution and oversight of chapter fundraisers;
- Plan and execute at least one general chapter fundraiser and two XZZ Educational Foundation fundraisers;
- Coin at least one new and effective fundraiser from this year that we implement for the next few years and reevaluate its need in 2020 (Centennial);

COMMUNITY P.E.A.R.L.Z

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BASILEUS REPORT

October 21, 2017

- Work closely with the chapter's Social Action Chair and Z-H.O.P.E Coordinator to identify at least two community agencies that we can partner with this year;
- Implement three community service projects/activities with our new community partners;
- Ensure that at least one implemented community service project is featured in a local media outlet as a form of public relations.

➤ **Save-the-Date(s):**

- Nor Cal Basilei Retreat - October 21, 2017 - Oakland, CA
- Zeta Membership Dues Deadline – October 31, 2017
- ZYA Fall Webinar Replay – November 3, 2017
- Military Appreciation Week – November 6-12, 2017 – nationally
- "Dovely TimeZ" Article Submission Deadline – November 21, 2017
- Archon Article Submission Deadline – December 1, 2017
- 34th California State Meeting - January 26-28, 2018 - Los Angeles, CA

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ZETA PHI BETA SORORITY, INCORPORATED
a community-conscious, action oriented organization
Since 1920

October 16, 2017

**NORTHERN CALIFORNIA WILDFIRES CALL-TO-ACTION FOR THE
SAN JOSE GRADUATE CHAPTER OF ZETA PHI BETA SORORITY, INCORPORATED**

In light of the devastating wildfires sweeping across Northern California, the San Jose graduate chapter of Zeta Phi Beta Sorority, Incorporated sends our prayers and heartfelt thoughts to all those directly and indirectly affected. While our community (South San Francisco Bay Area) is approximately 100 miles away from these fires, the blanket of smoke and ashes that covered our cities was only a relentless reminder of how tragic a situation the residents, businesses, schools, firefighters and emergency service teams are currently facing. Entire neighborhoods and communities are in ruins, but it is through these trying times that we are all tested to dig deep into the depths of our humanity to show how we come together to help one another in difficult times, such as the one we are facing now.

Zeta Phi Beta Sorority, Incorporated is “a community-conscience, action oriented organization,” and the San Jose graduate chapter has charged its members to accept a call to action in assisting individuals who have been displaced/evacuated due to the wildfires and to keep our communities informed. We will be collecting donations to create at least 100 self-care bags for victims in the evacuation centers; blanket donations; diapers and baby wipes donations; and socks donations for adults and children. Specific donation information will be communicated very soon, so please be sure to look out for it.

We will be there for our communities with a helping hand... WE ARE CALIFORNIA STRONG!!!

Sincerely,

Mary K. Clark-Tillman
President, Xi Zeta Zeta Chapter
Zeta Phi Beta Sorority, Incorporated

Xi Zeta Zeta Graduate Chapter
P.O. Box 610985
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www.casouthbayzetas.org



Xi Zeta Zeta Chapter
San Jose, CA
2017-2018 COMMITTEE SIGN-UPS

MEMBERSHIP COMMITTEE

1. **Kotarah Thompson (CHAIR)**
2. Myesha Mebane
3. Rhonda Jacobs
4. Helena Pennywell
5. _____

BYLAWS/SOPs COMMITTEE

1. **Helana Pennywell (CHAIR)**
2. Tanya Fitzgerald
3. Rhonda Jacobs

SCHOLARSHIP REVIEW COMMITTEE

1. Connie Carr-Jones **(CHAIR)**
2. Renee Rodgers **(CO-CHAIR)**
3. Kotarah Thompson
4. Liz Smith
5. Jessica Minter

FINER WOMANHOOD SCHOLARSHIP BRUNCHCOMMITTEE

1. **Renee Rodgers (CHAIR)**
2. Kotarah Thompson
3. Nakia Brandt
4. Ardette Fulton
5. _____

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Xi Zeta Zeta Chapter
San Jose, CA
2017-2018 COMMITTEE SIGN-UPS

UNDERGRADUATE ADVISORY COMMITTEE

1. **Rhonda Jacobs (CHAIR)**
2. Nenah Reed
3. Latoya Barnes
4. _____
5. _____

ZYA ADVISORY COMMITTEE

1. **Renee Rodgers (CHAIR)**
2. Myesha Mebane
3. Rhonda Jacobs
4. Nenah Reed
5. Kotarah Thompson
6. Connie Carr-Jones
7. Ardetta Fulton

Z-HOPE COMMITTEE

1. **Latoya Barnes (CHAIR)**
2. **Diana Blake (CO-CHAIR)**
3. Myesha Mebane
4. Rhonda Jacobs
5. Jessica Minter



Xi Zeta Zeta Chapter

San Jose, CA

2017-2018 COMMITTEE SIGN-UPS

CHAPTER & EDUCATIONAL FOUNDATION FUNDRAISING COMMITTEE

1. Liz Smith
2. Shirley Jacobs
3. Ardette Fulton
4. _____
5. _____

SOCIAL ACTION COMMITTEE

1. **Kotarah Thompson (CHAIR)**
2. Rhonda Jacobs
3. Myesha Mebane
4. _____
5. _____

BOWLING TOURNAMENT FUNDRAISER/EVENT COMMITTEE

1. **Kotarah Thompson (CHAIR)**
2. Helana Pennywell
3. Jessica Minter
4. _____
5. _____

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2017-2018 COMMITTEE SIGN-UPS

AFRICAN AMERICAN ORG/BUSINESS MIXER

1. **Jessica Minter (CHAIR)**
2. _____
3. _____
4. _____
5. _____

APPOINTED POSITIONS

Silver Zetas/Doves Coordinator – Helana Pennywell

Social Action Coordinator – Kotarah Thompson

Social Media Content Coordinator – Renee Rodgers

Website Coordinator – Jessica Minter

Z-HOPE Coordinator – LaToya Barnes

ZYA Coordinator – Renee Rodgers

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**Xi Zeta Zeta Chapter
San Jose, CA**

2017-2018 MEETING HOSTS & WAYS-AND-MEANS SIGN-UPS

Meeting Date: September 16, 2017

1. Mary Kat Clark-Tillman
2. _____

Meeting Date: October 21, 2017

1. Diana Blake
2. Nenah Reed

Meeting Date: November 18, 2017

1. LaToya Barnes
2. Kotarah Thompson

Meeting Date: December 16, 2017

1. Rhonda Jacobs
2. Shirley Jacobs

Meeting Date: January 20, 2018

1. Connie Carr-Jones
2. Renee Rodgers

Meeting Date: February 17, 2018

1. Nakia Brandt
2. Liz Smith

Meeting Date: March 17, 2018

1. NO MEETING due to FW Scholarship Brunch

Meeting Date: April 21, 2018

1. Myesha Mebane
2. Helana Pennywell

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2017-2018 MEETING HOSTS & WAYS-AND-MEANS SIGN-UPS

Meeting Date: May 19, 2018

1. Ardette Fulton
2. Jameela Fulton

Meeting Date: June 18, 2018

1. _____
2. _____



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October 21, 2017

This year one of the membership goals is to bring in at least five new members, while also trying to get XZZ in becoming a Bay Area household name. The 2017-18 Membership Committee is in the process of scheduling its first committee meeting, and the chapter will be updated at the November business meeting of the outcome of this meeting.

Chapter members have identified ten possible interests for membership and they are: Donice Hill, Meranda Middleton, Leah Mieso, Ashley Phillips, Jasmine Nimsaj, Natarshia Mosley, Phong, Lam, Shawnnie White, and Lynette Jones. A list is going to be circulated at this meeting to add any additional interests you may have or know of, and the contact information (please include email and phone).

The following possible reclaim/transfer Sorors have been contacted via email inviting them to our upcoming chapter meetings and events: Soror Kristen Lockhart (possible transfer), Soror Shavonda Early, Soror Janet Escobedo (possible transfer), Soror Tanisha Fitzgerald-Williams, Soror Ladona Irving, Soror Sonja Jackson-Rubio, Soror Debra Lopez, Soror Chandra McDuffie, Soror Shonia Porter, Soror Karen Schuberg, Soror Courtney crocker, Soror Tari Hunter, Soror Leah, Mieso.

Please spread the word via your social media sites, word-of-mouth and email regarding our upcoming events. **I am tasking every soror to invite at least one person to the Open House on November 4th, 2017.** We are creating a display table at the Open House, so please be sure to bring at least one item for the table, and no worries, you will get them back.

“Let your footsteps lead you back to Zeta”



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Sorors it is imperative that we are representing Zeta in the best light possible, and we do a great job of that! The attire for the Open House is Business attire Royal Blue and White only, if you have a name tag, pin or brooch.

Every Soror on the roster should have received an email with the Eventbrite invitation for the Open house, please ensure that you are checking your email at least twice a week. A reminder will be sent out soon.

There will be an email sent out to the chapter regarding a **“Sisterly Bonding”** event which will be open to the public as well please be sure to respond within a timely matter, even if you will not be in attendance.

There are still items needed for the Open House, double check your email and please respond to the Signup Genius that was sent out earlier this month titled **“Potluck Style Lunch”**. As the Chapter Roster goes around please note your preference of contact (email, text, phone call with specific days).

It would be very helpful for the entire chapter to be trained as a Youth Advisor. Soror Renee Rodgers will conduct a training on December 10th, 2017 in Sacramento please be sure to double check your email for more information in the upcoming weeks regarding location and time.

I have printed out several copies of Dove Notes- If you are not receiving them please use the link below to sign up <https://www.surveymonkey.com/s/membershipemailFY1415>

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Below are the Membership Tips from Week 1 - If you have any tips you would like to add please email me kotaraht@gmail.com

Focus: Recruitment

- Produce a Public Relations (PR) chapter brochure/press kit
- Utilize your local media to publicize your chapter and its events (Public Access TV, local newspapers, local radio, etc.)
- Ensure that your chapter's website displays appropriate presentation materials and is always current
- Whenever possible, invite present and past Regional and/or National officers to speak to prospective members on the topic of **“what does it mean to be a part of Zeta”**
- Observe women who are already involved in other organizations, as well as entrepreneurs, business professionals, media professionals, legal professionals, medical professionals, etc. in order to acquire diversity in your chapter
- Prepare a 2 minute elevator speech on what can be said about the chapter to spark enthusiasm when making introductory presentations to interests
- It is always important to be finer in your look, manner and attitude because you want to attract interested women who will represent Zeta well and to accomplish this it all starts with you
- Try to host a diversity of chapter events which will attract women from different walks of life to the organization

Submitted with Sisterly Love,

Soror Kotarah Thompson -First Anti Basileus

“Let your footsteps lead you back to Zeta”



**Xi Zeta Zeta Chapter
Bylaws/SOP Committee Report
Soror Helana Pennywell – Phylacter
October 21, 2017**

Committee Members: Soror Tanya Fitzgerald, Soror Rhonda Jacobs, and Soror Helana Pennywell (Chairperson)

Our committee last met on Monday, October 9, 2017 via conference call. We are happy to report that we have completed the content of the bylaws and it is now being edited for presentation. Once the editing is complete the committee will present the newly revised bylaws to the chapter body for review at our November chapter meeting.

Respectfully Submitted,

Soror Helana Pennywell



October 21, 2017

Youth Committee Report

We have a great time at our Bowling Fellowship. Thanks to the Sorors who were able to attend. We are anticipating 14 youth returning this year. To date, 10 youth who returned their application and fees.

We welcome two new advisors (Myesha Mebane and Rhonda Jacobs) to our team. Myesha will be interning with the Archonettes and Rhonda with the Pearlettes.

ZYA Open House is November 4, 2017 and the Induction ceremony will occur on December 16, 2017.

At today meeting, the girls will conduct some getting to know you activities and possible work on an ornament for National's tree.

Finerwomanhood Brunch Committee

We are confirmed at the Crowne Plaza on March 17, 2018. As this is going to be our 30 year celebration as a chapter, incorporating the celebration and brunch is recommended. Soror A. Fulton will be inviting all charter members via a personalize initiation process. As we move towards Centennial, 2018 is the Year of the Sisterhood. We are looking for themes. One suggestion: Honoring the Past, Celebrating the Present and investing in the Future". Once theme is finalized, flyers will be created.

Ticket pricing should stay at \$50. I will be obtaining the menu so committee can decide on the selections.

Patron forms will be email soon and Sorors can start collecting Donations. We are also looking at a 50/50 raffle option as a fundraiser between now and the brunch. Any ideas or suggestions are greatly welcomed and appreciated!

Respectfully submitted: Renee' Rodgers



Zeta Phi Beta Sorority, Incorporated
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“2017 Year of Service”

- **Purpose of CSR** - The purpose of the Chapter, State, and Region Representative (known as CSR Rep) is to share firsthand knowledge with their perspective membership. The information provided is directly from the Centennial Counsel.
- **Dove Notes** – Continue to read the Dove Notes as it contains important information.
 - **Tyler Sisters Memorial Project** – The Great Lakes Region is proud to announce Founders Tyler & Faithful Lasting Footprints event. There will be a dedication ceremony and an unveiling. Please review your emails, per protocol chain, from your chapter Basileus about the memorial project.
 - **Tribute & Memorial Donations** – Continue to support the vision in honor of some special. Please visit the Centennial website for more information.
- **Centennial Savings** – Began your preparation for Centennial by saving NOW!
- **2016 Year in Review** – Is now available.
- **Centennial Academy** – CSR Reps will need to register on the Centennial Academy to have access to all CSR Replays and various Centennial presentations.
- **Sisterhood Circle** - Goal of sisterhood circle which is 1,920 circles by 2020; we have 495 circles as of September, 2017.
- 2017 is the Global Year of Service – 20 million hours of service by 2020 & use of the ZSMS (Zeta Service Management System); continue to use the **#20MhoursofService** hashtag in Social media when you are posting Service information.
- **Zeta Service Management System (ZSMS)** - Remember to submit your service hours in the ZSMS System. The website location is <https://zphib1920.org/service/> - Individual Zeta members (financial or non-financial) and individual Auxiliary members can submit ANY community service hours that you have completed as an individual. (Basically, *when you are not with your Chapter or Group serving the community please submit your hours. Ex. Serving in the church, time registering voters, animal shelters etc.*) Chapters/Auxiliary groups should continue to submit your Z-HOPE forms to your State Z-HOPE Coordinators **AND** submit your hours in the Zeta Service Management System (ZSMS) until further notice.
- **Service Chapter/Auxiliary of the Century** - The top Youth, Amicae, Graduate and Undergraduate Chapters with the most service hours entered in the NEW Zeta Service Management System will receive an award for the Top Service Chapter/Auxiliary of the Century in 2020!!!
 - **Dates to Remember:**
 - 1/16/2017 – 3/31/2020 Submission Date
 - 1/16/2020 – Top 20 Announced (as of 12/31/2019)
 - 6/2020 – Final Winners Announced at Centennial Celebration
 - The Chapter will be recognized during the 2020 Centennial Celebration. Each Chapter Member will receive Centennial Service Chapter Pin.
- **Graduate and Undergraduate Chapter Size Groups as 10/31/2019**
 - 1-4 members
 - 5-25 members
 - 26-50 members
 - 51 + members



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- **Spiritual Advisory Council Prayer Call** – 16th of every month starting September 16, 2017 through January 16, 2021 at 7:20 pm est (live) and then recorded and added to the Centennial Academy.
- **2018 Global Year of Sisterhood** – Information including an implementation guide which includes Sisterhood Teas, Buy Blue Events will be forthcoming.
- **2017 Service Anthology** – We need your service history. Submissions for 2017 will be accepted **until 11/15/2017**. Need CSR to take the lead in submitting description and picture for activities related to Centennial for the Anthology. Please visit the website for more information.
- **Future State Vision Statement** – FOR CSR ONLY Due 10/15/17.
- **Zetas for Life** – ensure over 10,000 + Zetas are present and registered at Centennial. Will you join us and bring other Sorors? We have various incentives and accolades for Sorors who will be in attendance.
- **Membership/Service Anniversary 2020** – Submit ideas and designs for the pin by 10/15/17.
- **Creative Thinkers Needed** – The communications team is in need of creative thinkers. Please visit the website for more information.

- **CSR Reps** – Please encourage chapters, states, and regions to have representatives on the call. Visit <http://zphib2020.com/centennial-representative/>.
- **CSR Reps task list:**
 - Meet with your Basileus and discuss your role, budget, etc.
 - Get on your chapter meeting agenda.
 - Research and develop ideas to recognize your chapter, state, and regional members.
 - Review and share your summary page.
 - Support the Centennial Journey by staying in the communication loop via the website, Facebook, Twitter, Instagram, etc.
 - Collaborate with SD and RD at upcoming conferences.
 - Remember we are asking all CSR Reps to become Charter Donors except for undergraduates. We also encourage you to go beyond Visionary donor level, if you are able. Please visit the website to sign up.
 - Finer Jewelry Collection - We will be releasing the 3 Edition, in 2018, after we have sold out our 2nd piece. **Remember to Buy Blue** - www.zphib2020.com/buy-blue/.
 - We need your ideas for ways to motivate your chapter, state, and region. Email Soror Stewart at csrrep@zphib2020.com.



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Dates to Remember:

Date	Event
November 7, 2017	CSR Call at 8:30 pm (est)
January 5-7, 2018	National Executive Board Meeting – New Orleans, LA
July 18-22, 2018	Boule – New Orleans, LA
January 15-19, 2020	Midnight Celebration for Our Centennial plus a weekend full of events celebrating 100 Years
June 23-28, 2020	Boule & Centennial

Thank you!

Making Strides Against Breast Cancer



Here are the details for the walk:

- Date: Saturday, October 28, 2017
- Time: Approximately 8:15 AM (Ceremonial Start is at 8:30 AM)
- Location: Guadalupe River Trail and Arena Green
- Fundraising Goal: \$1,000

The fundraising page is up and running. Please read your email with directions of how to sign up for the team if you have not previously joined the team before. If you have joined the team before, your information should be saved on the website upon login. Thank you to Sorors who have joined the team and have fundraised toward our goal! We have currently raised \$605.00 which is approximately 60% of our goal. I am looking for the top three fundraisers for a prize!

Prematurity Awareness Month

November is Prematurity Awareness Month and it's fast approaching! Fans have been ordered, and I am waiting to receive them. Similar to past practices, we need to have our program at a worship-based event at a local church with at least 50 non-Zetas and 4 Zetas in attendance. We can do an announcement in a local church bulletin like we have done before. Please let me know as soon as possible if your church is available to do a bulletin announcement.

World Prematurity Day is on Friday, November 17th. Let's wear purple to raise awareness!

Military Z-HOPE Initiative: Women Veterans ROCK

Zeta has joined forces with The Women Veterans ROCK Advocacy Campaign to raise awareness of the sacrifices and contributions made by America's Women Veterans and Military families. For more information, please take a look at this website: <http://www.womenvetsrock.org>

We have been challenged to donate a minimum of \$11.11 towards this fundraising initiative, as it represents the date the time (Nov. 11, 1918 at 11:00 AM) that the Armistice took effort to end World War I.

To earn Z-HOPE points -- \$50 = 50 points, \$75 = 75 points, and \$100 = 100 points. It needs to be sent as a check or a money order to National Headquarters postmarked by October 31st, 2017. A receipt document needs to be mailed with National Headquarters, which needs a signature from our Madame Basileus.

If there's anything else, please do not hesitate to contact me. Have a blessed day!

Humbly Submitted,
Soror LaToya Barnes
Z-HOPE Coordinator



Xi Zeta Zeta Chapter

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Social Action Committee Report

October 18th, 2017

The Social Action Committee has not met since the last meeting however, we have been very busy networking with several community agencies; Unity Care Group and PACT (People Acting in Community Together)

We have several Community Service Projects to engage with. One of XZZ major projects will be Village House the rotating women's shelter. We will need many sorors and hopefully the youth groups to actively participate. Janet Phinick will come to the November meeting to provide the chapter with a presentation regarding the needs of Village House.

Village House Women's Shelter Training

1010 University Ave San Jose 95126

Tuesday, October 24 and Thursday, October 26 at 6:30 PM

Temple Emanu-El will be housing up to 15 women from December 6 - January 3. We will need help in many areas including laundry volunteers, meal volunteers, logistics, medical, intake, overnights, and more. Please join us for one of these training sessions to learn how you can help!

A Need in San Jose

This year we really need to branch out and become more of a presence within San Jose and beyond. In particular Thailand. Sarith Rin will be in Thailand teaching English with a crew of other Americans/Nationalities. They will be there for a little over 2 weeks in a small town. Sarith has already bought backpacks/book bags for the youth. The ages range from 6-18 and she is enlisting the help of the community for school supplies, stickers, coloring books, etc. (new, or gently used).

**Submitted with Sisterly Love,
Soror Kotarah Thompson - Chair**