

Powerful Possibility



The Butterfly Effect

2018 Business Meeting Packet



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS

DELTA KAPPA GAMMA

Sigma State Wisconsin Convention

April 28, 2018

Crowne Plaza Convention Center

Madison Wisconsin

2018 BUSINESS MEETING AGENDA

- I. Call To Order**
a. Quorum
b. Procedure to make a motion
Leslie Bakkum
Barb Millerman
Annmarie Wacker
- II. Adoption of Agenda**
a. Call for additions to the agenda
b. Motion to adopt the agenda
- III. Approval of the Minutes**
a. 2017 State Convention Business Meeting Minutes
b. Ratification of electronic vote of the 2017 Report of the Financial Review Committee
Barb Millerman
Kathy Zautner
- IV. Reports of Officers, Boards, and Standing Committees**
a. Treasurer's Report
b. Committee Reports
Sandra Ruesink
Committee reports have been distributed to all Executive Board members and members registered to attend convention. They are also published on the Sigma State website. Only committee reports requesting specific action requiring approval by the convention are included in the agenda.
i. Mary Jo Nettesheim Literary Competition
Judy Snyder/Pat Brabazon
- V. Reports of Ad Hoc Committees**
a. Ad hoc Committee to Study State Meetings
b. Ad hoc Committee to Research Nettesheim Fund Accounting
Mary Kenne
Beverly Hess
- VI. Unfinished Business**
- VII. New Business:**
a. 2018 - 2019 Sigma Wisconsin Budget
b. Carolyn Pittman Honorarium
c. Readers (3) to proof/edit the minutes of the meeting
d. Sigma State Foundation, Inc. Give Back Award Presentation
e. Sigma State Wisconsin Scholarship Presentations
f. Sigma State Wisconsin GAEP Recipient
g. Sigma State Action Grant Recipients
h. Invitation to 2019 State Convention
Cindy Rockow
Marilyn Lambert
Millie Buege
Margaret Bussone
Bev Mantey-VanCronkhite
Gerry Nelson
Central West Area Convention Planning Team
- VIII. Announcements:**
Jean Schollmeier
- IX. Adjournment:**

UPCOMING DATES:

June 4-29, 2018	Chapter Leadership Team Training via <i>GoToMeeting</i>
July 1, 2018	2018-2020 Chapter Biennium begins!
July 16-20, 2018	2018 International Convention, Austin, TX
August 7, 2018	2018 August Executive Board Meeting, Best Western Conference Center, Portage WI
October 5-8, 2018	Creative Arts Retreat, Green Lake, WI
April 27-29, 2019	2019 State Convention, La Crosse, WI
July 1, 2019	2019-2021 State Biennium Begins!
July 10-12, 2019	Northwest Regional Meeting, Embassy Suites Des Moines Downtown, Des Moines, IA

The Delta Kappa Gamma Society International
Minutes of the Spring Convention
Executive Board Meeting

April 22, 2017
Comfort Suites Hotel, Green Bay, Wisconsin

The Sigma State Executive Board met on Saturday, April 22, 2017, at the Comfort Suites Hotel in Green Bay. President Marilyn Lambert (Zeta) welcomed attendees and extended thanks to Zeta Chapter for planning and hosting the convention. Dr. Phyllis Hickey, the DKG Society's International Operation Services Administrator, was introduced as the international guest.

President Marilyn Lambert (Zeta) called the meeting to order at 8:40 a.m. Linda Dubaniewicz (Beta) moved that the business meeting agenda be approved as printed. The motion was adopted. Barb Millerman (Psi), Recording Secretary, called the roll, and Annmarie Wacker (Beta), parliamentarian, declared that a quorum was present.

The 2016 Fall Workshop Executive Board minutes were approved as printed.

Sandra Ruesink (Delta) reported that 15 new members were added this year. As of the end of March, the balance in the general checking and savings account is \$21,289.45 and another \$19,227.07 in investments. Some minor typo corrections were made to the 2017-18 proposed budget. The treasurer's report will be placed on file for audit.

A thank you note from Dr. Phyllis VanBuren for a gift to the World Fellowship Fund was read by correspondence secretary, Mary Flierl (Chi).

COMMITTEE REPORTS (copies are attached to these minutes)

Action Grants Gerry Nelson (Alpha Xi) The Advisory Council received \$3,000 from Sigma State, \$2,000 from the Sigma State Foundation, and \$200 from the Council's Reserve Fund. A total of 12 grants were awarded.

Educational Excellence Committee (EEC) Marcia Trentlage (Omicron) explained how this committee is explaining the purpose of the EEC Committee. Chapters have been asked if they have changed their committee structure to fit them locally and if their EEC aligns with Sigma State Wisconsin.

Finance Committee Cindy Rockow (Psi) A major concern of this committee is an overall decline in state membership; this trend will have a direct impact on the finances available to the organization. Recruitment of new members is essential.

Grants in Aid for Educational Publication Toni Durben (Omicron) reported that this past year the committee had only one interested person. No GAEP grants were awarded this past year.

Historian Helen Van Prooyen (Gamma) encouraged attendees to view the historical display. Sheets were available on the tables of various Sigma State Wisconsin records which have been archived.

International Foundation Bev Hess (Chi) Monies raised are used to finance projects and professional development. The DKG Educational Foundation relies on donations to facilitate its mission. Go to www.dkg.org for more information.

Leadership Jan Marson (Alpha Omega) The committee planned and executed two training sessions this past year. The three major goals of the committee were explained.

Literary Competition Pat Brabazon and Judy Snyder (Alpha Iota) The 33rd year of competition has been completed. There were 1,209 books submitted to chapters with 150 Sigma State Wisconsin members involved in their local Literary Contests. This is the first year there was a category for high school students (Grades 9-12). Chapters can also send up to ten books to state, and allows for more than one tie per chapter. (See their report for more details.)

Membership Brigitte Musallam (Gamma) The main focus this past year was to initiate and sustain membership. Sigma State membership for 2016-17 is 695. Nine of the 25 Sigma State Wisconsin chapters increased their membership.

Missling Achievement Award Mary Kenne (Alpha Gamma) Five individuals were nominated for this award this past year. At the banquet, we learned that this year's recipient was Bev Hess (Chi).

Newsletter Sharon Storms (Lambda) Chapter presidents are encouraged to obtain photo permissions from their members. If members choose to have their copy of Sigma State News sent to them via e-mail, costs of distribution can be reduced.

Scholarship Margaret Bussone (Chi) One person received a \$4,000 Founders' Scholarship, and four individuals qualified for Hunziker Scholarships of \$1,000 each.

Strategic Action Plan Leslie Bakkum (Theta) Three areas focused on this biennium were membership, leadership, and educational excellence. Sigma State Wisconsin is working on strengthening its standing committees as they move our state organization into the 21st century.

Website Barb Cody (Zeta) The Communications Committee has been following the SAP they developed. Barb would like to step down from her present positions at the end of the 2017-18 year and assume a new position in Sigma State Wisconsin.

World Fellowship Marie Allen (Theta) Ananda Muhammad, (Ames, IA), who was our guest at last year's convention, had her Masters' thesis accepted and will be entering a doctoral program. Donations are always gratefully accepted for World Fellowship awards.

NEW BUSINESS

Cindy Quilling (Alpha Tau) moved and it was seconded that "The Sigma State Wisconsin budget be accepted as printed with stated corrections." The motion was adopted.

Brigitte Musallam (Gamma) moved and it was seconded that "Sigma State Wisconsin accept the request of dissolution of Chapter Upsilon as requested by them in their two letters." The motion was adopted.

The amendment of bylaws and standing rules was next on the agenda. President Marilyn Lambert (Zeta) reported that there was a unanimous vote from 30 members on the executive board to amend the bylaws and standing rules as published with the exception of Section 4 of the bylaws pertaining to the Mary Jo Nettesheim Memorial Literary Competition.

Carolyn Barnhart (Alpha Tau) moved and it was seconded that "Sigma State Wisconsin accept the revisions to the bylaws as published and displayed at the convention with the exception of Group No. 7." The motion was adopted.

Shari Eberhardt (Theta) moved and it was seconded that "An ad hoc committee be formed to research and clarify the accounting history of the Mary Jo Nettesheim Literacy and Illustrator Competition funding in Sigma State Wisconsin and Sigma State Foundation, Inc. and to establish a policy delineating future accounting practices related to Nettesheim funds." The motion was adopted.

Toni Durben (Omicron) moved and it was seconded to "Accept the changes in the Standing Rules as presented." The motion was adopted.

Upon President Lambert's (Zeta) request, Susan Grosse (Delta) moved and it was seconded to "Destroy the executive committee's ballots related to the changes in the Standing Rules and Bylaws of Sigma State Wisconsin." The motion was adopted.

Carolyn Barnhart (Alpha Tau), committee chair, shared the four recommendations from the ad hoc committee for Officer Training-WI DKG. Lindsay Barnhart moved and it was seconded that "The four recommendations of the ad hoc committee report be adopted." The motion was adopted. The proposed changes will not go into effect until 2018.

Mary Kenne (Alpha Gamma), chair of the ad hoc committee for developing a rotation schedule for spring conventions, gave her committee's report. Spring Sigma State Convention responsibilities would be rotated every six years. Carolyn Barnhart (Alpha Tau) moved and it was seconded that "Sigma State Convention responsibilities would be rotated every six years by the geographically associated chapters using the following schedule: 2018: Southwest Region, 2019: Central West Region, 2020: Central East Region, 2021: Southeast Region, 2022: Northwest Region, and 2023: Northeast Region." The motion was adopted. A suggestion was made that groups planning workshops or conventions request the \$82 per room state rate.

Mary Kenne (Alpha Gamma) moved and it was seconded to "Establish an ad hoc committee to study and recommend revisions to the scheduling and focus of state meetings including—but not limited to—alternating spring and fall meetings each year; determining membership preferences for the format, duration, and cost of state meetings; and balancing social/networking needs with the required business of the society." The motion was adopted.

Sandra Ruesink (Delta) moved that "A unanimous ballot be cast for the election of Leslie Bakkum, President; Mary Kenne, 1st V-P; Kathy Harrison, 2nd V-P; Barbara Millerman, Recording Secretary; and Ruth Scholze, Corresponding Secretary." The motion was adopted.

Rachel Schultz (Lambda) moved that "Nominations for the Finance Committee and the Nominations Committee be closed and a unanimous ballot for these two committees be cast." The motion was adopted. Members of the Finance Committee include Cindy

Rockow, Chair; Carolyn Barnhart, and Julie Hannon. The Nomination Committee members include Kathleen Clouthier, Chair; Roberta Gale, and Kathy Zautner.

Sharon Storms (Lambda) shared that "Beginning with the August 2017 issue of Sigma State News, members will be offered a choice of receiving their newsletter either as an e-mail attachment or as a printed copy." Her new e-mail address is dkgsseditor@gmail.com.

A collect was shared by Mary Lee Gibson (Zeta).

Marilyn Lambert (Zeta) appointed Brigitte Musallam (Gamma), Pat Premo (Chi), and Joanne Hagen (Alpha Upsilon Sigma) to proof/edit the minutes of the Spring 2017 business meeting.

Bev Mantey-VanCronkhite (Delta) and the Foundation Board presented a Sigma State Foundation, Inc. report and rally. Donations to the five-year "Fortify the Foundation" campaign totaled \$58,747. Bev announced that \$3,000 has been set aside for individual and chapter support; there may be only one application per chapter. An application form is available on the Sigma State website and in the state Dropbox.

ANNOUNCEMENTS

The Northwest Regional Conference will be held June 28-July 1, 2017, at the Holiday Inn and Conference Center in Spearfish, South Dakota.

A Transition Meeting for State Committee Chairs will be held July 10, 2017, at the Comfort Inn in Portage.

The Fall Workshop and Executive Board Meeting is scheduled for September 22-23, 2017, at the North Star Conference Center in DeForest.

The Creative Arts Retreat will be held October 6, 7, and 8 at the Green Lake Conference Center in Green Lake.

The 2018 Convention will be hosted by the Southwest Region at the Crowne Plaza Hotel in Madison from April 27-29, 2018.

Ruth Scholze (Theta) moved that "The meeting be adjourned." The meeting was adjourned by unanimous consent at 10:43 a.m.

Barbara A. Millerman (Psi)
Sigma State Recording Secretary

Sigma State Treasurer's Report

2018 Sigma State Wisconsin Convention

April 28, 2018

This year Sigma State initiated 18 new members. As of March 31, 2018, receipts in the general fund in this fiscal year were \$50,018.45 and expenses were \$44,803.70 for a difference of \$5,214.75. As of April 01, 2018, we have \$9,618.59 in general checking, \$6,308.27 in general savings, and \$36,700 in general investments.

Anticipated revenue for the remainder of the fiscal year is the return of the convention start-up money. Anticipated expenditures for the remainder of the fiscal year are the payment of remaining personnel gifts, mileage costs for convention, any committee expenses that have not been submitted at this point and the payment of \$0.50 per member to DKG International for the a donation to World Fellowship fund plus the money collected from chapter/committee drives.

This year mutual funds came due and a total of \$34,501.32 was moved into the appropriate asset funds to support our endeavors.

Other Funds that we have available rounded to the closest \$10:

- Capital expenditure fund has a balance of \$27,420
- Action Grants savings account has a balance of \$6,190
- GAEP funds saving and investments has a balance of \$34,790
- Scholarships including Founders, Duling, and Reichert have savings and investments totaling \$174,470
- Hunziker scholarship has savings and investments of \$418,020

The balance of all asset accounts as of 3/31/2018 was \$697,600 in all categories.

Respectfully submitted,

Sandra Ruesink, Sigma State Treasurer

Sigma State Wisconsin
The Delta Kappa Gamma Society International
***Sigma State News* Convention Report**
April 28, 2018

Electronic Version

The first electronic version of SSN was issued in August of 2017. Members could choose between receiving their newsletter electronically or as a print copy. There were 351 electronic versions and 343 printed versions of the August 2017 SSN sent out. For the February 2018 issue of SSN, there were 362 electronic versions and 346 printed versions.

The electronic issue of the newsletter has more pages and is in color. The print issue can only be 12 pages in length and black and white.

Cost

I compared printer and mailer costs between the 2016/2017 fiscal year and the 2017/2018 fiscal year. By reducing printer and mailing costs, we were able to save approximately \$798. The average cost per issue of the newsletter in the 2016/2017 fiscal year was \$654. The average cost per issue of the newsletter in the 2017/2018 fiscal year was \$387.

I believe we can add more people to the electronic version of the newsletter and save even more. It is hoped that anyone receiving a print copy and would like an electronic copy, but don't know how to access it, will drop in to the Technology Drop-In Room during state convention. Someone from the Communications Committee will be happy to show members how to access the newsletter electronically.

Addition

The Finance Committee has approved the addition of one issue beginning with the 2018/2019 fiscal year. This will allow us to have

more timely information in the newsletter. For the 2018/2019 fiscal year, the newsletter will be issued in July 2018, December 2018, March 2019 and June 2019.

Beginning with the 2019/2020 fiscal year and going forward, the newsletter will be issued in March, June, September and December.

Mailing Challenges

For those receiving the electronic version, emails are sent with a link to the newsletter on the day the newsletter is taken to the mailer. The mailer is very good and usually gets the newsletters to the post office within 24 hours of receiving them. At that point, we are at the mercy of the post office. Because it is bulk mail, the post office has two weeks before it is required to send the newsletters out. Some post offices are better than others.

Other Challenges

Photo Permissions: We must have a photo permission for anyone appearing in a picture in the newsletter.

Correct Address: If a newsletter is sent out with an incorrect address, the cost is a minimum of \$.58 per returned newsletter.

Sharon Storms, Editor

Sigma State Wisconsin

**Report from
DKG Educational Foundation Liaison
Sigma State Wisconsin Convention
April 28, 2018**

During the 2017-2018 year, informational articles regarding DKG Educational Foundation (DKGEF) have appeared in *Sigma State News*. Specifics about the award application process have been publicized. To date, no awards to Wisconsin chapters or individuals have been announced this year.

DKGEF will hold its second annual Fundraising Event on Wednesday evening, July 18, 2018, at the International Convention in Austin, Texas. Tickets can be ordered on the Convention Registration form. A portion of the ticket cost will be tax-deductible. The goal of the Educational Foundation is to exceed \$40,000, the amount raised at the first event at the 2016 International Convention in Nashville.

DKGEF relies on donations to facilitate its mission. Money received through fund-raising events and sale of merchandise, as well as through contributions from members and non-members, is used to finance projects and professional development. Support for chapter projects and for professional development through individual pursuits and state organization seminars is available. Information regarding making donations and access to specific criteria, applications, and deadlines for funding can be found by going to The DKG International Society website, www.dkg.org, and clicking the link to DKG Educational Foundation

Beverly A. Hess
Sigma State Wisconsin
DKG Educational Foundation Liaison

March 17, 2018

Sigma State Wisconsin
The Delta Kappa Gamma Society International
Leadership Development Convention Report
April 28, 2018

Committee Members: Co-chairs Deb Keller and Jan Marson, (Alpha Omega), Lindsay Barnhart (Alpha Tau), Jonnie Dvorak (Chi), and Kathy Harrison (Chi).

The Leadership Development committee has worked this year to collect, create and distribute a plan for local chapters to use to promote the Seven Purposes of DKG. The committee will present the data and suggestions for implantation at the WI DKG State Convention in April.

The Leadership committee will continue to present at the 2018 fall Executive Board Meeting to local chapters with the purpose of recruiting new members to serve on the state organization level.

The leadership committee will continue to participate as members of the 2018-2019 Sigma State Wisconsin Strategic Action Plan committee.

Sigma State Wisconsin
The Delta Kappa Gamma Society International
2018 Finance Committee Report
April 28, 2018

Finance Committee Members:

Cindy Rockow	Chair
Julie Hannon	Secretary
Carolyn Barnhart	Member

State Officers:

Leslie Bakkum
Mary Kenne
Sandy Ruesink

The Finance Committee is very proud of the work we have accomplished. The members work very hard to create a sensible, fiscally responsible budget which reflects the time. We carefully review each Sigma State Committee's financial needs, as provided to us by their chair, and the monies we have available.

Today, financially, Sigma State is strong. Our budget is in the black and our investments are solid and growing. Growing our membership is vital if we want to continue to do all of our good work of the organization at both the state and chapter levels.

The Finance Committee has been working through the goals we have set for 2017- 2018. It is important to upgrade technology if we are going to stay current and work smart. The Finance Committee purchased a new computer and the financial software package (QuickBooks) which brings us into 2018. This upgrade allows the treasurer to address budget planning more efficiently and timely for many years.

As an organization that looks toward the future, it is essential to look at yearly trends in spending. To this point we are working on bringing the current yearly trending spending document up to date and soon will be available for viewing.

The practice of reimbursing members for costs has been updated to provide a more streamlined process between president, treasurer and finance chair. The bottom line is that members will get reimbursed in a faster more efficient manner through the use of technology.

An excellent example of saving money through technology was emailing an electronic version of the Sigma State Newsletter to members who use email. Sharon Storms, in carrying out our efforts to reduce costs, saw that using technology to send the Newsletter would save on the cost of postage, cartridge ink and most importantly, time. As we get email addresses of all members who utilize email, we will save even more.

Please view The Finance Committee 2017-2018 Goals on the Sigma State web site.

Thank you,

Cindy Rockow, Finance Chair

Julie Hannon-Secretary / Future Finance Chair and Carolyn Barnhart

Sigma State Wisconsin ~ Membership Committee ~ 2018 Spring Report

Description: The committee was focused on two main areas. First, the implementation of the 2017 formulated smart goals, and secondly to continue updating and executing the responsibilities of the membership committee.

Committee: Barbara Albrechtson, Wava Haney, Mary Kenne, Brigitte Musallam (chair)

Utilizing *GoToMeetings*, the committee planned and implemented a 30-minute fall leadership workshop, developed three smart goals and worked out process and timeline of implementation thereof. Following the fall workshop, all chapters not represented at the membership workshop, were contacted and had the 6 - step DKG membership recruitment plan explained to them. Additionally, a reference chart in the shape of a heart, as well as the DKG prepared recruitment plan outline were placed on the Sigma State website for downloading and reference. All chapters were additionally informed via email in a step by step process how to navigate the updated international website regarding the membership recruitment plan. At the convention the committee will be part of the *Drop in For Conversation* session. Sample heart reference charts and Six Step Recruitment Plan documents will be on display.

During this past year, the committee added one new member, and is continuing in its search to add a mentee, to eventually chair the committee for the 2019-21 biennium. Anyone interested please see either Sigma State President Leslie Bakkum, or any member of the membership committee.

Moreover, the membership committee continued executing its responsibilities as defined in Sigma State statues and rules. This included preparing the necrology program for the upcoming convention and compiling the list of recognizing long-term members.

Sigma State WI is 682 members strong. Besides our proud charter members, this includes 584 active, 80 reserve and 18 new initiates since the 2017 convention. While it is good to see the increase in new members, sadly 13 long term members passed away.

2017 – 19 Smart Goals:

1. Enhance and retain Sigma State WI membership.
By spring 2018 the committee will have devised and actuated a membership and recruitment plan, which will have been shared with all chapters by the spring of 2019.
2. Develop membership committee leadership.
By spring 2019 will have mentored a new committee chair, and will have added additional committee members in an attempt to represent the six geographical Sigma State WI areas.
3. Reduce Paper output.
By spring 2019 the necrology memorial readings will be digitized.

Other committee tasks:

1. Update and digitize list of responsibilities.

Respectively submitted

Brigitte Musallam

2017 - 2019 Sigma State WI Membership Chair

2014-2018 Gamma president

Sigma State Wisconsin Nominations Committee

2018 Report to the State Convention

Description: *The committee shall consist of three members elected at conventions in odd-numbered years. The Nominations Committee shall designate the chair of the committee. The committee shall present profiles of nominees for each elective office and prepare the ballot in accordance with Bylaws, Article VI, Section 6.*

2017-2019 Nominations Committee members are Kathleen Clouthier (Pi) chair, Roberta Gale (Zeta) and Kathleen Zautner (Beta Alpha).

The Nominations Committee compiled a list of duties/responsibilities for officers, Finance Committee, and Nominations Committee as per Standing Rules and Bylaws. Included is a listing of desirable leadership, personal, DKG and general qualifications.

We intend to have a packet of materials to give to each chapter president/representative at the State Convention. This information saved on a flash drive will be passed on to future Nominations Committee Chairs so duties and responsibilities can be added or deleted when necessary.

We hope that the hands-on availability of this information leads to chapter discussions and presentation to the committee by October, 2018 of many possible candidates for these important positions. This information eventually will be available on the state website. It can also be forwarded in an email to whoever needs to peruse it or to anyone who tends to lose things.

Respectfully submitted,
Kathleen Clouthier (Pi), Chair



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™

Sigma State Wisconsin Rules Committee-2018 Annual Report

The rules committee shall receive, review, and approve proposals for amending receiving the Bylaws and Standing Rules. The committee shall review chapter rules to ascertain that they are consistent with the Constitution and the Bylaws of Sigma State Wisconsin. (Source- Bylaws and Standing Rules of Sigma State Organization of Wisconsin. Amended April 2017.)

Sigma State Wisconsin Rules Committee Goals- 2017-2019

- 1. Recruit four new committee members representing the Northeast, Northwest, Southeast and Southwest areas of Sigma State Wisconsin.**

This goal has not been completed as of the time of this report. We currently have representation in the Southwest region- Linda Hansen, the Central East region-Bev Hess, the Central West region-Shari Eberhardt, and the Northeast region-Marcia Fritzsche. We are looking for representation for the Northwest region and the Southeast region.

- 2. Encourage and work with local chapters to review and revise their Chapter Rules to align with those of Sigma State Wisconsin.**

At the Sigma State Fall Convention Linda Hansen and Shari Eberhardt lead discussions on what the changes were for updating the 2018 Chapter Rules and presented a fillable form to the chapter presidents for them to use to make these updates. We presented 5-ten minute presentations. Our committee then divided up the state into regions and each of us was responsible for contacting, helping and reviewing our regions' chapter rules.

- 3. Review the Chapter Rules of all Sigma State Wisconsin chapters by June 30, 2018.**

Our committee is currently working on the review of each of SSW Chapters rules. We are working on them by region as was stated in goal 2. All reviews will be completed by May 1, 2018.

- 4. Begin a list of proposed revisions to the Bylaws and Standing Rules of Sigma State Wisconsin for action in spring 2019.**

At this time our committee has not addressed this goal. Upon completion of our Chapter Rules review, we will begin this process.

Submitted on March 7, 2018 by Rules Committee Chair: Shari Eberhardt

Committee members:

Shari Eberhardt Chair (*Theta*)

Beverly Hess (*Chi*)

Linda Hansen (*Phi*)

Marcia Fritzsche (*Gamma*)

Consultant: Annmarie Wacker (*Beta*)

Ex-Officio: Leslie Bakkum, 2017-2019 Sigma State Wisconsin Tour Guide (*Theta*)

To: Leslie Bakkum
From: Helen Van Prooyen
Re: Update of State Historian Records
Date: 09/10/2017

2017 Update of State Historian Records ***Delta Kappa Gamma Sigma State Wisconsin***

1. ***Sigma State Convention Sites***/on website
2. ***International and Regional*** Convention Sites
3. ***Founding Dates*** of Sigma State Chapters/on website
4. ***Sigma State News***/on website
 - a. Located in State Archives through August 2015
Note: - Three dissolved chapter constitutions and charter members were placed in the Archives September 2015.
- Boxes revised by Archives need to be inventoried. *
 - b. December 2012 – August 2017/for website
5. ***Sigma State Charter Members***/on website
6. Record of ***Nettesheim Literary Competition*** chairs/on website
7. Record of ***Sigma State Presidents*** (dates of office, spelling of names)/on website
8. Record of ***Missling Achievement Award winners***/on website
9. Record of ***GAEP winners***/for website
10. Books on ***2011 through 2015 conventions*** completed

* ***State Historical Society list of Sigma State Wisconsin materials***

State Archives: M2010-027, M2012-107, M2015-126, M88-323

Jonathan Nelson, Collection Development Archivist

816 State Street, Madison, WI 53706 / 608-264-6447

The Delta Kappa Gamma Society International
Sigma State Organization of Wisconsin
Report of the Financial Review Committee
August 29, 2017

The Financial Review Committee of Sigma State Organization of Wisconsin, The Delta Kappa Gamma Society International met August 28, 2017 in Glendale, Wisconsin. The purpose of this meeting was to review Sigma State Wisconsin's financial records for the period beginning July 1, 2016 and ending June 30, 2017. Members present for the review were: Treasurer Sandra Ruesink, 1st Vice President and committee chair Mary Kenne, and Financial Review Committee members Sally Lemke of Alpha Alpha, Kathleen Zautner of Beta Alpha, and President Leslie Bakkum via Go to Meeting.

We found the financial records to be accurate and well organized. The treasurer keeps a copy of all accounts on an auxiliary hard drive.

Treasurer Sandra Ruesink has completed her second year gaining understanding of the fiscal processes and responsibilities. She is very organized and keeps accurate records that reflect the business of Sigma State Wisconsin.

A review of the ledger provided the committee with an overview of the General Fund's checking and savings as well as the other separate savings and investment funds (Permanent Fund, Action Grant, GAEP, and the scholarship funds: Hunziker, Reichert, Duling, and Founders).

The committee recommended a reconciliation of the General Fund's checking and savings accounts on a monthly timetable and the other accounts on a quarterly basis. The introduction of a new accounting program will produce some changes in reporting. If needed, a separate Excel file will be created to maintain accountability of the membership dues and fees coming to the treasurer. This will be reconciled with the STEFF program before being sent to International by January 15th.

The Finance Committee's approval of the purchase of QuickBooks for record keeping for the 2017-2018 fiscal year recommended an outside audit that may take the place of this committee or provide additional information in the future for the Financial Review Committee.

Respectfully Submitted,

Mary Kenne, Chair
Alpha Gamma Chapter

Sally Lemke
Alpha Alpha Chapter

Kathy Zautner
Beta Alpha



Sigma State Wisconsin ~ Strategic Action Plan Committee

2018 Report to Sigma State Wisconsin Convention

Description: The committee will continuously review and update identified action steps in the Sigma State Strategic Action Plan that embrace the Seven Purposes, the Mission, and the Vision of the Society. (*Sigma State Wisconsin Bylaws Rules 2017, Article IX Section 3 A. Society Business # 7*)

Committee: Leslie Bakkum, Joanne Hagen, Kathy Harrison, Beverly Hess, Debra Keller, Mary Kenne, Marilyn Lambert, Jan Marson, Brigitte Musallam, Marcia Trentlage.

Sigma State Wisconsin President Leslie Riese Bakkum appointed the 2017-2019 Strategic Action Plan committee in spring 2017. She identified five focus areas for her 2017-19 biennium: Membership, Leadership Development, the Educational Excellence committee, Sigma State Wisconsin Standing committees and, Communication between Sigma State Wisconsin and Sigma State Foundation, Inc.

FOCUS AREA: MEMBERSHIP

Brigitte Musallam, State Committee Chair

2017-2019 Goals: Before June 30, 2019, members of the membership committee will communicate directly with every chapter in Sigma State Wisconsin to provide resources for chapter programming and to address questions or concerns related specifically to the Six-step recruitment membership plan and effective membership retention.

FOCUS AREA: LEADERSHIP DEVELOPMENT

Jan Marson and Deb Keller, State Committee Chairs

2017-2019 Goals: Before June 30, 2019, members of the Leadership Development committee will communicate directly with every chapter in Sigma State Wisconsin to provide resources for chapter programming and to address questions or concerns related to two specific leadership development activities related to the Seven Purposes.

FOCUS AREA: EDUCATIONAL EXCELLENCE COMMITTEE

Marcia Trentlage, State Committee Chair

2017-2019 Goals: Before June 30, 2019, members of the Educational Excellence committee will communicate directly with every chapter in Sigma State Wisconsin to provide resources for chapter programming and to address questions or concerns related specifically to empowering women through leadership opportunities, engaging chapters in purposeful programs and projects, creating global awareness with DKG/UN and Schools in Africa, and training on STEAM initiatives.

FOCUS AREA: SIGMA STATE STANDING COMMITTEES

Leslie Riese Bakkum, Sigma State WI President

Before June 30, 2019, all appointed Sigma State Wisconsin standing committees will include a chair and a committee member being mentored to become the next chair. Committee membership will reflect the geographic and demographic diversity of Sigma State Wisconsin.

FOCUS AREA: COMMUNICATION BETWEEN SIGMA STATE WISCONSIN and the SIGMA STATE FOUNDATION BOARD PROGRAM COMMITTEE

Before June 30, 2019, the Sigma State WI and the Sigma State Foundation Board Program committee will increase intentional, ongoing communication with an emphasis on leadership development and mentoring.

During an electronic meeting (*GoToMeeting*) in August 2017, each focus group discussed and reviewed action steps to be implemented in the next biennium to support the 2017-2019 SAP SMART goals. Since that meeting, the SAP committee met three times electronically to review progress made on the focus group action steps. At each meeting, each focus group gave a brief report evaluating the progress made on their focus group goals.

The SAP committee was actively involved in the 2017 Fall Leadership workshop in Portage. Several focus groups offered workshops or presentations to meet their specific committee goals. During electronic meetings, the SAP committee discussed how each focus group should be involved in the 2018 annual convention. As a result of those discussions, all focus groups will have an active representation at this year's convention. During our last GTM, we reviewed plans and discussed additional options for the 2018 Chapter Leadership Team training.

During discussions and status reviews of completed and proposed tasks, SAP committee members are always encouraged to voice their views. All decisions are finalized through the consensus decision making process. It became evident that leadership development, member recruitment and embracing the opportunities offered through the EEC are vital in sustaining our membership.

While all focus groups are making progress to meet their goals, not all state committees reflect the demographic and geographic diversity of our state organization. Not all state committees have found someone to mentor as 2019-2021 committee chair. Specifically, the leadership development and membership committees are looking to add members to their leadership teams. Please join us on the 2017-2019 Sigma State Wisconsin Possibility Tour. ***WE is stronger than ME!***

Respectfully Submitted,

Brigitte Musallam
2017-2019 Strategic Action Planning Team
March 15, 2018

Sigma State Wisconsin
The Delta Kappa Gamma Society International
EEC Convention Report
April 28, 2018

Committee Members: Heather Thomas Flores, Roberta Gale, Karolyn Samman, Chris Shewczyk, Ruth Scholze, Marcia Trentlage and Kay Ziegahn

The EEC Committee conducted a training evening on September 22, 2017 at our Fall Workshop. We organized this event by using Go to Meeting to brain storm, create, and organize the evening.

As a follow up to the evening Barb Cody helped us set up a procedure to get to the International EEC site on our Sigma State Wisconsin site. It became an easy way to use the 39 pages of program ideas from International DKG which will promote the EEC goals.

We encouraged all chapters to support the Schools in Africa project sponsored by DKG/UN.

The EEC Committee has worked to reinforce the three focus areas outlined by the DKG International Excellence Committee.

1. Empowering women through leadership opportunities.
2. Engaging educators in purposeful programs and projects.
3. Creating global involvement.

Respectfully Submitted,
Marcia Trentlage, Chair

Sigma State Wisconsin
The Delta Kappa Gamma Society International
Communications and Technology
Convention Report
April 28, 2018

The Communications and Technology Committee consists of Chairperson Kay Ziegahn (Lambda), Barb Cody (Zeta), Sharon Storms (Lambda) and new members Leah Hullinger (Psi), Pat Hurlbut (Delta) and Kiersten Kopp (Psi).

Committee members will host a Technology Drop-In Room at state convention to answer your technology questions.

The committee met to discuss the creation of a Sigma State Wisconsin Facebook group page. The purpose of this group page is to encourage communication. It should be ready to launch by state convention.

SSN will be issued four times a year beginning with the 2018/2019 fiscal year.

There are two goals for this year. The first goal is to recruit a Communications Rep from each chapter. This person would share communications from international, state and our committee with her chapter. She should not be the president of a chapter, as we feel the presidents have enough to do without adding extra responsibilities.

The next goal is to recruit a webmaster from each chapter and train her to create a web site for her chapter.

There is a good chance that our committee name will change from Communications and Technology to Communications and Marketing. If that happens, we will have several GTMs to discuss the marketing aspect of our committee work.

SIGMA STATE WISCONSIN
Scholarship Committee Report, March 2018

All applications this year have been completed electronically with fillable forms available on the Sigma State website. In addition, committee members are beginning to look at bylaws for updates and proposed changes in 2019. Later, we will consider the formatting of the application forms with the goal of making them easier for the applicants to fit all required information easily on the pages.

Three Hunziker applicants have completed their trips and post-trip summaries since the last State Convention and have received their scholarship payment towards their trip expenses. We have one applicant for a Founders Scholarship who will be reimbursed for her spring expenses once the coursework has been successfully completed.

Scholarship recipients for 2018:

Founders

2018	Michelle Nettles	Beta	Library Media Certification	Paid pending end of spring coursework
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Hunziker

2017	Janet Harvey	Alpha Tau	Baltic cruise w/genealogical extension to Norway	July 29-Aug. 12, 2017
2017	Cindy Quilling	Alpha Tau	Holy Land	November 5-15, 2017
2018	Dianne Dummer	Alpha Tau	Mexico	February 17-23, 2018

Any other applicants whose trips will come after the State Convention will be listed in the spring 2019 report.

Margaret Bussone (Chi), Scholarship Chair

Committee Members:

Angie Broderick (Chi)
Alli Karrels (Alpha Upsilon Sigma)
Lori Peterson (Beta Alpha)
Kathy Zautner (Beta Alpha).



Sigma State Wisconsin World Fellowship Committee – 2018 Annual Report

The mission and purpose of the World Fellowship Committee is to promote the work of the International World Fellowship Committee. In accordance with this mission, our committee planned and executed several goals this year. DKG International has three general goals, listed below in bold. Under each goal there is a list of what our committee accomplished in the past year.

DKG International World Fellowship Goals for 2016-2018

1. To increase communication with chapters and state organizations by promoting awareness of World Fellowship and the World Fellowship recipients.

*Five 10-minute presentations were made to attendees at the Sigma State Fall Conference. This included a hand-out on fund-raising ideas and ways to connect with World Fellowship recipients. The hand-out was also mailed and emailed to all chapter presidents.

*The World Fellowship display board was updated and will be displayed at state conferences.

*The World Fellowship brochure is being updated and personalized for our state. Money for printing is included in the 2019 budget proposal.

*Our campaign *Change for Changing the World* will be continued at the Spring Convention, 2018.

2. To publicize the committee's actions and share information about World Fellowship through various communication channels.

*The World Fellowship section of the Sigma State website was updated.

*Information about five World Fellowship recipients has been included in Sigma State Newsletters.

*Chapter presidents were encouraged to add an informational paragraph (blurb) about WF in their chapter newsletters. Sample blurbs about World Fellowship were mailed to all chapter presidents.

3. To increase communication and make connections with the individual World Fellowship recipients.

*Each chapter president was mailed contact information for one World Fellowship recipient. Other recipients' contact information is available from WF Chair, Marie Allen.

*An attempt was made to connect with a former World Fellowship recipient, Agness Mzyece Chishimba, to see if there would be a way to support her back in Zambia.

*Plans are being made to host Estella Achinko, World Fellowship recipient from Cameroon, at the spring, 2018, convention. She has agreed to speak at an afternoon break-out presentation. Funding is being provided by Sigma State Wisconsin.

As chairperson of this committee, I am very thankful to our members for their service. It has been an honor for us to help our organization make these worldwide connections. Current committee members are: Marie Allen (Theta) Chair, Mary Flierl (Chi), Isabel Maria Piana (Delta), Patricia Premo (Chi), and Jennifer Schrab (Alpha Iota). Please contact any of us if you have questions regarding the Delta Kappa Gamma World Fellowship Program.

Respectfully submitted,

Marie Allen, Chair
Sigma State Wisconsin World Fellowship Committee
marie.v.allen@charter.net
February, 2018



GAEP 2018 Spring Convention--Madison Grants in Aid for Educational Publications

General Committee Goals

1. To encourage members to apply for GAEP Grants by providing forms as requested (on-line) and submitting reminders in Sigma State Newsletters.
2. To align/update/provide the brochure and application for fall/spring state meetings.
3. Review and acclimate the new committee with the history of GAEP as they look forward to developing additional submission possibilities.
4. Reorganize/update the GAEP files.

Accomplished in 2016-2017

1. One application was submitted and granted (\$1000) to Dr. Sharon Burow for a book in the field of science/social studies (*My Caribbean Dream*) for preschool through grade 5 in Grenada, West Indies, published in 2017.
2. Submission reminders regarding GAEP Grants have been published in Sigma State Newsletters.
3. Tri-folds were available to chapters at the GAEP display at fall/spring state gatherings along with sample past recipients published work.

Completed and Anticipated Actions for 2017-2018

1. Brochure and website work have been updated thanks to the expertise of Barb Cody.
2. Further brochure and application changes may be forthcoming with new committee recommendations for the inclusion of published articles and presentations.
3. GAEP will have an open presentation at the 2018 spring convention to share possible changes to what might be submitted to receive grants. We welcome your input!
4. Dr. Sharon Burow will be recognized at the 2018 Spring Convention as the recipient of a \$1650 grant for *Going on an Island Walk* to be published in spring/summer of 2018.
5. Acclimation of the completely new committee will continue. We welcome the growth of the committee who are eager to recommend changes to publications to encourage members in professional writing opportunities.
6. Encouragement will continue to be given for grant submissions.

Committee

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218 3rd Street
Hartford, WI 53077
719-4661988

Jillian Igl
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Dr. Carol Lange
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Karen Thyne
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Bev Mantey-Van Cronkite
1535 St. Charles St.
Wauwatosa, WI 53213
414-259-0569

DELTA KAPPA GAMMA INTERNATIONAL
SIGMA STATE WISCONSIN
REPORT OF THE MARY JO NETTESHEIM MEMORIAL
LITERARY COMPETITION

April 2018

The 34th year of competition has been completed. Thank you for the support given to the Literary Contest by the teachers, local judges and literary chairs for encouraging our young authors. There were 1,412 books submitted to our local chapters, with 185 Sigma State members involved in their chapters Literary Contests. Awesome! On Saturday, March 24th our state judges met in Beaver Dam and had 122 books to read! Many young authors were selected to receive literary and illustrator awards. Our continuing goal is to have all of our chapters submit books for judging.

We had eighteen chapters, plus one group where their original chapter has dissolved, participating this year! Thank you to the following: Alpha, Beta, Gamma, Delta, Zeta, Theta, Lambda, Mu, Omicron, Pi, Chi, Psi, Alpha Beta, Alpha Eta, Alpha Theta, Alpha Iota, Alpha Xi, Alpha Tau, and Zeta Manitowoc County. Please contact us for any assistance that might be needed to help your chapter be involved. We want to help!

A request was included on the information page asking all authors, and parents or guardians to sign, giving us permission to use parts of their book, the student's name and picture to promote the competition. If you take pictures of the students, their family, teachers and others, you must have written permission to display the photos.

A reminder to literary chairs, please **discard any old materials** and use the new forms when giving hand-outs to the schools and participating teachers. This will help to have current dates and improved and up to date information.

The Literary Competition information, the Handbook and a PowerPoint continue to be posted on our state website, as well as, on many of the CESA sites, to facilitate easy access by all interested teachers and literary chairs. A link to the website is contained in the contest information brochure that is given to the schools.

Did your chapter work to recognize any local news media outlets, who have promoted education and the Literary Contest with a plaque, framed certificate or trophy? Let us know if your chapter has done this. Keep up that enthusiasm and pass it along.

A big thank you goes out to the Sigma State Foundation as they will be funding our winners with checks for \$50 for first place, \$30 for second, \$20 for third, and \$10 for honorable mention. This is an increase for 2nd and 3rd place winners and a first time reward for honorable mention.

Again this year, Enhanced Personal Narratives as a form of non-fiction writing was included in the contest. We continued to include one category for any high school students that would like to continue writing and/or submit entries. Chapters can also send there best 10 books to state, which would allow for more than one tie per chapter.

Submitted by the Literary Co-chairs, Pat Brabazon and Judy Snyder along with Pat Premo and Nancy Hermann and additional DKG members that were judges: Erika Guth-Degner, Beverly Hess, Mary Flierl, Chris Frinak, Mary Backus, Sandy Ruesink, Margaret Bussone, Roberta Gale, Donell Bonetti, Jacky Schwengels, Virginia Saltzman, Bev Drunasky, Billie Schalla, Pam Brandt and Leslie Bakkum, our state president.



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

Lorraine Missling Sigma State Achievement Award ~ 2018 Annual Report

2018 Sigma State Convention Business Meeting ~ April 28, 2018
Madison, Wisconsin

The Lorraine Missling Sigma State Achievement Award guidelines and supporting documents were sent via e-mail to all chapter presidents on October 12, 2017 and a reminder was sent on January 2, 2018. Sigma State News also had an article asking members for nominees. The documents also appear in full on the Sigma State website.

I received four completed nomination packets. After removing all identifying information, I forwarded the packets to each member of the Missling Award committee via the USPS. Each committee member evaluated the nomination packets independently. The nominations were scored using a score sheet, placed in rank order based on the total score, and returned to me by March 31, 2018. After I received final rankings from all committee members, I compiled the results to determine the recipient of the 2017 Lorraine Missling Sigma State Achievement Award. Her name will be announced at our 2018 State Convention in Madison.

The Wisconsin State Organization of The Delta Kappa Gamma Society International is comprised of hundreds of key women educators. Many of our members have served in leadership roles in their local chapters and have given distinguished and outstanding service to Sigma State. The purpose of the Lorraine Missling Sigma State Achievement Award, established in 1989, is to recognize and honor these women. Each local chapter has the opportunity to nominate one member for this prestigious award each year. A list of previous recipients of the Lorraine Missling Sigma State Achievement Award is available on the Sigma state website.

I extend my sincere thanks to chapters who submitted nomination materials honoring one of their outstanding members.

Respectfully submitted,
Kathy Harrison-Chi Chapter
Wisconsin State Organization
2nd Vice President and Missling Award Chair

SIGMA STATE WISCONSIN
Annual Report
Action Grant Committee
April 28, 2018
Madison, WI

THE GOAL OF THE ACTION GRANT COMMITTEE IS TO SUPPORT, PROMOTE AND REFLECT THE MISSIONS OF DELTA KAPPA GAMMA SOCIETY INTERNATIONAL AND SIGMA STATE WISCONSIN

1. The Action Grant Committee received \$3,000 from Sigma State Wisconsin and \$1,500 from the Sigma State Foundation. The following are the chapters, amounts and project proposals:

Sigma State Foundation Grants

1000 Books before Kindergarten Alpha Xi \$220 (\$100 Foundation)
Supplies and Bus Tokens for Low Income Students Alpha Iota \$200
STEAM Challenge Project Psi \$1,200

Sigma State Wisconsin Grants

Second Semester Teacher Supplies and Books Pi \$400
Leveled Books for Little Learners Theta \$455
Children's Magazines for Homeless and Domestic Abuse Centers Zeta \$325
Assistance to Women's Center and Hope Center Beta Alpha \$400
Jail Literacy Project Omicron \$576
1000 Books before Kindergarten Alpha Xi (\$120 Sigma State Wisconsin)

2. Action Grant Applications are available on-line at www.deltakappagamma.org/WI/. The new grant application will be available by September 1, 2018 for projects in 2019-2020.
3. The Action Grant Committee thanks Web Master Barb Pauls Cody for her support with the on-line application and other important information about grant writing which is on the web-site.
4. The Action Grant Committee recognizes Sigma State Foundation, which assisted in funding the 2018- 2019 grants.
5. The Action Grant Committee is composed of five members from various parts of the state. The president is an Ex-Officio member. We met in February 2018 and August 2017. In addition, there was a joint meeting with the Sigma State Foundation in October of 2017. All of these meetings were held using the Go-To- Meeting format.
6. The Action Grant Committee also sponsored a mini-workshop about writing Action Grants at the Fall Meeting. Bobbi Momchilovich and Gerry Nelson facilitated the workshop.

Committee Members: Gerry Nelson, Chair, Pat Chuchwar, Secretary, Bobbi Momchilovich, Linda Jentsch, Ann Walser and Leslie Bakkum Ex-Officio

Corrected 05.02.18

Report for DKG- Sigma State Wisconsin 2018 Spring Convention, Madison, Wisconsin

Recommendations from the Ad Hoc Committee to Study State Meetings:

PURPOSE: To study and recommend revisions to the scheduling and focus of state meetings including but not limited to; alternating spring and fall meetings each year, determining membership preferences for the format, duration, and cost of state meetings, balancing social/networking needs with the required business of the society.

The members of the committee represent the regions of the state membership of DKG - Northwest Region: Pat Reisinger; Northeast Region: Susan Hlinak; Central West Region: Kay Ziegahn; Central East Region: Vickie Frome; Southwest Region: Ann Walser; Southeast Region: Nancy Holmlund; and Chair: Mary Kenne.

The feedback from Sigma State WI members has raised the question as to how to reduce the cost of meetings for both the attendees and the Sigma State WI organization.

After reviewing the data collected from the surveys collected for the first Ad Hoc Committee work and the information from the Executive Board meeting in 2017, the committee recommends the following:

- A. Sigma State WI Convention would be rotated by geographically associated chapters on odd numbered years to accommodate installation of Sigma State WI elected officers as well as any other matters that need to be accomplished for the membership. The rotation would be as follows:
 - 2019 Central West Region (La Crosse, Sparta and Richland Center)
 - 2021 Central East Region (Fox Valley, Fond du Lac, Beaver Dam, West Bend, Cedarburg)
 - 2023 Southeast Region (Milwaukee, Racine, Kenosha, and Oconomowoc/Waukesha)
 - 2025 Northwest Region (Menomonie and Cumberland)
 - 2027 Northeast Region (Stevens Point, Green Bay, Clintonville and Rhinelander)
 - 2029 Southwest Region (Madison, Janesville, Platteville and Whitewater)
- B. Sigma State WI Executive Board Meeting (Fall Workshop) would be scheduled on even numbered years after the DKG Society International Convention to work with new chapter leadership and to review the possible change of By Laws and Standing Rules.
- C. Consider votes that are required by Sigma State Executive Board (elected officers, chapter presidents and past Sigma State Presidents) be made electronically where appropriate
- D. Additional meetings to promote the purposes of DKG and Sigma State WI may be called as determined by the Executive Committee (Elected Sigma State WI officers).
- E. Rewriting of the Sigma State WI By Laws (Article VII, Meetings) and Standing rules (Section II. Conventions and Meetings) will need to be accomplished for voting in the 2019 Sigma State WI Convention.

Report of the Ad Hoc Committee To Research Nettesheim Fund Accounting

**Sigma State Wisconsin Convention
Crowne Plaza Hotel
Madison, Wisconsin
April 28, 2018**

During a review of the 2015 Sigma State Wisconsin Bylaws and Standing Rules, the Rules Committee of Sigma State Wisconsin noted a conflict between Article X, Section 4, B and present practice and was unable to locate critical information to explain the discrepancy or to provide information necessary to revise the Bylaws and Standing Rules. The need for further investigation was apparent. Consequently, the Ad Hoc Committee to Research Nettesheim Fund Accounting was established on April 8, 2017.

The directive to the Ad Hoc Committee to Research Nettesheim Fund Accounting was two-fold:

1. To research and clarify the accounting history of the Mary Jo Nettesheim Literary and Illustrator Competition funding in Sigma State Wisconsin and Sigma State Foundation, Inc.
2. To establish a policy delineating future accounting practices related to Nettesheim funds.

The findings of the Ad Hoc Committee would have implications for the Sigma State Bylaws.

Following is a summary of the Ad Hoc Committee's report. A copy of the complete report with supporting documentation is on file in the Sigma State Wisconsin Recording Secretary's records.

Summary:

When the Mary Jo Nettesheim Literary Competition began, funding was provided by Sigma State Wisconsin (SSW). During the 2001-2002 biennium, the Nettesheim funds held by SSW were transferred to Sigma State Foundation, Inc. (SSF). Beginning with the 2002-2003 biennium, the SSW budget shows no income line item for the Nettesheim Literary Competition nor does the SSW asset sheet reference the Nettesheim Literary Competition in any asset account. Also, in the 2002-2003 biennium, the SSF records list an account for Nettesheim funds.

Currently, funding for the Mary Jo Nettesheim Literary Competition is shared between Sigma State Wisconsin (SSW) and Sigma State Foundation, Inc. (SSF).

- SSW pays expenses for postage, printing, supplies, and judging expenses, including a gift for mileage and lunch for the judges. These expenses are paid from the General Fund

and appear as an expense line item in the SSW budget that is approved each year at the Sigma State Wisconsin State Convention.

- SSF pays expenses for monetary awards, plaques, trophies, certificates, and ribbons for all winners out of money in the fund it holds that is designated for the Nettlesheim Literary Competition.

The Ad Hoc Committee to Research Nettlesheim Fund Accounting concluded that current accounting practices and the SSW Bylaws and Standing Rules, Article X, Section 4, B, which states, *“The Mary Jo Nettlesheim Memorial Literary Competition Fund is established for income and expenses associated with the management of the competition,”* are in conflict.

The Ad Hoc Committee to Research Nettlesheim Fund Accounting recommended that:

- Current accounting practices described above be continued
- Article X, Section 4, B of the SSW Bylaws and Standing Rules be deleted because SSW has no dedicated fund for the Mary Jo Nettlesheim Memorial Literary Competition and pays expenses from its General Fund

Committee

- Co-Chairs: Shari Eberhardt, Sigma State Wisconsin Rules Committee Chair and Beverly Hess, President of Sigma State Foundation, Inc.
- Committee members from Sigma State Wisconsin
 1. Sandra Ruesink, Treasurer
 2. Cindy Rockow, Finance Committee Chair
 3. Pat Brabazon and Judy Snyder, Mary Jo Nettlesheim Committee Co-Chairs
- Committee members from Sigma State Foundation, Inc.
 1. Kathy Zautner, Treasurer
 2. Mary Kenne, Finance Committee Chair
 3. Joanne Hagen, Program Committee Chair
- Ex-Officio member – Leslie Bakkum, Sigma State President