

EXECUTIVE COUNCIL MEETING MINUTES

February 17, 2022

Zoom

The Executive Council meeting held, via Zoom, on Thursday, February 17, 2022, at 7:00 pm (EST).

W. Marvin Dulaney, President of ASALH called the meeting to order at 7:06 pm and presided and Susan Simms Marsh, Secretary of ASALH, served as Secretary of the meeting.

Secretary Susan Simms Marsh reviewed the Virtual Meeting Logistics.

Secretary Susan Simms Marsh conducted the roll call:

W. Marvin Dulaney, Ida Jones, Aaisha Haykal, Susan Simms Marsh, Valerie Holt, Jeffrey Banks, Denise Rolark Barnes, Gloria Browne-Marshall, Sundiata K. Chajua, Zende Clark, Natanya Duncan, Omar Eaton-Martinez, Charles Ferrell, Gladys Mack, Moses Massenburg, Lopez D. Matthews, Jr., Zebulon Miletsky, Camesha Scruggs, Arwin D. Smallwood, Gladys Gary Vaughn, David Walton, Tara White, and Sylvia Cyrus.

The above constituting a majority and quorum of the Executive Council necessary for the transaction of business.

ADOPTION OF THE AGENDA

There was one correction to the agenda: The minutes of December 21, 2021, rather than December 20, 2021.

Motion: It was moved by Gladys Mack and seconded to adopt the agenda as corrected. **The motion passed.**

MINUTES

Susan Simms Marsh presented the following minutes for approval:

- December 16, 2021 Executive Council Meeting

- December 16, 2021 Executive Council Executive Session
- December 21, 2021 Executive Council Meeting
- January 20, 2022 Executive Council Meeting

The following corrections to the December 16, 2021, Executive Council Executive Session minutes was noted: Valarie Holt, Sylvia Cyrus and Tina McIntyre did not attend the Executive Session.

Motion: Susan Simms Marsh moved the approval of the minutes as corrected.
The motion passed.

PRESIDENT REPORT

W. Marvin Dulaney presented the President's Report. On behalf of ASALH, the President participated in several interviews. ASALH Operations Manager resigned which will impact the operations of ASALH DC office. The President will pick up some of ASALH policy procedures. It is important that all Executive Council members are members of ASALH. Executive Council members must meet the required financial obligations of \$1300 which includes the \$300 for the February Black History Month Festival. The President requested all committees meet and invite the President to the meeting. Written reports must be submitted to the Secretary prior to the Executive Council meeting. The Executive Council must work together to maintain a solid financial association.

The President presented the following recommendations:

Recommendation No. 1

Approve the CESU Master Cooperative Agreement

Recommendation No. 2

Approve the AA Civil Rights Civil Rights Network Application

Recommendation No. 3

Approve the America 250 Foundation, Inc. Memorandum of Understanding & Sublicense Agreement

Motion: It was moved by David Walton and seconded to approve the CESU Master Cooperative Agreement, AA Civil Rights Civil Rights Network Application, and America 250 Foundation, Inc. Memorandum of Understanding & Sublicense Agreement. **The motion passed.**

SECRETARY REPORT

(WRITTEN REPORT)

Susan Simms Marsh presented the Secretary's Report. There were no recommendations. The report is attached to the minutes. Officers, committee chairs and Executive Director are requested to prepare written reports for Executive Council meetings. Recommendations for action to be taken at Executive Council meetings should be included at the end of the report. Executive Council meeting minutes, once approved, may be posted to ASALH members' page. Executive Council Executive Session meeting minutes are confidential and will be distributed by the secretary to Executive Council members.

VICE PRESIDENT OF PROGRAMS REPORT

(WRITTEN REPORT)

Aaisha Haykal presented the Vice President of Programs' Report. There were no recommendations. The report is attached to the minutes. The outcome from the Black History Month Festival will be reported at the next Executive Council meeting. The Executive Council will need to vote on the COVID policy for the upcoming conference in Montgomery.

Motion: It was moved by Zebulon Miletsky and seconded to accept the report.
The motion passed.

NOMINATING COMMITTEE REPORT

Natanya Duncan presented the Nominating Committee Report. The Nominating Committee met and subsequently made recommendations to the President. The first recommendation was based on the constitutional obligations and guidance of the Executive Council from the January 2022 Executive Council meeting to fill the three vacancies on the Executive Council. The Committee reviewed the number of votes of the candidates who ran for office in the most recent election and their willingness to serve on the Executive Council. The committee contacted Erik Jackson who had the highest number of votes from the prior election cycle, and he is willing to serve on the Executive Council. The committee contacted Gregory Mixon and he is willing to serve on the Executive Council. The committee recommends Anita Shepherd serve as the corporate member on the Executive Council.

Recommendation

The Nominating Committee recommends the following ASALH members serve on the Executive Council: Erik Jackson, Gregory Mixon and Anita Shepherd.

Motion: It was moved by Natanya Duncan that the Nominating Committee recommendation for the following ASALH members serve on the Executive Council be approved: Erik Jackson, Gregory Mixon and Anita Shepherd. **The motion passed.**

GOVERNANCE COMMITTEE REPORT (WRITTEN REPORT)

Zende Clark presented the Governance Committee Report. The report is attached to the minutes. There were no recommendations. **Article III Section 2F states:** “The Executive Council shall consist of: Twenty-four (24) persons (members of the Association in good standing) elected by the Association. . . .”

The following Executive Council Members are not members of the national organization at the time of submission of the committee report for the Executive Council meeting: Omar Eaton-Martinez, Randal Jelks, Moses Massenburg, Zebulon Miletsky and David Walton. The following Executive Council Members have not satisfied their \$300.00 obligation for the Black History Month Festival at the time of submission of the committee report for the Executive Council meeting: Charles Ferrell, Randal Jelks, and Tara White.

An update and timeline for the Branch Handbook was provided to the Executive Council. The timeline includes presenting the Branch Handbook to the Executive Council at the May meeting and voting on the Branch Handbook at the June Executive Council meeting.

Motion: It was moved by Zende Clark that the Governance Committee report be accepted. **The motion passed.**

VICE PRESIDENT OF MEMBERSHIP REPORT (WRITTEN REPORT)

Ida Jones presented the Vice President of Membership Report. The report is attached to the minutes. Over half of the branches have submitted the Annual Activity and Financial reports. Eleven branches have not submitted the reports.

Recommendation

The deadline for Branches who have not submitted Annual Activity and Financial reports be extended to March 17, 2022.

Motion: It was moved by Ida Jones and seconded that the recommendation to extend the deadline for Branches who have not submitted Annual Activity and Financial reports be extended to March 17, 2022, be approved. **The motion passed.**

AUDIT AND FINANCE COMMITTEE REPORT (WRITTEN REPORT)

Gladys Mack presented the Audit and Finance Committee Report and the following recommendations based on the recommendation from the accountant, Tina McIntyre:

Recommendation No. 1

ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director).

Recommendation No. 2

All invoices under \$5,000 will be approved electronically (via e-mail) by the Executive Director. All invoices over \$5,000 unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail).

Recommendation No. 3

Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for \$500 or less (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council.

Motion: It was moved by Gladys Mack that the Audit and Finance Committee recommendations that 1) ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director); 2) All invoices under \$5,000 will be approved electronically (via e-mail) by the Executive Director. All invoices over \$5,000 unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail); and 3) Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for \$500 or less (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council be approved. **The motion passed.**

FESTIVAL 2022 COMMITTEE REPORT

Gladys Gary Vaughn presented the Festival Committee 2022 Report and provided an update on the 2022 Black History Month Virtual Festival. There were no recommendations.

EXECUTIVE DIRECTOR'S REPORT

Sylvia Cyrus presented the Executive Director's Report. On February 14, 2022, the Operations Manager resigned and last day of work is March 7, 2022. There were no recommendations.

DEVELOPMENT COMMITTEE REPORT

W. Marvin Dulaney presented the Development Committee Report. There were no recommendations. The Committee discussed Capacity Grants. Thank you extended to members and the Executive Director for raising funds to support the Black History Month Festival.

The President shared the following three goals for 2022:

1. Increase membership to five thousand and projecting ahead in subsequent years to a membership of 10,000
2. Expand development opportunities
3. Successful academic conference

Announcements

Aaisha Haykal shared that the theme for 2023 must be voted upon by email. All members are encouraged to review the draft Black Resistance Executive Summary and email comments by March 4, 2022. The document is located on the Executive Council private page under February 17, 2022 meeting.

Moses Massenburg suggested the 2024 theme include something in environmentalism conservation work and land stewardship particularly with African Americans. Valerie Holt shared that the Department of Agriculture has capacity building grants and that so before when we decide the 2024 theme, we should make sure we have had an opportunity to flush out.

Motion: It was moved by Valerie Holt to adjourn the meeting. **The motion passed.**

Meeting adjourned at 8:47 pm.

Prepared By

DocuSigned by:
Susan Marsh
559DB545B9FC4D9
Susan Simms Marsh

Secretary

ASALH SECRETARY REPORT
EXECUTIVE COUNCIL MEETING

February 17, 2022

ASALH Executive Council meeting minutes are the official records of the Association.

Officers, committee chairs and Executive Director are requested to prepare written reports for Executive Council meetings. Recommendations for action to be taken at Executive Council meetings should be included at the end of the report.

Executive Council meeting minutes, once approved, may be posted to ASALH members page.

Executive Council Executive Session meeting minutes are confidential and will be distributed by the secretary to Executive Council members.

Susan Simms Marsh
Secretary

Program Cluster Report

Submitted by Aisha Haykal,
ASALH Vice President for Programs
February 17, 2022 at 7pm EST

Program Cluster Committees

- Program Planning, Awards, Luncheon/Festival, Marketing/PR, Historic Sites, Publications, Academic Program

Program Planning

- 2022 Theme Programs
 - Race and Health Disparities (March/April)
- ASALH TV
 - **Wednesday, March 30, 2 - 3:30 PM ET** Co-Sponsoring a book talk and film screening of Silent Shore for the Archive of Racial and Cultural Healing (ARCH). The project is part of the US Truth, Racial Healing, and Transformation (TRHT) Movement. FYI ALA, SAA, and ACRL have signed on as well.

Awards Committee

- Ask for ASALH EC Member to nominate 1 to 2 people/organizations for awards
 - Description: <https://asalh.org/awards/>
- Will work with ASALH PR and Marketing Committee on a social media campaign
- Working on a letter to branch members and ASALH members inviting them to nominate individuals/organizations
- Will need to edit website with new dates

Luncheon/Festival

- Good response from event surveys
- Will have more detailed report at next EC meeting

Marketing and PR Committee

- Have been promoting the theme and the festival on social media (Facebook, Instagram, and Twitter)
- Consultant to develop social media videos to help with theme

Historic Sites

- See attached Task Agreements listing

Publications

- Will report at next EC meeting

Academic Program Committee

- Proposal portal is open: <https://convention2.allacademic.com/one/asalh/asalh22/>
- Hotel Registration is available
- Advertise CFP in your networks
- Do you have a theme program idea? Submit it as a panel for the conference
- Emails have been scheduled/sent for the following dates to solicit individuals to submit papers, panels, and posters.
 - Jan 28 (sent)
 - February 3 (sent)
 - March 1
 - March 8
 - March 13
 - March 17

- Current Draft Outline
 - **Wednesday Tour** to Selma, Alabama - September 28, 2022 / 7:00 AM – 4:00 PM
 - **Thursday Montgomery Black History Tour** - September 29, 2022 / 7:00 – 11:45 AM
 - **Thursday** will be Social Justice Day - Conference Starts with Sessions, a Luncheon, and Plenary Session. Exhibits open. We plan to work through the Howard/Mellon Grant to support speakers for the plenary session.
 - **Friday** will be National Parks, Conservation, Preservation, and Woodson House Day. Sessions, Luncheon, Plenary Session, Exhibits, and a half-day tour of Montgomery.
 - **Saturday** is Black Health and Wellness Day - Sessions, Luncheon, Plenary Session, Exhibits, and the Saturday Banquet.
 - **Sunday Tour** to Tuskegee, Alabama - October 2, 2022 / 9:00 AM – 4:00 PM

Please note that all tours will depart from and return to the Renaissance Montgomery Hotel.

- COVID-19
 - We will need to develop COVID-19 policies that will need to be approved by the EC

National Membership Report: February 2022

The membership year started on January 1, 2022. This report includes: Annual/Activity and Financial report data effective February 14, 2022 and Old business/necrology

A: Annual/Activity and Financial report data effective February 14, 2022

Annual/Activity and Financial reports due by February 4, 2022. After a bumpy start to the annual reporting year – within 3 weeks the forms were made available and the submission dates adjusted to accommodate the glitches – to date there are 4 categories of completion [see legend]. The recommendation that all delinquent branches be given an additional **grace period of one month March 17, 2022** to complete the required reports. Rationale there continue to be technical difficulties accessing the form as well as newly elected officers learning to access and report information; the bumpy start in January with confusing/delayed communications augmented the frustration felt in the branches as well in my new office when fielding emails and attempting to widely share accurate information and troubleshoot technical difficulties. To expedite the completion of the reports – regional coordinators and I will schedule individual appointments to complete the necessary information.

- 1. ANNUAL/ACTIVITY REPORT ONLY**
- 2. FINANCIAL REPORT ONLY**
- 3. COMPLETE ANNUAL/ACTIVITY AND FINANCIAL**
- 4. NO REPORTS**

ANNUAL/ACTIVITY REPORT ONLY [5 branches]

Atlanta Branch of ASALH
Central Florida Dorothy Turner Johnson
Charles A. Brown Branch of Birmingham
Louisa Branch
Louisville, Kentucky CGW

FINANCIAL REPORT ONLY [6 branches]

Atlanta Branch of ASALH
Central Florida Dorothy Turner Johnson
Charles A. Brown Branch of Birmingham
Cleveland Branch
Harper Council Trenholm Branch
Louisa Branch

COMPLETE ANNUAL/ACTIVITY AND FINANCIAL [25 branches]

ASALH Detroit Branch
Athens Branch of ASALH (GA)
Bethel Dukes Branch of ASALH
Bronx Branch of ASALH
C. Delores Tucker [see old business]
Charles Deslondes (NOLA)
Charleston Area Branch ASALH
Dr. Edna McKenzie Branch of ASALH
Greater Kansas City Black History Study Group
Hampton Roads Branch of ASALH
Huntington Tri-State Branch
Joseph T. Taylor Branch of
Julian Branch of ASALH
Manhattan Branch of ASALH
Margaret & Robert Garner (Cincy)
Martha's Vineyard Branch of ASALH
Memphis Area Branch of ASALH
Mobile AL Branch
Our Authors Study Club Branch
PG County Truth Branch of ASALH
Philadelphia Heritage Branch of ASALH
Phila-Montco Branch of ASALH
Romare Bearden Branch
Samuel L. Banks Branch
St. Petersburg Branch of ASALH
Savannah Yamacraw Branch

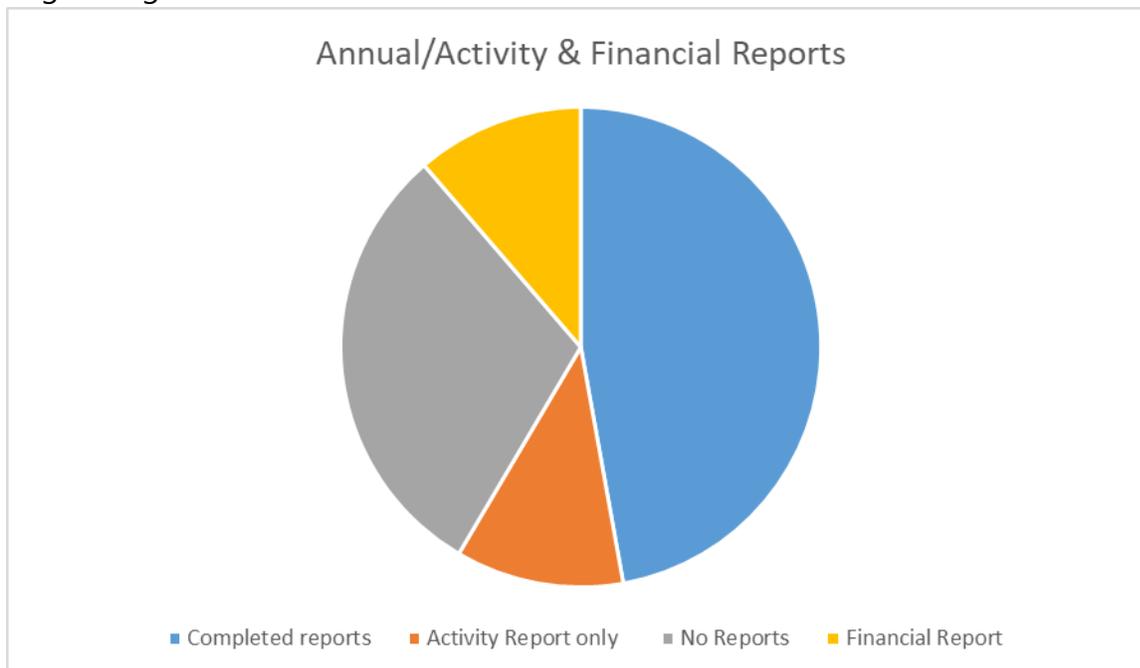
NO REPORTS [16 branches]

ASALH of Tampa Bay
ASALH South Florida, Inc.
Carter G Woodson Branch DC
Chicago Branch
Dr. Carter G. Woodson, Greater Trenton, Mercer County
James Weldon Johnson
Manasota Branch

Paul Laurence Dunbar Branch
Philadelphia Heritage Branch
Richmond Branch
Roland McConnell Branch
South Florida
W. Marvin Dulaney Branch

[Unaware they were responsible for the report since they are not chartered]

Organizing Rochester Branch
Organizing Triad NC Branch of ASALH
Organizing Tulsa Branch



B: Old Business/necrology

Cleveland have until May 15 to remedy all compliance issues. Working on increasing membership from 10 to 15 plus institutional member
Chicago Branch had until January 31. Not completed
C. Delores Tucker Branch had until December 31, 2021. [see old business]
CG Woodson Branch, DC on when their bylaws must be submitted. Not completed
Dorothy Turner Johnson Branch must submit the edited Financial Report from 2021. Not completed

Follow Up on the individual Branch votes:

Cleveland Branch: Motion passed 13Y; 9N

Chicago Branch: Moved from probationary status and will have until January 31 Motion passed; 1Abs

Central VA Organizing Branch: Motion passed 14Y; 5N

Notes:

C. Delores Tucker Branch, the Committee expects them to have everything completed and they will be removed from probation

January 31

Cleveland Branch: their deadline extended to May 15, to meet all essential requirements

Chicago Branch: until Jan 31, 2022

Carter G Woodson Branch, WDC: recommend no action taken against them as completing all of their actions

V. Unfinished Business

a. Adoption of 2022 Budget - Gladys Mack Motion to adopt Budget (Gloria Abstain)

<https://asalh.org/wp-content/uploads/2021/11/ASALH-2022-Budget-Working-Draft-As-of-10-27-21.pdf>

Necrology:

Kenneth Mosley of the Phila-Montco Branch

Dr. Beasley

<https://www.usatoday.com/story/news/nation/2022/02/14/black-history-teacher-game-innovation/6504924001/>

Respectfully submitted:

Ida E. Jones

Ida E. Jones

National Vice President for Membership

ASALH Audit and Finance Committee

February 17, 2022

Committee Members:

Gladys Mack, Chair

Jeff Banks

Marvin Dulaney

Aaisha Haykal

Valerie Holt

Sylvia Cyrus

The Audit and Finance Committee met on Friday, January 28, 2022 and will meet the last Friday of each month from 12:00 – 1:30 p.m.

The following information was reported by Michelle Pourceau, the Project Manager for the Howard/Mellon Grant.

- **Positive Feedback from Howard** - Howard University, Director of Research Development, reported this week “We are in the process of finalizing the year 2 subawards and the updated agreement will be forwarded as soon as it is ready for review.”
- **No new expenses/limited activity** - Work is proceeding on finalizing the January funded items only, which include a second “Reading Room” which is tentatively scheduled for March and work on the webpage. Miscellaneous assistance is ongoing.
- **New 2022 subgrant work pending** - Upon notification from Howard via email of the subaward documents, we will proceed with funding tasks associated completing year 2 of the grant. No work is being done for the ASALH conference opening session.
- **Reassess proceeding at the next A&F Committee meeting** – If documentation is not received by Howard prior to the next meeting ASALH should assess the need to reinstate activities to ensure 2022 goals will be achieved.

Action Item:

The Audit and Finance Committee recommended the following changes based on the recommendation from the accountant, Tina McIntyre. The link with the full memo from the accountant follows. [AFC-Memo.pdf \(asalh.org\)](#)

The Audit and Finance Committee moves that the Executive Council adopt three policy changes.

1. **Proposed Change: ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director).**
2. **Proposed Change: All invoices under \$5,000 will be approved electronically (via e-mail) by the Executive Director. All invoices over \$5,000 unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail).**

- 3. Proposed Change: Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for \$500 or less (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council.**
-

Below is the detail for the proposed changes.

Proposed Policy Change:

ASALH's primary bank (Wells Fargo) does not require dual signatures for any checks presented (regardless of amount). Currently, ASALH mails all checks over \$5,000 to the Treasurer for signature (unless the payment was covered by a long-term agreement as outlined in the Procurement Policy). The Treasurer signs the check and accompanying Check Authorization Form (evidencing approval of payment).

I, Tina McIntyre, ASALH Accountant recommend the following changes to the current process to allow ASALH to operate more efficiently in processing invoices:

- 1. Current Policy:** All checks or orders of withdrawal over \$5,000 require two signatures, one of which is an officer. Recurring payments over \$5,000 covered by a long-term agreement (i.e., an agreement greater than six months) AND has been approved by the Audit and Finance Committee do not require a double signature for each monthly payment.

Proposed Change: ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director).

- 2. Current Policy:** A Check Request Form (Hard Copy) must accompany every invoice and requires a signature by an authorized check signer. The Treasurer must sign all Check Request Forms for invoices over \$5,000.

Proposed Change: All invoices under \$5,000 will be approved electronically (via e-mail) by the Executive Director. All invoices over \$5,000 unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail).

- 3. Current Policy:** Any checks payable to an authorized check signer require a signature from a different check signer.

Proposed Change: Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for \$500 or less (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council.

MEMORANDUM

TO: Association for the Study of African American Life & History AFC Committee / Executive Council
FROM: Tina O. McIntyre, CPA
SUBJECT: Proposed Financial Procedural Change – Effective January 1, 2022
DATE: January 10, 2022

The Association for the Study of African American Life & History's (ASALH) Financial Policies and Procedures clarifies essential financial management roles, authority, and responsibilities. Last revised in June 2015, the current policy does not accurately reflect the most efficient manner to process payments with a leaner staff and a quasi-virtual environment.

Current Policies:

Authority to Sign

The President, Treasurer, and Executive Director are authorized to sign checks or orders of withdrawal. Checks or orders of withdrawal up to **\$5,000** require one signature. All checks or orders of withdrawal over **\$5,000** require two signatures, one of which is an officer. All signatures must be hand-written (i.e., no stamps or mechanical devices). Any checks payable to an authorized check signer require a different signer. An authorized check signer will make disbursements only upon review and approval of the transaction, including reviewing supporting documentation.

Contractor Payments

ASALH will process all contractor payments based on the approved contractual terms. All contractors are required to submit an invoice to the Executive Director for review and approval before payment. The Executive Director (or designated staff) will send the approved invoice and support to the accountant to process the payments. Per ASALH's financial policy, the Executive Director can process invoices up to \$5,000. All expenses over **\$5,000** require two signatures¹ (i.e., the Executive Director plus another authorized signer).

Proposed Policy Change:

ASALH's primary bank (Wells Fargo) does not require dual signatures for any checks presented (regardless of amount). Currently, ASALH mails all checks over **\$5,000** to the Treasurer for signature (unless the payment was covered by a long-term agreement as outlined in the Procurement Policy). The Treasurer signs the check and accompanying Check Authorization Form (evidencing approval of payment).

I recommend the following changes to the current process to allow ASALH to operate more efficiently in processing invoices:

1. **Current Policy:** All checks or orders of withdrawal over **\$5,000** require two signatures, one of which is an officer.

¹ *Recurring payments over \$5,000 covered by a long-term agreement (i.e., an agreement greater than six months) AND has been approved by the Audit and Finance Committee do not require a double signature for each monthly payment.*

Proposed Change: ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director).

2. **Current Policy:** A Check Request Form (Hard Copy) must accompany every invoice and requires a signature by an authorized check signer. The Treasurer must sign all Check Request Forms for invoices over **\$5,000**.

Proposed Change: All invoices under **\$5,000** will be approved electronically (via e-mail) by the Executive Director. All invoices over **\$5,000** unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail).

3. **Current Policy:** Any checks payable to an authorized check signer require a signature from a different check signer.

Proposed Change: Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for a nominal amount (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council.

ASALH Governance Committee Report

February 17, 2022

Committee Members:

Zende Clark, Chair,

Annette Palmer

Charles Ferrell

Susan Simms Marsh

Valerie Holt

Sylvia Cyrus

The committee held its first meeting on February 9, 2022.

Executive Council Update:

Article III Section 2F states: The Executive Council shall consist of:

Twenty-four (24) persons (members of the Association in good standing) elected by the Association

The following Executive Council Members are not members of the national organization at the time of this submission:

Omar Eaton-Martinez

David Walton

Zebulon Miletsky

Tara White

The following Executive Council Members have not satisfied their \$300.00 obligation for the Black History Month Festival at the time of this submission:

Charles Ferrell

Tara White

Notification has been sent to these members however, action must be taken if these obligations are not satisfied. The Governance Committee will come back to the Executive Council with recommendations at the next Executive Council meeting.

Branch Handbook Update:

The Branch Handbook is moving forward. I had another meeting with our Consultant, Margo Vickers and she will meet with the Governance Committee on March 9th to provide an update for the entire committee. Ms. Vickers will be meeting with our Vice President for membership prior to the end of the month and has developed a timeline that includes a joint meeting with the Governance and Membership committees, a meeting with the Executive Committee in April and the Executive Council in May. If all goes as planned we should be able to ratify the document at our June meeting.