

Alpha Kappa Alpha Sorority, Incorporated®
Theta Omega Chapter

Executive Committee - Chapter Meeting
Standards Committee Report

September 2017

“3E Approach” Exceed Expectations of Excellence

Standards Evaluation Team (SET) Review Schedule

Saturday - 9/30/2017 – Holiday Inn Tinley Park Convention Center

Initial Meeting of Standards Committee

June 15, 2017

Goal

To review the documents in chronological order; having all documents organized, prepped for binding with a mock SET review by the 2nd week of August and pass scheduled SET review with the highest level (I).

Barriers To Passing Review

Missing and or incomplete records

Poor Record Keeping

Poor tracking of documentation

Poor Organization

Countless hours were wasted searching for documents that stored in closets instead of in the identified room within the Ruth Montrose Room. Many of the 2013 financial documents were not in Chapter or Foundation’s possession. They were never returned from the former auditor. The initial financial reviews also shined a light on holes in the 2014 – 2015 documentation. We realized the absence of documents across administrations would take a significant amount of time to correct. Notification immediately went out to those former financial officers requesting they begin working to locate and organize documents

to rectify the deficiencies. The former Basilei received preliminary report of deficiencies for their administration, and were important resources to the committee as they assured documentation was provided or completed to correct the deficiencies in their administrations.

Committee Investment

Averaged - 5 members

6 hours/day

4 days/week

Total 11+ weeks = 1440+ hours

Progress Thus Far

2013 – financial complete/waiting on supplies for appropriate storage; other documents are nearly 100% complete; minutes and reports ready for binding; Basileus Binder in progress.

2014 – 2015 – financial documents continue to be deficient; other documents nearly 100% complete; minutes and reports should be ready for binding early next week; Basileus Binder in progress.

2016 – Review was delayed by search and completion of prior years preparation. Financials have received a light touch review to date. Other documents review is in process and will be complete and ready for binding by the end of next week. Basileus Binder completed.

3 Main Areas that Can Prompt Immediate Failure

Deficiencies in Financial documentation – Heaviest Weight

Deficiencies with Governing Documents

Deficiencies with Minutes (lacking signatures of Grammateus and approval of the Basileus)

Summary

This report is focused on financial documentation because it is a very heavily weighted section of the SET review. Findings in this area will cause an immediate failure of the review. Findings in the governing

documents and missing/incomplete and improperly bound minutes can also prompt immediate failure.

IT IS A **SERIOUS MATTER** sorors. It is not about “PASSING” a review every four years, but about how we CONDUCT, RECORD, and MAINTAIN our business.

A very Special Thank You to Sorors Loann J. Honesty King and Carolyn Hunter who joined Soror Michele Williams on our finance team, working to correct our financial record keeping. Without their help, the committee would be as far alone in the preparation process. Also special thank you to Sorors’ Monica Jones and Constance Turner Burkes and several other sorors for working on preparing the other documents for binding.

The “**3E** Approach” has been the mantra of this committee, holding high the Theta Omega Chapter **LEGACY** of Excellence and Leadership. The committee is confident that the Minutes and other documents will be complete for all years. Financial record keeping is the source of concern. If the financial records deficiencies are not fully reconciled, our initial goal of earning the highest level possible will be diminished to a “hope to pass”.

Recommendations for process improvement WILL be tendered upon completion of this process.

Respectfully,

Felicia S. Gray

Chairman

Standards Committee