



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA**

Illinois, Lambda State Organization

To: Members of Lambda State Executive Board  
From: Dr. Kammie Richter, Lambda State Executive Assistant  
Re: Cover letter for monthly mailing



August 2016

Ladies,

The International Convention in Nashville was absolutely fantastic! Lots of healthy walking took place within the huge hotel for meetings, and it was a beautiful site with shopping and entertainment nearby. All attendees had wonderful opportunities for both professional development and bonding with friends from across the miles as well. If you were not able to attend perhaps you might consider some of the upcoming events will find attached in the calendar.

The following documents are included in this mailing:

- 1) Cover letter** and filing instruction checklist from Executive Assistant
- 2a) President's letter** to read and file on your computer or behind President's tab in data manual
- 2b) Reminder** of due dates and upcoming events and activities to add to your calendar
- 2c) Minutes** of the Lambda State Executive Board Meeting from the Decatur Convention in April to be saved to your folder or flash drive, or make a hard copy to store in your data manual
- 2d) A draft of the Strategic Action Plan**
- 3a) Letter** from the Lambda State Membership Chair, Pam Painter to read and use with chapter members then file under the Membership Committee in flash drives or in a data manual
- 3b) Membership survey cover letter** to read and use with chapter members then file under the Membership Committee in flash drives or in a data manual

**3c)** Membership survey for Acting Professional Educators to read and use with chapter members then file under the Membership Committee in flash drives or in a data manual

**3d)** Membership survey for members who have resigned to read and use with chapter members then file under the Membership Committee in flash drives or in a data manual

**3e)** Membership survey for retired members to read and use with members then file under the Membership Committee in flash drives or in a data manual

**4)** Treasurers' timeline and 990-N instructions to read and use with chapter chairs

**5)** Executive Board registration to complete and email or snail mail to me ASAP

(Note that no money will be sent to me for meals, as there will be no Saturday lunch and all other money for meals will be paid directly to the hotel.)

**5b)** Executive Board hotel registration to take care of as soon as possible

**6a)** Women in the Arts letter for chairs to read and take note of duties listed monthly then file under the WIA Committee in flash drives or in a data manual

**6b)** Creative Arts Retreat registration form to share and send by the due date

**6c)** Creative Arts Retreat presenter form to share and send by the due date

Important information:

Please change Barbara Bergdolt's email to: see mailing for new email

Also change Ursula Sihocky's address and home phone to:

See mailing for changes.

Note that if you are sending me an email about chapter officers please include your chapter name and number, and remember to send it to me at [4540 E 2000 North Rd, Fithian, IL 61844-5090](mailto:4540E2000NorthRd,Fithian,IL61844-5090). Also if you could include your chapter name and number with all correspondence it would be appreciated.

Thank you!

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

[ExecAssistLambdaSt@gmail.com](mailto:ExecAssistLambdaSt@gmail.com)