



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



September 2016

Ladies,

Executive Board is coming up in a few weeks. I only have 30 voting members registered as of today, so if you have not already registered please send me your information as soon as possible! No food will need to be paid for, so if you could send me your name, chapter number and name, as well as your email right now while you are thinking about it I can get you registered. It is important that you be there or that you send someone in your place. Please read Sylvia's letter carefully, and all of the attached information that follows in this mailing, as it will be very important for the upcoming year!

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) Tentative Agenda for Executive Board in September 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 to be discussed and voted on at Executive Board
- 2e) Executive Board Report of LS Committees to be completed and brought to Executive Board
- 3a) Cash Receipts and Disbursements/Available Funds to be read before Executive Board
- 3b) Lambda State Funds to be read prior to the Executive Board
- 3c) Chapter Contributions to be read prior to Executive Board
- 3d) Membership data to be read prior to Executive Board

- 4) Visitation letter to Chapter Presidents to be read prior to Executive Board
- 5) Taming Technology call for presentations
- 6) Membership chair information to be read and saved to your folder or flash drive, or make a hard copy to store in your data manual.
- 7a) Rules letter to read and then follow up by bringing a copy of your chapter rules to Executive Board
- 7b) Proposed motions to be read prior to Executive Board
- 8a) Educational Excellence letter to be read prior to Executive Board
- 8b) Workshop proposal form for Lambda State Convention to be completed and sent in by the due date for those who desire to be presenters
- 8c) Hot Topic proposal for Lambda State Convention to be completed and sent in by the due date for those who desire to lead a roundtable discussion on a topic
- 9a) Scholarship brochure to be read and shared with chapter members
- 9b) Scholarship letter to be read and shared with your chapter members
- 9c) Special Study Stipend brochure to read and share with your chapter members

Important information:

Please see mailing for the change of email address for Chapter President, Bonnie Kurzawski of Zeta #6

Thank you!

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

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