

Officer Reports



November 2020 Basileus Report ~ Soror Alecia Carter, Basileus

Greetings IEO Sorors:

The time is upon us and the year is quickly coming to an end. I wish to thank you again for your willingness to serve.

The Chapter Retreat will be held on November 7th, immediately following our chapter meeting. On Friday evening, sorors will meet via Zoom for an hour of fun and laughter. On Saturday, November 8, 2020 the chapter meeting will begin promptly at 10:00 a.m.

The Standards Committee has prepared a great day of engagement and development activities. A special thank you to Soror Valerie Hamer, Standards Chairman and all sorors that took part in coordinating of the event. Unfortunately, the chapter will not conduct the Rededication Ceremony, as per our Virtual Guidelines outlines by Madam Supreme Basileus, Dr. Glenda Glover, rituals are not to be conducted virtually.

Alpha Kappa Alpha Sorority, Inc. under the Excellence Administration, will observe the National Caregivers Observance – Impact Day on November 20, 2020. Due to the current state of the pandemic, has resulted in an increase of isolation and limited resources for our caregivers. For this reason, it is importance that Care-Givers practice self-care. This year Alpha Kappa Alpha will focus on the important of Health and Nutrition. A list of recommended care-givers activities is listed in the Virtual Programs Guide. As you are aware, the Care-Giver impact day is observed annually to provide support to individuals that care for loved one and the infirmed.

Sorors, I am extremely excited about the upcoming celebration of IEO's 50th Anniversary celebration. The Anniversary Committee is planning a fun filled year of excitement and community engagement. Sorors, it's a brand-new year and a brand-new day, so let's celebrate in a very special way. The Committee's would like to have all 69 active chapters and past IEO members join hands and hearts as we launch our celebration on January 31, 2021. More details to come.

The IEO Book Club recently completed their fourth book **It's not all Downhill from Here** by Terry McMillian. This has been a great engagement of sisterly connection and wisdom shared during the process. Good conversations were had by all participants.

The IEO Virtual Cooking Extravaganza will be held on November 21, 2020. Soror Valerie and I are excited to introduce her famous Shrimp and Grits recipe. The **origin** of this popular dish is thought to be Charleston, SC, favorite breakfast meal. The story unfolds on the 21st, so get your appetites ready!

The Rose Butler Brown Endowment Fund Adhoc Committee was established last week. The committee members are as follows: Sorors Theodora Lacy, Valerie Moore Hamer, Maredia D. Warren, Shirley Deering, Barbara Baker, Yolonda Pickett, Shelley Worrell and Debbie Adkins. Co-Chairmen Sorors Shirley Deering and Shelley Worrell. More information to come.

IEO will host our annual Christmas Party with our undergraduate chapter, Nu Kappa. Please be mindful that this meeting must be engaging and celebratory in nature. There will be no business matters conducted.



November Epistoleus Report - Soror Lindsay James

Correspondence:

- Thank you letter received from Soror Theodora Lacey for the support and love shown as she was named the first Black person, and the first woman to have a school named in her honor.
- Request for donation from the Center for Food Action to help put Thanksgiving Dinner on families tables this year.
- Thank you letter received from Mr. William Edward Beavers, IV, who graduated college in July and received his Bachelor of Arts in Communication and Media Arts from Montclair State University. He has written several reviews for his college's newspaper which can be seen online at <https://themonclairion.org/profile/william-beavers>
- Donation request from Ketsia Sadler, Certified School Nurse, Dr. Leroy McCloud Elementary School of Englewood, NJ
 - In efforts to help children develop healthy lifestyles during a time of economic stress. Students involved in this program receive a \$5 gift certificate to local healthy smoothie establishments, a 45 minute session of yoga is conducted, and all is done at no cost to each family.
 - Any amount is appreciated and can go towards the following:
 - \$27.50 - postage for one month's worth of Birthday cards
 - \$13.99 - one month's worth of birthday cards
 - \$75 - cost of one Birthday session with Healthbarn
 - \$250 - cost of 50 gift certificates to The Marketplace, Englewood, NJ
 - \$ 366.49 - total to sponsor entire month of birthdays
- Returned Scholarship Award certificate addressed to Ms. Whitley Enriquez

IEO CHECKING ACCOUNT

BEGINNING BOOK BALANCE: October 1, 2020 \$ 11,272.36

ENDING BOOK BALANCE : October 31, 2020 \$ 10,451.50

DEPOSITS:

Check #	Date	Amount
---------	------	--------

TOTAL DEPOSITS: \$ -

DISBURSEMENTS:

N. Cureton - Reimb. Boule Delegate Reg.	4724	25-Oct	\$	(50.00)
A. Carter - Reimb/Advance for Zoom Costs	4725	25-Oct	\$	(114.96)
G. Larry - Reimb. Day of Prayer Exp	4726	25-Oct	\$	(57.90)
V. Hamer - Reimb/Advance for Standards Exp.	4727	25-Oct	\$	(598.00)

Outstanding Checks:

4388	\$	100.00
4435	\$	50.00
4724	\$	50.00
4726	\$	57.90

Total: \$ 257.90

TOTAL DISBURSEMENTS: \$ (820.86)

RECONCILIATION:

Book Balance: \$ 10,451.50

Outstanding Checks: 257.90

Bank Balance: \$ 10,709.40

IEO GRANT/PROGRAM ACCOUNT

BEGINNING BOOK BALANCE: October 1, 2020 \$ 9,399.29

ENDING BOOK BALANCE : October 31, 2020 \$ 7,399.29

DEPOSITS:

Date Amount

Total Deposits:

TOTAL DEPOSITS:

\$ -

DISBURSEMENTS:

Chk # Date Amount

M. Langston - 2020 Scholarship Recipient

1453 25-Oct \$ (1,000.00)

V. Johnson - 2019 Scholarship Recipient - deferred disbursement

1454 25-Oct \$ (1,000.00)

Outstanding Checks:

1109 \$ 100.00

Difference \$ 0.90

1218 \$ 18.18

1438 \$ 1,000.00

1445 \$ 1,000.00

1453 \$ 1,000.00

1454 \$ 1,000.00

Total: \$ 4,119.08

TOTAL DISBURSEMENTS:

\$ (2,000.00)

RECONCILIATION:

Book Balance: \$ 7,399.29

Outstanding Checks: \$ 4,119.08

Bank Balance: \$ 11,518.37

IEO SAVINGS ACCOUNT

BEGINNING BOOK BALANCE: October 1, 2020 \$ 5,746.83

ENDING BOOK BALANCE : October 31, 2020 \$ 5,746.88

Deposits:

Interest: October 31, 2020 \$ 0.05

Total Deposits: \$ 0.05

Disbursements:

TOTAL DISBURSEMENTS: \$ -

The 2020 Cluster IV Conference was held on October 31th, via ZOOM. I received emails from a total of ten sorors confirming their participation. I am waiting on the final count of all IEO sorors that registered for the conference. Please submit a copy of your registration confirmation to the president@akaieo.org as soon as possible.

The following are some take-aways from the Cluster IV Conference:

- Due to the Pandemic Alpha Kappa Alpha Sorority, Inc. has adjusted to the virtual environment. The 2021 and meetings will be conducted virtually.
 - Virtual Regional Conference – changed from February 2021 to March 4-7, 2021
 - Leadership Summit – will take place on January 9, 2021
- Soror Emma Barron requested that all Basilei allow the Connection Committee Chairman speak briefly at the monthly chapter meetings, as a way of keeping sorors abreast of updates and political concerns and events. She has extended an invitation to all Graduate and Undergraduate Basilei to attend monthly meetings that will be held the 4th Tuesday in each month. The meeting will be scheduled starting at 8:00 p.m. During the meeting sorors will discuss new ideas and Operational Best Practice.
- The Chapter Self-Assessments – this assessment pertains to all of the activities conducted during the year 2020. After the assessment are completed the data should be summarized and included in the EOY Report. There are several ways to conduct the Self-Assessment. It can be distributed by email, virtual secret ballot, phone poll or google survey.
- Transition of Administration – All outgoing officers and committee chairs are responsible for completing the transition form. All questions must be completed, if not applicable the answer must indicate non-applicable. The Standards Chairman is responsible for ensuring that this form is completed by January 30th or 30 days after installation of officers.
- The following Standards Reports must be submitted and filed electronically:
 - Estimated Budgets
 - Agendas and Meeting Minutes
 - Operation Manual
 - Financials
 - Lessons Learned
- Completion date after installation of Officers and signed off by the Officer and Committee Chairman.
- EOY Reports information and due dates can be located at www.aka1908.org. Currently, the 2020 forms have not been uploaded on the website. Notifications will be sent shortly. All documents must be signed electronically.
- The Regional Program Calendar was updated for the Program year 2020-2021. Three new Programs were added:
 - Wear A Mask Campaign
 - Grow with Google

➤ Feed the Children Everywhere

North Atlantic Region remains in the BLACK and has over \$600K with no liability from the Conferences held in year 2020.

On November 8, 2020 an Encore to the Cluster IV Conference will be sent to all registrants. This Webinar will include updates to the Cluster IV Conference.

This concludes my report and I am truly thankful for the opportunity to serve.



P.O. Box 15284
Wilmington, DE 19850

IOTA EPSILON OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY
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Your Business Fundamentals Checking

for October 1, 2020 to October 31, 2020

Account number: 3810 0284 2778

IOTA EPSILON OMEGA CHAPTER ALPHA KAPPA ALPHA SORORITY GRANT FUNDS

Account summary

Beginning balance on October 1, 2020	\$13,018.37
Deposits and other credits	0.00
Withdrawals and other debits	-500.00
Checks	-1,000.00
Service fees	-0.00
Ending balance on October 31, 2020	\$11,518.37

of deposits/credits: 0

of withdrawals/debits: 2

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$11,969.98

¹Includes checks paid, deposited items & other debits

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Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Withdrawals and other debits

Date	Description	Amount
10/05/20	AKA EAF DES:AKA EAF ID:ST-U9I1N5R8H6Y9 INDN:NATALIE S CURETON CO ID:1800948598 CCD	-500.00
Total withdrawals and other debits		-\$500.00

Checks

Date	Check #	Amount
10/13/20	1440	-1,000.00
Total checks		-\$1,000.00
Total # of checks		1

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
10/01	13,018.37	10/05	12,518.37	10/13	11,518.37

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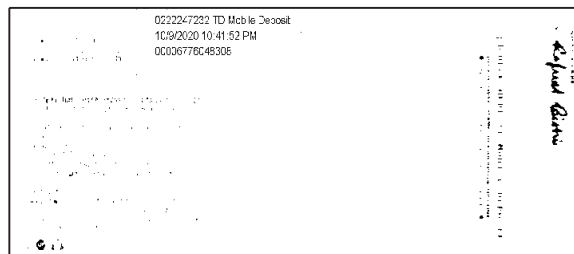
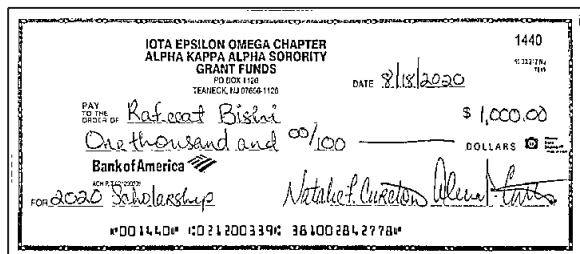
To learn more, visit bankofamerica.com/CashFlowMonitor.

¹ You must be enrolled in Business Advantage 360, our small business online banking, or Mobile Banking to use Cash Flow Monitor and Connected Apps, and have an eligible Bank of America® small business deposit account. Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.

Check images

Account number: 3810 0284 2778

Check number: 1440 | Amount: \$1,000.00





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Your Business Fundamentals Checking

for October 1, 2020 to October 31, 2020

Account number: 0040 1903 4215

IOTA EPSILON OMEGA CHAPTER ALPHA KAPPA ALPHA SORORITY INC

Account summary

Beginning balance on October 1, 2020	\$11,422.36
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-712.96
Service fees	-0.00
Ending balance on October 31, 2020	\$10,709.40

of deposits/credits: 0

of withdrawals/debits: 2

of items-previous cycle¹: 4

of days in cycle: 31

Average ledger balance: \$11,322.94

¹Includes checks paid, deposited items & other debits

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SSM-07-20-0025.B | 3137365

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Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
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Checks

Date	Check #	Amount
10/26/20	4725	-114.96

Date	Check #	Amount
10/28/20	4727*	-598.00

Total checks **-\$712.96**

Total # of checks **2**

* There is a gap in sequential check numbers

Service fees

The Monthly Fee on your Business Fundamentals Checking account was waived for the statement period ending 09/30/20. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ☐ \$250+ in new net purchases on a linked Business debit card
- ☐ \$250+ in new net purchases on a linked Business credit card
- ✓ \$3,000+ minimum daily balance in primary checking account
- ✓ \$5,000+ average monthly balance in primary checking account
- ✓ \$15,000+ combined average monthly balance in linked business accounts
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Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
10/01	11,422.36	10/26	11,307.40	10/28	10,709.40

Check images

Account number: 0040 1903 4215

Check number: 4725 | Amount: \$114.96

ALPHA KAPPA ALPHA SORORITY INC IOTA EPSILON OMEGA CHAPTER PO BOX 1126 TEANECK NJ 07666-1126		4725
DATE 10/25/2020		50-10719-01 201
PAY TO THE ORDER OF	Alexia Carter	\$ 114.96
One hundred fourteen and 96/100		DOLLARS
Bank of America		
FOR DEPOSIT ONLY		
Reimbursement for Team Quest		
Natalie Plauton		
#004725# #0212003394# 004019034215#		

10/25/2020

Seq: 58
Batch: 045727
Date: 10/28/20

Valerie Hamee

Check number: 4727 | Amount: \$598.00

ALPHA KAPPA ALPHA SORORITY INC IOTA EPSILON OMEGA CHAPTER PO BOX 1126 TEANECK NJ 07666-1126		4727
DATE 10/25/2020		50-10719-01 201
PAY TO THE ORDER OF	Valerie Hamee	\$ 598.00
Five hundred ninety-eight and 00/100		DOLLARS
Bank of America		
FOR DEPOSIT ONLY		
Reimbursement for Standards		
Natalie Plauton		
#004727# #0212003394# 004019034215#		

10/25/2020

Seq: 58
Batch: 045727
Date: 10/28/20

Valerie Hamee



P.O. Box 15284
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Your Business Investment Account

for October 1, 2020 to October 31, 2020

Account number: 0050 1901 4428

IOTA EPSILON OMEGA CHAPTER ALPHA KAPPA ALPHA SORORITY INC

Account summary

Beginning balance on October 1, 2020	\$5,746.83
Deposits and other credits	0.05
Withdrawals and other debits	-0.00
Service fees	-0.00

Ending balance on October 31, 2020

\$5,746.88

of deposits/credits: 1

of withdrawals/debits: 0

of days in cycle: 31

Average ledger balance: \$5,746.83

Average collected balance: \$5,746.83

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$0.74.

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Deposits and other credits

Date	Description	Amount
10/30/20	Interest Earned	0.05

Total deposits and other credits

\$0.05

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
10/01	5,746.83	10/30	5,746.88

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¹ You must be enrolled in Business Advantage 360, our small business online banking, or Mobile Banking to use Cash Flow Monitor and Connected Apps, and have an eligible Bank of America® small business deposit account. Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.



2020 NOVEMBER PECUNIOUS GRAMMATEUS REPORT

SHARON FIELDS, FINANCIAL SECRETARY

The purpose of this report provides a summary of monies received during the month of October 2020.

There were no funds collected during the month of October.

This ends the 2020 November Pecunious Grammateus Report.

Table 1

2020 ALPHA KAPPA ALPHA IEO													
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
2020 PER CAPITA	\$4,625.00	\$375.00											\$5,000.00
2020 CHAPTER DUES	\$5965.00	\$600.00		\$150.00									\$6,715.00
2020 EAF DUES	\$410.00	\$30.00		\$10.00									\$450.00
REACTIVATION	\$20.00	\$155.00											\$175.00
2020 LATE FEE		\$37.50											\$37.50
MANUAL OF STD PROCEDURES BYLAWS													\$0.00
ADVANCE REFUND													\$0.00
LATE FEE FOR MEETING		\$1.00											\$1.00
EAF Gold to Boule	\$207.00	\$47.00											\$254.00
CFA-MLK	\$782.50	\$85.00		\$180.00	\$20.00	\$20.00							\$1,087.50
2021 Payment	\$90.00	\$87.00				\$75.00		\$50.00					\$302.00
Bank Fee	\$30.00												\$30.00
ICSDP Grant		\$20,000.00											\$20,000.00
ICSDP RBB		\$202.17											\$202.17
ICSDP Scholarsp		\$500.00			\$500.00				\$1,000.00				\$2,000.00
TSHIRT		\$730.00		\$100.00	\$358.00	\$380.00							\$1,568.00
2020 BOULE							\$655.00						\$655.00
EAF HBCU Donation									\$500.00				\$500.00
L. House Refund									\$85.00				\$85.00
TOTAL	\$12,129.50	\$22,847.67	\$0.00	\$440.00	\$878.00	\$475.00	\$655.00	\$50.00	\$1,585.00	\$0.00	\$0.00	\$0.00	\$39,062.17

\$0.00	\$0.00
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Committee Reports



November 2020 Finance Committee Report

Soror Natalie Cureton, Tamiouschos

The Finance Committee met on October 20, 2020 via Zoom; in attendance were Sorors Natalie Cureton, Shirley Deering, Valerie Hamer, Gwen Larry, Jasmine Adkins Moore, Gail Smith, Shelley Worrell and Alecia Carter (ex officio). The meeting was called to order at 7:10pm.

The committee discussed requests/inquiries received and the related revision to the 2021 proposed budget and financial policies as follows:

1) Soror Jasmine suggested additional wording to clarify the financial responsibilities and uses of a PayPal account, which the committee incorporated into the Financial Policies on page 3, Cash Receipts. **The Finance Committee moves to adopt the recommendation to revise the Financial Policies as presented.**

2) The committee then discussed revising the 2021 proposed budget in light of soror concerns about financial hardships resulting from the pandemic. The committee discussed the corporate office's dues reduction of \$25 for 2021 and felt that IEO could offer a \$50 rebate to dues for sorors who were active and in good standing in IEO in 2020 in recognition of the varying levels of financial hardship currently being experienced. The committee is recommending this action since several activities/events in 2020 were canceled which resulted in the availability of funds that can be rolled over for use in 2021 and the anticipation that there will be limited activities in at least the first few months of 2021.

If the budget is adopted the corresponding dues will be as follows:

	<u>Non-Life</u>	<u>Life</u>
Per Capita:	\$100	\$0
EAF Dues:	\$10	\$10
Chapter Dues:	<u>\$150</u>	<u>\$150</u>
Total Dues:	\$260	\$160
Rebate:	<u>(\$50)</u>	<u>(\$50)</u>
Net Dues:	<u>\$210</u>	<u>\$110</u>

Accordingly, the Finance Committee is presenting the attached 2021 proposed operating budget based upon a projection of 69 sorors (including 13 life members), rollover of \$1,855 from 2020 funds and the offering of a \$50 dues rebate which totals \$15,045 and Program/Grant budget of \$14,200 for 2021. The Program/Grant budget includes an estimated \$6,200 carryover due to less 2020 spending and a proposed grant request of \$8,000.

The Finance Committee moves to adopt the recommendations to:

- 1) Set the 2021 Total Dues amount for Non-Life Members at \$260 and Life Members at \$160.**
- 2) Rollover \$1,855 from unspent 2020 operating funds into the 2021 budget to facilitate a \$50 dues rebate.**
- 3) Award a \$50 dues rebate in 2021 to all IEO sorors who are in good standing in 2020.**
- 4) Approve the 2021 proposed operating and program/grant budgets totaling \$15,045 and \$14,200 respectively.**

With no other business to discuss the meeting adjourned at 9:10pm.

IOTA EPSILON OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INC

	2021	COMMENTS
	OPERATING BUDGET	
	69 SORORS	
	13 LIFE	
CORPORATE: PER CAPITA	\$ 5,600.00	\$100 X 56 Sorors (69-13)
CORPORATE: EAF	\$ 690.00	\$10 x 69 Sorors
CORPORATE: DOCUMENTS		
CHAPTER DUES	\$ 10,350.00	\$150 X 69 Sorors
Chapter Dues Rebate	\$ (3,450.00)	For 2020 active IEO Sorors due to event limitations
Rollover from 2020 budget	\$ 1,855.00	Available prior year funds due to event limitations
OPERATING INCOME	\$ 15,045.00	
PROGRAM INCOME	\$ 14,200.00	
TOTAL INCOME:	\$ 29,245.00	
CORPORATE EXPENSES		
Chapter Tax	\$ 300.00	
Per Capita	\$ 5,600.00	\$100 X 56 Sorors (69-13)
EAF	\$ 690.00	\$10 x 69 Sorors
Documents		
CLUSTER IV EXPENSES		
NAR Cluster IV Chapter Donation (Dues)	\$ 75.00	
NAR Cluster IV Founders Day (Basileus Reg)	\$ 85.00	
NAR Cluster Conference (Basileus Reg)	\$ 135.00	
NAR Leadership Summit (Basileus Reg)	\$ 50.00	
NARC		
Delegate Registration (includes Gr. Adv)	\$ 250.00	\$50 x 5 sorors
Basileus Registration	\$ 50.00	
Basileus Expenses	\$ -	
BOULE/LEADERSHIP CONFERENCE		
Delegate Registration (includes Gr. Adv)	\$ 1,000.00	
Basileus Registration	\$ 400.00	
Basileus Expenses	\$ 1,000.00	
GRADUATE ADVISORY COUNCIL		
Grad Advisor	\$ 496.00	Additional meeting requirements per MRD
Nu Kappa Assistance	\$ 300.00	Required to assist Nu Kappa; i.e., UG Roundup, NARC & Boule

IOTA EPSILON OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INC

OPERATING EXPENSES		
Archives	\$ 50.00	
Awards	\$ 250.00	
Basileus	\$ 375.00	
Bonding	\$ 200.00	
By-Laws	\$ 25.00	
Chapter Anniversary	\$ 500.00	
Chapter Supplies	\$ 564.00	
Connection	\$ 50.00	
Contingency		late dues allocated here
Corporate Supplies	\$ 75.00	
Courtesy	\$ 500.00	
Courtesy: Ivy Beyond the Wall	\$ 250.00	
EAF Chapter Contribution	\$ 200.00	internal chapter fundraising needed to raise additional funds
Epistoleus		
Founders' Day	\$ 75.00	
Sisterly Relations	\$ 200.00	
Grammateus	\$ 50.00	
Meeting Space	\$ 200.00	Add'l Insured fees & backup funds; space at THS is free (7 months); 2 joint meetings, holiday party & 2 summer off)
Membership	\$ 300.00	
P.O. Box Rental/postage	\$ 200.00	
Prayer Team	\$ 100.00	
Publicity	\$ 200.00	
Scholarship	\$ 150.00	
Standards	\$ 100.00	
Tamiouchos		
TOTAL OPERATING EXPENSES:	\$ 15,045.00	
	2021	
	PROGRAM BUDGET	
PROGRAM INCOME		
2021 ICSDP Grant	\$ 8,000.00	
2020 Grant Rollover	\$ 6,200.00	
CAP Participation Fees		
Total Revenue:	\$ 14,200.00	
PROGRAM EXPENSES		
Targets:	\$ 5,600.00	
CAP		
HBCU for Life: A Call to Action		
Women's Healthcare and Wellness		
Building Your Economic Legacy		
The Arts!		
Global Impact		
Other Community Programs/Support:		
Journal Ads	\$ -	
Scholarships	\$ 8,000.00	
MLK Grant	\$ 100.00	
AKA Corporate & Regional Programs	\$ 500.00	
Total Program Expenses:	\$ 14,200.00	
Total Operating Expenses:	\$ 15,045.00	
Total Budget:	\$ 29,245.00	

Iota Epsilon Omega			
Alpha Kappa Alpha			
2020 Registrar of Accounts as of 10/31/2020			
	Beginning Balance	ACTIVITY	Current Balance
CORPORATE EXPENSES			
Chapter Tax	\$ 300.00	\$0.00	\$ 300.00
Per Capita	\$ 1,000.00	(\$1,000.00)	\$ -
EAF	\$ 90.00	(\$90.00)	\$ -
Corporate Documents	\$ 10.00	\$0.00	\$ 10.00
CLUSTER IV EXPENSES			
NAR Cluster IV Dues	\$ 75.00	(\$75.00)	\$ -
NAR Cluster IV Founders Day (Basileus)	\$ 170.00	\$ (255.00)	\$ -
NAR Cluster Leadership Conf (Bas. Exp)	\$ 135.00	(\$19.08)	\$ 115.92
NARC			
Delegate Registration	\$ 1,050.00	(\$1,050.00)	\$ -
Basileus Registration	\$ 210.00	\$ (210.00)	\$ -
Basileus Expenses	\$ 600.00	(\$600.00)	\$ -
BOULE			
Delegate Registration	\$ 1,000.00	(\$50.00)	\$ 950.00
Basileus Registration	\$ 400.00	(\$50.00)	\$ 350.00
Basileus Expenses	\$ 1,000.00	\$0.00	\$ 1,000.00
GRADUATE ADVISORY COMMITTEE			
Grad Advisor	\$ 2,096.10	\$0.00	\$ 2,096.10
Nu Kappa Assistance	\$ 350.00	\$ -	\$ 350.00
OPERATING EXPENSES			
Archives	\$ 50.00	\$0.00	\$ 50.00
Awards	\$ 250.00	\$ (92.93)	\$ 157.07
Basileus	\$ 300.00	\$ (60.16)	\$ 239.84
Bonding	\$ 200.00	(\$170.00)	\$ 30.00
By-Laws	\$ 25.00	\$0.00	\$ 25.00
Chapter Supplies	\$ 200.00	(\$215.47)	\$ (15.47)
Connections	\$ 50.00	(\$10.00)	\$ 40.00
Contingency	\$ 1,775.41	\$ (1,276.79)	\$ 498.62
Corporate Supplies	\$ 75.00	\$ -	\$ 75.00
Courtesy	\$ 750.00	(\$378.28)	\$ 371.72
Courtesy - IBW	\$ 250.00	\$0.00	\$ 250.00
EAF Chapter Contribution	\$ 1,397.97	\$ (1,150.97)	\$ 247.00
Epistoleus	\$ -	\$0.00	\$ -
Founder's Day	\$ 75.00	\$0.00	\$ 75.00
Sisterly Relations	\$ 300.00	\$0.00	\$ 300.00
Grammateus	\$ 50.00	\$0.00	\$ 50.00
Meeting Space	\$ 200.00	\$0.00	\$ 200.00
Membership	\$ 605.00	(\$305.00)	\$ 250.00
P.O. Box Rental	\$ 200.00	(\$200.00)	\$ -
Prayer Team	\$ 100.00	\$ (57.90)	\$ 42.10
Publicity	\$ 200.00	(\$20.00)	\$ 180.00
Scholarship Operations	\$ 150.00	\$0.00	\$ 150.00
Standards	\$ 100.00	(\$98.00)	\$ 2.00
Tamiouchos	\$ -	\$0.00	\$ -
	\$ 15,789.48	(\$7,434.58)	\$ 8,389.90
GRANT-FUNDED EXPENSES			
Journal Ads	\$ 900.00	\$600.00	\$ 1,500.00
Nat'l Supported Programs	\$ -	\$0.00	\$ 75.00
MLK Grant	\$ -	\$100.00	\$ 100.00
General Program Fund	\$ 2,019.57	\$4,376.55	\$6,396.12
Scholarship	\$ (530.00)	(\$1,000.00)	\$ (1,000.00)
Jessie Bennett Grant	\$ (202.17)	\$202.17	\$ -
Accrual Account	\$ 354.65	\$142.00	\$ 496.65
	\$ 2,542.05	\$4,420.72	\$ 7,567.77

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Purpose

The IEO financial policies provide information and guidance for the chapter Sorors on financial operations and reporting.

Finance Committee Structure

The Finance Committee is open to all Sorors who are interested in participating in the financial operations of the chapter. According to the chapter bylaws, the required members of the committee are as follows:

- Tamiouchos
- Pecunious Grammateus
- Anti-Basileus

However, it is important and necessary that a member of the following committees participate on the Finance Committee:

- Fundraising Committee
- Program Committee
- Scholarship Committee
- Membership Committee (in the year of an MIP)
- Basileus (Ex-Officio)

The participating member of the fundraising, program, scholarship and membership committees would serve as a finance liaison. This person will be responsible for attending finance committee meetings, communicating with the Tamiouchos and Pecunious Grammateus, and assisting with budgeting/monitoring of committees programs and projects.

The Scholarship Committee Liaison will be responsible for mailing all scholarship checks.

Finance Hours

The Finance Committee office hours are thirty minutes before each regularly scheduled chapter meeting or as otherwise noted/scheduled.

Fiscal Responsibility

Good stewardship of the chapter funds requires a joint effort between the Finance Committee and each Soror in the chapter.

- All Sorors are expected to wisely manage the funds available to the chapter. This includes but is not limited to comparison shopping to obtain the best prices and obtaining approval from the committee chair **before** incurring expenses.
- All committee chairmen are expected to manage the committee budget. This includes being aware of the funds available and communicating spending limits to the committee members.

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- **Year to date budgeted figures and balances will be emailed to committee chairs prior to monthly executive committee meetings.**
- All above budget spending must be presented to the Executive Board for approval **before** incurring the expenses.

Monthly Reporting Package

The monthly reporting package will include the following reports:

- Tamiouchos - Income Statement, Balance Sheet, Bank Reconciliation, Committee Financial Status
- Pecunious Grammateus - Cash Receipts and Deposit Reconciliation

Financial Calendar

The IEO financial calendar will be issued by the Tamiouchos every year at the January chapter meeting. The financial calendar will include: monthly close dates, final deposit date for the month, and reporting deadlines (IEO, AKA, and State of NJ).

The year-end reporting calendar will be as follows:

- The IEO fiscal year will end on **December 31st** of each year. All vouchers, deposits, and other requests should be submitted to the appropriate financial officer by **December 20th** to ensure that all transactions are included in the current year annual reports.
- All financial reports required by the Alpha Kappa Alpha Corporate Office will be provided to the Basileus for signatures by December 20th.

Dues

- Dues will be communicated annually by the November meeting. The Tamiouchos will issue a dues statement which will include the chapter dues, per capita tax/national dues, EAF, document assessment (if applicable), and earmark assessments (if applicable).
- Dues are payable at the December meeting of each sorority year. Dues submitted to the Pecunious Grammateus after January 20th must include the late fee set forth by the Corporate Office.
- If a Soror is reactivating, she must pay all assessments mandated by the Corporate Office, chapter dues (dues will be prorated if reactivation is processed after January), reactivation fees, and EAF.
- Chapter dues will include a supplement to support Nu Kappa Chapter. This supplement will include the registration expense for one undergraduate Soror for each conference where attendance is mandatory and a reasonable allotment for travel expenses as the chapter can afford.
- **Chapter dues received on or after March 1st of the current year will be allocated to contingency.**

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Cash Receipts

- All money **must** be turned into the Pecunious Grammateus. In the absence of the Pecunious Grammateus, the Anti-Pecunious Grammateus will receive all money turned in. Funds will not be accepted by **anyone** else in the chapter.
- Cash accepted by the Pecunious Grammateus must either be in an envelope or have a written notation identifying the name of the soror submitting funds, purpose of payment, the date and amount enclosed. The Pecunious Grammateus must verify the amount of funds submitted upon receipt, preferably in the presence of the submitting soror and notate the concurrence in her records.
- All checks must have the purpose written in the memo line. If the check is not written by a Soror, the name of the Soror submitting the check must be noted in the memo line. This will ensure that funds are applied properly.
- In the event that a check is returned for insufficient funds (bounced check) the individual who issued the check is responsible for reimbursing the chapter the amount of the check plus bank fees. The Soror that submitted the bounced check must assist with the process to recover the amount of the check and related bank fees. An invoice will be issued by the Pecunious Grammateus and is payable within 30 days. If the individual is a Soror, this debt will be considered an assessment and her dues will not be accepted until this debt is satisfied.
- The Pecunious Grammateus will submit funds and a remittance report to the Tamiouchos within **five to seven (5-7)** days of receipt of the funds.
- The Tamiouchos will deposit the funds into **the appropriate** account within **five to seven (5-7)** days of receipt of the funds from the Pecunious Grammateus.
- **Sorors may only utilize PayPal to facilitate on-line payments to the Chapter. Any fees associated with completing the transaction are to be paid by the Soror making the payment. The Chapter is not responsible for any transaction fees. Any unpaid fees will be considered a debt or assessment to the Chapter which must be paid/cleared prior to payment of her dues for the following year.**

The Pecunious Grammateus must monitor the activity in the PayPal account, prepare receipt reports in the same manner as cash receipts to report the transactions to the Tamiouchos and ensure funds received are transferred into the appropriate account within five to seven (5-7) days of receipt. The Basileus and Pecunious Grammateus will have access rights to the PayPal account. The Tamiouchos will record the related deposit(s) in the monthly reporting.

Cash Disbursements

- Prior to incurring expenses: The committee chairman must ensure that the committee has sufficient funds to incur the expense and communicate the spending limit to the committee members.

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- At the time the expense is incurred: Sorors must secure receipts for all money spent. **No Soror will be reimbursed for expenditures made without a receipt.**
- After incurring the expense: Sorors must complete a voucher for reimbursement and submit it with the applicable receipts to the committee chairman for approval. The chairman is responsible for obtaining the signature of the Basileus and submitting the voucher to the Tamiouchos for processing.
- To receive an advancement of funds: A Soror must complete a voucher and obtain the appropriate approval from the committee chairman. The committee chairman will obtain the signature of the Basileus and submit the voucher to the Tamiouchos for processing. Upon approval the Tamiouchos will issue an advance. However, the Soror receiving the advance is required to provide receipts for the expense as well as return any unused funds within thirty (30) days of the purchase. If not, the Soror is liable for the funds. **The outstanding amount will be classified as an assessment and her dues will not be accepted until the liability is satisfied.**
- Conference Registration Reimbursement: All Sorors serving as delegates to sorority conferences must register and pay all registration fees. A voucher for reimbursement should be submitted for approval after attending the conference and submitting the required written reports to the Basileus. The voucher will only be processed after the written reports have been submitted.
- Conference Advances to Basileus: In consideration of the increased requirement/expectation for the Chapter Basileus to attend most, if not all conferences, along with the exorbitant cost to the Basileus to comply with these requirements and the acknowledgement that registration deadlines are more than 30-90 days in advance of the conference the Basileus may request an advance for conferences, not to exceed the related line item budget(s). The Basileus must submit original receipts to the Tamiouchos for covered expenses once the conference has ended.

In the event that the Basileus does not attend a conference for which an advance was received, the advanced amount will become a part of her assessment in the year issued if the funds are not returned to the Chapter by the time the conference commences. The soror's dues for the subsequent year will not be accepted until the assessment has been paid.

- Scholarship Checks: Scholarship checks will be issued within thirty (30) days of receipt of required documentation. This timeline should be communicated to the scholarship recipients by the Scholarship Committee Chairman.
- Basileus Expenses: All vouchers and reimbursement checks submitted and made payable to the Basileus must be signed by the Anti-Basileus.
- All reimbursement checks submitted by the Tamiouchos must be signed by the Basileus and Anti-Basileus.

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- In order to receive reimbursement and advance checks at the chapter meeting the voucher must be signed by the Committee Chair and the Basileus and submitted to the Tamiouchos for approval *prior to the executive board meeting.*
- In order to receive reimbursement and advance checks at the chapter meeting, the voucher must be signed by the Committee Chair and the Basileus and submitted to the Tamiouchos for approval prior to the start of the executive meeting preceding the monthly chapter meeting. The committee chair is responsible for obtaining all signatures and submitting signed vouchers to the Tamiouchos.
- Checks will not be written and distributed during chapter meetings, executive meetings or IEO sponsored activities.
- The Tamiouchos will not accept vouchers that have not been approved/signed by the Committee Chair and the Basileus; in some cases, the Grammateus or Anti-Basileus will approve.
- No reimbursements will be issued for money spent during previous sorority years.
- **All vouchers are due no later than December 20th for reimbursement with the exception of a fundraiser or program. Vouchers for expenses related to the December Holiday Party must be submitted no later than 2 days following the event.**

(See Appendix#1 & 2– Voucher Instructions and Voucher)

Policies for Bank Accounts

- The Operating account (checking), Grant account (checking) and Savings account will have three (3) authorized signatories on the account at all times. The authorized signatories will be the Basileus, Anti-Basileus, and Tamiouchos.
- All checks issued require two (2) authorized signatures.
- All line items from the previous year's budget should be reconciled by January 31st of the current year. All remaining monies will be transferred into the savings account except balances in earmarked funds. The reserves/balances in these funds will rollover to the next fiscal year.
- Due to implemented Bank of America procedures (as of November 1, 2013) , IEO accounts will be charged a monthly fee if one or more of the following isn't met:
 - 1. Spend \$250 or more per month using a credit card**
 - 2. Maintain one of the following balances:**

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- A \$3,000 minimum daily balance in the primary checking account
- A \$5,000 average monthly balance in the primary checking account
- A \$15,000 combined average monthly balance in eligible linked business deposit accounts

Committee Budget

- Budgets are **required** for all events and programs (MIP, etc.) hosted by IEO. The budget must be submitted to the finance committee and presented at the Executive Board meeting the month before the funds are to be spent.
- The fundraising committee is required to present a proposed budget and assessment calculation for the full year as well as an individualized budget for each event to the finance committee and Executive Board the meeting before presenting the annual fundraiser proposal to the chapter. These written budgets must project revenue, expenses and resulting profit/loss.

Annual Budget

The annual budget process is a cooperative effort that requires the input of all officers and committee chairmen. The annual budget process is as follows:

June

- The finance committee will issue a request for written budget requests to all officers and committee chairmen which are to be submitted at the June chapter meeting. The officer or committee chairmen must include anticipated income (if applicable) and expenses for the next year in the budget request.

September

- The Tamiouchos/finance committee will receive all written budget requests from all officers and committee chairmen no later than the September chapter meeting.

October

- The first draft of the proposed budget will be presented to the chapter by the Tamiouchos at the October meeting.
- The finance committee will meet, review comments received during the October meeting, and revise the proposed budget accordingly.

November

- The completed budget will be presented to the chapter to be voted on.

Budget Considerations

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- The Boule and Leadership Conference budgets will alternate every year. In the year that we have a Boule we will not budget for Leadership Conference.
- In the year that we are holding MIP the Membership Committee will be given a budget of **\$800.00.**
- In March of each year the approved budget will be reviewed and revised based on the following: Material reduction/increase in headcount and/or a change in the amount of the grant issued by ICSDP, Inc. The March budget will be considered the First Quarter Forecast.
- In June of each year the First Quarter Forecast will be reviewed and revised based on chapter activities (if determined to be necessary by the finance committee). The June budget will be considered the Second Quarter Forecast.
- All monies in the budget allocated for Programs, Scholarship, Undergraduate Supplement, and Conferences (Regional, Leadership, and Boule) are to be considered earmarked funds. Any changes to earmarked funds require chapter approval.

Assessments

An assessment is defined as **any** funds owed to Iota Epsilon Omega Chapter of Alpha Kappa Alpha or ICSDP, Inc. The Pecunious Grammateus will not accept dues from any Soror who has an outstanding assessment.

Officer Transition

A transition meeting must take place during the month following the election or appointment of a new Tamiouchos or Pecunious Grammateus. The meeting must be attended by the outgoing and incoming officers. The agenda will include the transition of banking, signatories, training of new officers, and the transfer of reporting to archive.

ICSDP, Inc.

- All chapter Sorors should instruct donors to make fundraising and donation checks payable to ICSDP, Inc.
- All money received by ICSDP, Inc. must be deposited into the appropriate account within 7 days.
- In the case when a check is received by IEO that should be payable to ICSDP, Inc. The check will be deposited and the funds remitted to the foundation once the Executive Committee has been made aware of the check.
- At the end of each quarter the Tamiouchos will reconcile with the treasurer of ICSDP, Inc. to resolve any accounts receivables and payables. Any payments to ICSDP, Inc. will be issued in the month after the quarter end.

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- No later than February 28th of each year the Tamiouchos or Basileus will submit a grant request to ICSDP, Inc. for funding to support the following chapter initiatives: programs, journal ad and contributions, storage unit, planning session, and scholarship.

All IEO funds held in trust by ICSDP, Inc. must be held under a legal trustee agreement.

Policy Updates and Revisions

The Finance Committee shall review the financial policy at least annually and recommend necessary changes.

Revised: October 2020	Revised By: Soror Natalie Cureton, Tamiouchos
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APPENDIX #1 VOUCHER INSTRUCTIONS

Manual Process

1. Complete a voucher, check off manual (top right hand corner of voucher) and attach the required supporting documentation.
2. The supporting documentation (receipts, etc) must be taped to a separate 8 ½ x 11 sheet of paper and the sheet should be stapled to the voucher.
3. Submit the voucher and documentation to the committee chair for approval.
4. Once the committee chair has reviewed and approved the voucher, the Committee Chair must obtain all other required signatures and submit the voucher and supporting documentation to the Tamiouchos.

Electronic Process

1. Execute steps 1-4 above.
2. Complete a voucher, check off e-voucher (top right hand corner of voucher) and attach the required supporting documentation.
3. The supporting documentation (receipts, etc) must be taped to a separate 8 ½ x 11 sheet of paper.
4. Submit the voucher and documentation to the committee chair for approval via email or fax.
5. The committee chair will approve the voucher (e-approval) and email/fax it and documentation to the Basileus and the Tamiouchos for her e-approval and processing. Alternate approvers are the Grammateus or Anti-Basileus.
6. Once all approvals are received, the committee chair must submit the voucher and original supporting documentation to the Tamiouchos.

General

- It is the responsibility of the committee chairman to obtain all signatures
- Unapproved vouchers and vouchers missing supporting documentation will not be accepted by the Tamiouchos.
- Expenditures that exceed the committee budget must be approved by the Executive Board before the purchase.

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Check Distribution

- Approved vouchers submitted to Tamiouchos by the Executive Board meeting will be issued at the next chapter meeting during the Finance Committee office hours or immediately following the end of the meeting.
- Approved vouchers submitted to Tamiouchos during Finance Committee office hours or following the chapter meeting will be distributed within a day or two following receipt of the voucher.
- Rushed checks and check requests during summer hiatus should be requested ten days in advance.
- All vendor and scholarship checks will be distributed to the committee chairperson for mailing.

Revised: October 2020	Revised By: Soror Natalie Cureton, Tamiouchos
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	Alpha Kappa Alpha Sorority, Inc. Iota Epsilon Omega Chapter	Effective date: DRAFT 2020
Financial Policies		Page 11 of 11

**APPENDIX #2
SAMPLE VOUCHER**

INSTRUCTIONS <i>Please use this form to be reimbursed or advanced a check. This form will not be processed if it is not completed in full and submitted with supporting documentation. Please see the reverse side for detailed instructions.</i> US Mail: IEO PO Box 1126, Teaneck, NJ 07666 or Email: president@akaieo.org and cc: finance@akaieo.org
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Voucher Type (check one): Manual ☐ Electronic ☐

Budgeted?
 Budgeted ☐ Not Budgeted ☐

Payment Type:
 Operating Account ☐ Grant/Program Account ☐
 Reimbursement to Soror ☐ Advance To Soror ☐ Payment To Vendor ☐

Make Check Payable to: _____

Amount of Payment: \$ _____ **Committee to Charge:** _____

Description of Expenditure *(Please clearly describe the nature of the expense)*

Supporting Documentation *(select one)*

(All check requests must be accompanied by supporting documentation; advance requests require a statement from the committee chairperson)

 Receipt(s) / Invoice ☐ Other ☐

If other describe here: _____

REQUIRED APPROVALS			
Title	Name	Signature	Date
COMMITTEE CHAIR			
BASILEUS	Alecia P. Carter		
TAMIOUCHOS	Natalie F. Cureton		
FINANCE USE ONLY			
Voucher/Check Number:		Date Paid:	

Revised: October 2020	Revised By: Soror Natalie Cureton, Tamiouchos
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November 2020 Program Committee Report – Gail Smith, Program Chairman

Exemplifying Excellence Through Sustainable Service

Our 2020 Programs season is winding down to a spectacular close! The month of October was filled with wonderful programs and a flurry of meetings in preparation for the HBCU Virtual Fair 2020.

Target I: Educational Enrichment

HBCU for Life: A Call to Action (Flyer at the end of report) – The planning for the fair is moving forward rapidly. Sorors have pulled together information and we were able to gather links to all accredited HBCUs across the country. The fair will not only provide access to school websites, but a student will be able to take virtual tours of most schools. We are working on creating welcome packets, downloadable information and live presentations. We have partnered with the Bergen Hudson Alliance of the Urban League Young Professionals and are receiving support and sponsorships from Bergen community college Summer Intensive Program, Tennessee State University and Shaw University. Many thanks to our IEO Technology Team led by Soror Amani Steele Ferguson and our Ivy Leaf Reporter Intisar Foster, for their work and support in developing the website and providing the technical support to make this flow easily. Hopefully, we will have an IEO Day where Sorors can go through and view the fair prior to its public launching. Sorors can view the launch page right from our website under programs. You can also direct friends and family to our website. When they view the landing page, they can click on it and it will bring them to the registration site.

Flyers and information have gone out to School systems in Teaneck, Englewood, Hackensack, Bergenfield Ridgewood, Ridgefield Park, several regional high schools, the Bergen Academies schools, and the top private schools in Bergen County (both secular and religious). We have also sent it to some of the large churches in the area as well as the Greek organizations and the NAACP in Bergen County. We ask that Sorors send the information to their other organizations such as the Links, the Coalition, your churches, and other organizations.

Session 2 of #CAP provided two presentations. One on financial aid and the other on understanding and completing FAFSA. Soror Lola Brown led the discussion on the benefits and disadvantages of various types of financial assistance. The FAFSA portion was covered by Mr. Frank Andrisani, an active presenter on college and FAFSA in Teaneck. Both presentations have been edited and will be available on our HBCU Fair website. The Cap Session #3 will be held in the middle of the fair. The presentation, which will be available to all participants will be on scholarships. Dr. Ketsia Sadler is our guest presenter.

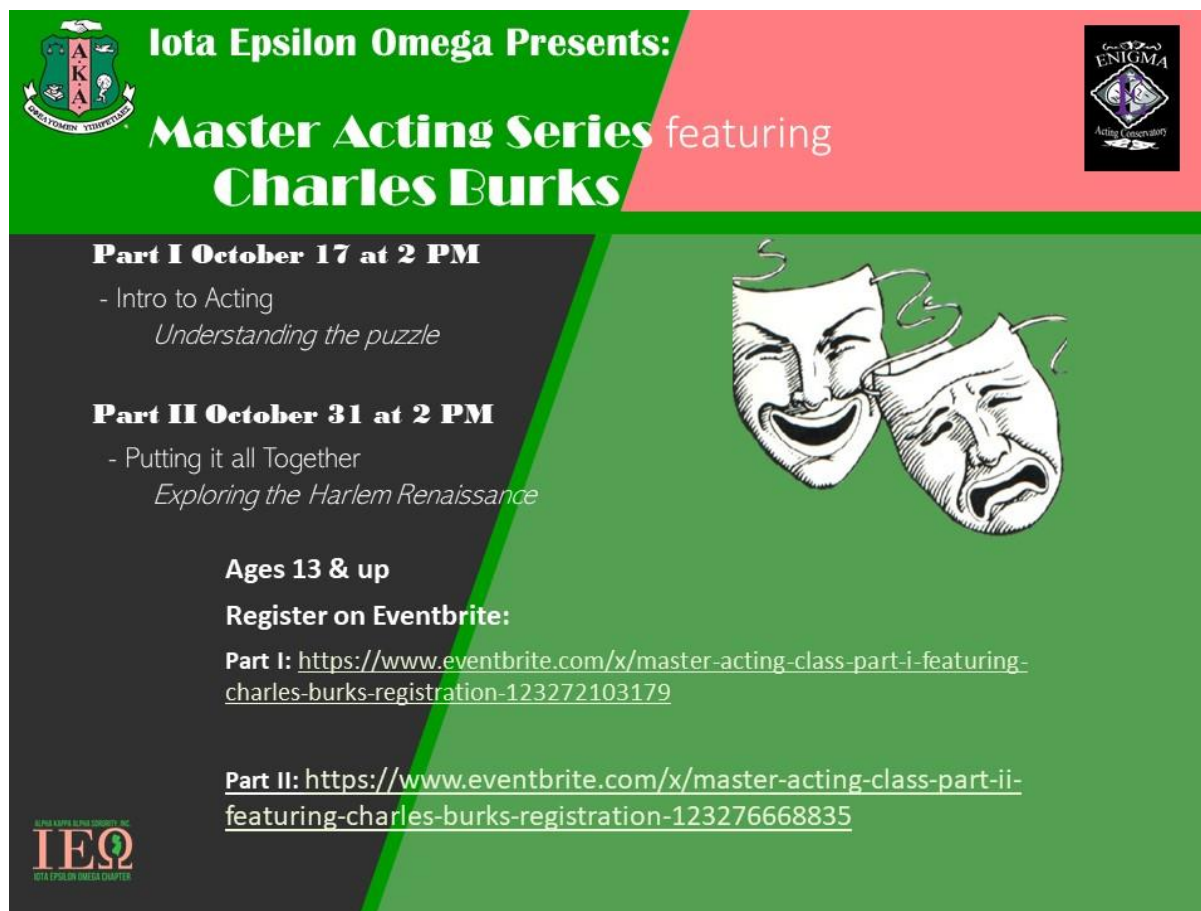
Target II: Women's Healthcare & Wellness –

Breast Cancer Awareness Impact Day was October 5, 2020. Sorors participated by walking in their own neighborhoods at their own pace in honor of someone. The day began with a wonderful video presentation by Morgan Dixon of GirlTrek. Sorors were asked to post their photos and videos with the hashtags:

#IEOWalksForLife
#WearPinkWithAPurpose
#WellsWarriors
#BreastCancerAwareness

Target IV: The Arts! –

We hosted the Master Acting Series Part I & II during the month. Charles Burks, Soror Ava's honey do, led the virtual class. The first session focused on expression, status and other things that influence how we present a dialogue. Part II utilized Still I Rise to provide further depth on things learned in Part I. A dialogue by Langston Hughes was used to provide students an opportunity to practice with one another, the elements of status and emotions. He also provided some history and context around both the Black Arts Movement and the Harlem Renaissance.



Iota Epsilon Omega Presents:



Master Acting Series featuring **Charles Burks**

Part I October 17 at 2 PM
- Intro to Acting
Understanding the puzzle

Part II October 31 at 2 PM
- Putting it all Together
Exploring the Harlem Renaissance

Ages 13 & up
Register on Eventbrite:
Part I: <https://www.eventbrite.com/x/master-acting-class-part-i-featuring-charles-burks-registration-123272103179>
Part II: <https://www.eventbrite.com/x/master-acting-class-part-ii-featuring-charles-burks-registration-123276668835>

ALPHA EPSILON OMEGA SOCIETY, INC.
IEΩ
ΙΟΤΑ ΕΠΣΙΛΟΝ ΟΜΕΓΑ ΤΑΙΧΙΟΝ



<https://www.eventbrite.com/e/hbcu-virtual-college-fair-tickets-126133391369>



Alpha Kappa Alpha Sorority Inc.,
Iota Epsilon Omega Chapter
and
The Bergen Hudson Alliance
Urban League Young Professionals



PRESENT!
HBCU COLLEGE FAIR



EVERYONE IS WELCOME!

A FREE, FUN AND INTERACTIVE
EXPERIENCE FOR ALL REGIONAL
HIGH SCHOOL AND COMMUNITY
COLLEGE STUDENTS!

November 13 - 17

FAIR HIGHLIGHTS:

- SCHOOL INFORMATION
- ACCESS TO APPLICATIONS
- FINANCIAL AID INFORMATION
- LIVE HBCU PANEL
- LIVE SCHOLARSHIP
PRESENTATION
- LIVE HBCU AFTER PARTY WITH
DJ PINNACLE!



November 2020 Chaplain Report
Soror Gwendolyn Larry - Chaplain

Our IEO Prayer Line call was held Wednesday, October 21st at 7:30 PM.

10 Sorors were on the call.

This month we will open our prayer line on Wednesday, November 18, 2020 at 7:30 PM. Our meetings remain virtual through Zoom. You will be notified if there is a change in that aspect of our prayer call. We will continue to send out a prayer request list twice monthly to allow Sorors to review and privately offer prayers if they so choose.

IEO Mobile is still available for our Sorors who are in need of assistance. The email address is ieomobile@akaieo.org. **Sorors these requests were made via confidential email.** Sorors are asked to visit the **Members Only** section of our website if they are interested in joining hands in this effort to serve, those forms are available at www.akaieo.org

Sorors as we approach this season of giving thanks for our many blessings, let us remember that this month we give recognition, and say “thank you” for our Caregivers.

A caregiver comes in a variety of forms. You may be an unpaid family member or you may receive a small stipend for helping our loved ones. All of you deserve thanks for the work that you do. There are a variety of professions that pay a higher salary you could have chosen and you chose to provide care to others.

Let us continue to support our caregivers, by acknowledging them and the tireless work they do. This is in keeping with the goals of Alpha Kappa Alpha Sorority, Inc., our wonderful sisterhood.

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We encourage Sorors to make contact with your Soror/Buddies and make plans to communicate with each other often as “we continue to help each other” through this pandemic. Sorors please continue to not only say “**yes**” to service with more vigor and dedication, but step up and volunteer to serve. **Sorors, let us continue to practice safe methods of communications until otherwise informed by our officials.**

God's love, peace, hope and joy to you for the second half of this year

Prayerfully Submitted,
Soror Gwendolyn Larry, Chaplain



November 2020 Connection Committee Report-Regina Ladson, Connection
Chairman

Committee Members: Co-Chair: Samantha Nixon, Tawayna Bailey, Barbara Baker, Kim Baker, Ann Bennett, Edith Conner, Shirley Deering, Alicia Henderson, Gwendolyn Larry, Sharon Wells

Committee members: Co-Chair Samantha Nixon, Barbara Baker, Kim Baker, Ann Bennet, Madam Basileus Alecia Carter, Shirley Deering, Gwendolyn Larry, and myself met via Zoom on October 19, 2020, at 7 PM.

Election Day is 15 days away (as of October 19, 2020) Hopefully everyone has placed their ballots into one of the designated drop boxes in your municipality. Using these ballot boxes are highly recommended instead of mailing.

Discussions:

Planning a Presidential Election Poll Watch by phone

Social Media Blast--Countdown to Election Day

Helping our senior citizens fill out their ballots, possibly creating a hotline for seniors via Zoom.

Ballot instruction cards were picked up and distributed to the area senior homes.

To track your ballot: [NJ DOS - Division of Elections - Track My Ballot](#)

*Please be advised that the real numbers for the election should be in by November 20, 2020, and the winner of the presidential election being announced on November 23, 2020, as per John Hogan, Bergen County Clerk.

Co-Chair, Soror Samantha Nixon has been in touch with American Graphic Systems for BLM lawn signs, details will be forthcoming.

Respectfully Submitted,
Sorors Regina L. Ladson and Samantha Nixon
Connection Chair & Co-Chair



November 2020-Nominations Committee Report

Tanisha Russell Day, Committee Chairman

The Slate of Officers was presented during the October chapter meeting as scheduled and a nomination from the floor was received. There are a few positions that we currently do not have a nominee for at this current time. For those vacant positions, Sorors will be appointed in 2021.

The chapter will vote electronically on the current slate of officers during the November chapter meeting.

This concludes the Nominations Committee Report.



November Membership Committee Report - Soror Jasmine Adkins Moore, Chairman

The membership committee did not meet during the month of October as all major activities have ceased due to the restrictions placed on us by COVID-19. However, I am able to share the following updates:

- A successful Book Club meeting was held by Soror Gwen Ramsey and several sorors enjoyed discussing “It’s not all downhill from here”. The book club is in the process of selecting their next book with a discussion planned in January
- We will have four visiting Sorors at our chapter meeting in December meeting. They are guests of Soror Tanisha Russel Day
 - Soror Tiffany McFarquhar Lawson – Fall 07, Tau Nu Omega Chapter
 - Soror Tama Harris, Delta Theta Chapter Spring 1998
 - Margot Todman Mack – Rho Kappa Omega – 12/2007
 - Monique (Lilly) Chung – Iota Upsilon April 1990
 - I have confirmed both sorors are members by utilizing the AKA1908 membership directory. I will ask them to share a bit about themselves and would like us to try to do our welcome song 😊
- I have responded to several emails asking about membership inquiries and have let all individuals know that due to covid we are not hosting any membership activities for the public at this time. I encouraged all interested parties to stay tuned to our social media for virtual public programs.
- We will host our next cooking class “SHRIMP N’ GRITZ” with Soror Valerie and Soror Aleica on Saturday November 21st at 1pm. All sorors are welcome to join this fun event.

Submitted,

Soror Jasmine Adkins Moore, Membership Chairman



November 2020 Technology Report

Purpose:

The IEO app was created to give Sorors an opportunity to have one common place to see our chapter directory, birthdays, news, updates, and upcoming events. There's even a chat section for everyone to engage and stay in the loop.

Change:

As a result of the new app, we would no longer need Groupme; however messages are limited to texts only.

Financial Impact:

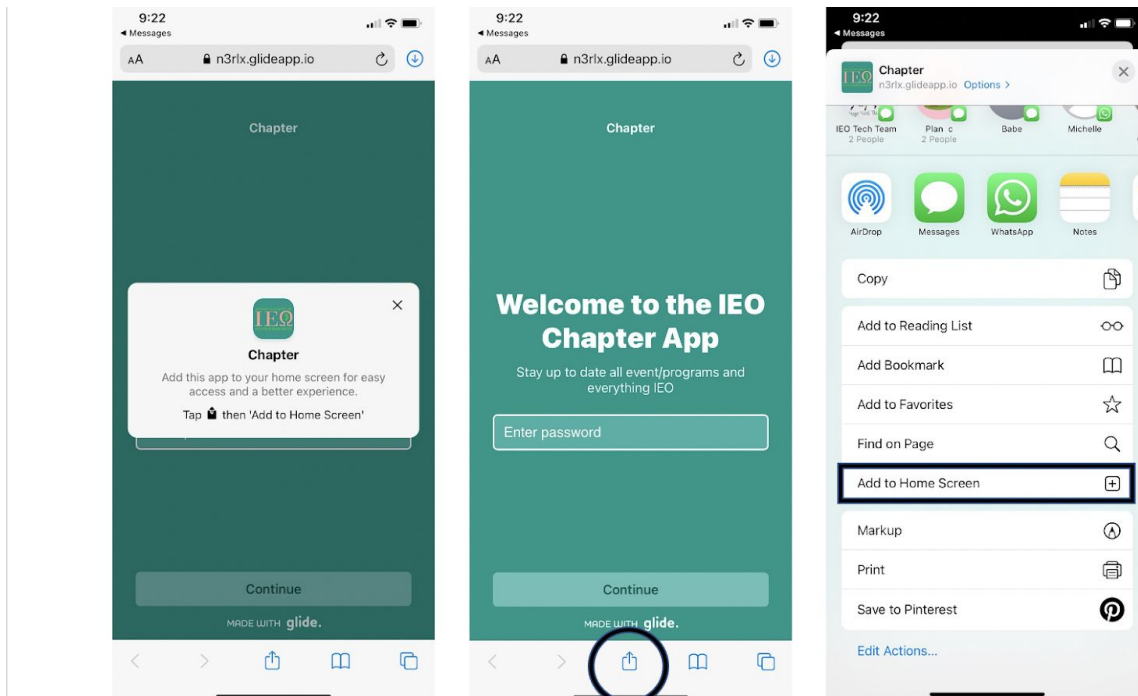
Yes, the cost is \$120/year

There is a cost to make the app password protected. In order to alleviate costs, we opted to move forward with a web app rather than a mobile app

How to Download :

1. Go to website: Temporary site is as follows: <http://n3rlx.glide.app.io>
2. Bookmark to Home Screen for easy access

From IOS:



From Android:

