

**The Executive Board Meeting
of The Portland Chapter of The Links, Incorporated
January 5, 2022
By Zoom**

The Executive Board Meeting of the Portland Chapter of The Links, Incorporated met by Zoom on January 5, 2022. President Kimberly Matier presided. The meeting began at 6:05 PM and was adjourned at 7:55 P.M.

Members on call: Kimberly Matier, Rochelle Hunter-James, Karin Edwards, Margie Cooper-Stanton, Miaya Stevenson-Griffin, Lakecia Gunter, Jocelyne McAdory, Maria Jackson, Linda Harris

Linkspiration- Link Kimberly read from Psalm.

Adoption of the Agenda: A motion was made to adopt the agenda.

Meeting Minutes: The December 1, 2021 EC Meeting minutes were approved without objection.

Committees that will report- Membership, Umbrella Program & Fundraising plus Leadership Moment and Healthy Moment.

Committees that will not report – Link Kimberly has not received a reply from the Western Area regarding her Ethics & Standards inquiry. Virtual meetings will continue indefinitely. The Links are building in a “phased-in” approach. There was a death in Link Lorna’s family. We will wait on details before mailing a card to Link Lorna as we do not have her home address.

Committees with announcements: Social & Courtesy and Scholarship

WORK AGENDA

Treasurer Duties-

Link Kelly has taken a Leave of Absence (LOA) so we need to fill the Treasurer position. A treasurer has to be elected this year. Link Barbara Ward outlined steps needed in moving ahead in the absence of an elected treasurer. As Western Area approval is needed for our financial business be conducted via committee, Link Kimberly will draft a *Tentative Finance Plan* that will be submitted to Link Lorna Hankins, WA Director and Marcia Page, WA Treasurer for approval. The recommendations are as follows:

ASSIGNMENTS/TASKS	LINKS RESPONSIBLE
Point of contact to receive WA notifications, bank statements	Kimberly M.
End of year Consolidated Budget; Budget written so that all accounts (Checking, Savings, Western Area and Money Market) balance (May 1, 2021 – April 30, 2022)	Kimberly M./ Miaya
Vouchers organized (all signed and in order) and prepared for audit.	Kimberly M.

Receive, process and sign vouchers	Kimberly M/Margie
Program vouchers submitted to	Linda
Collecting dues/Sending reminders to members. Dues are \$575. Alumnae pay \$25.00 (All of their dues are needed by March 20)	Rochelle H-J.
Pays Building assessment	Karin
End of Year Consolidated Report, Prepare Chapter Budget, Support External Audit (\$3,000)	Miaya, Rochelle, Kimberly M.
Signing checks	Kimberly M. & Serena
Deposits money	Kimberly M.
Submits dues to National	Karin
Holds the chapter's debit card & Square	Karin
WA Program Report Data Sheet	Linda

As the *Financial Quiz* due on December 1 was done last year. Link Kelly states that it does not have to be completed again this year.

Link Karin still has the *Square* that is used in making banking transactions.

The *Tentative Finance Plan* will be sent to the Executive Committee for review before being sent to Links Lorna and Marcia.

The *Chapter Budget* will be voted on at the February Chapter Meeting. Members must review the budget two weeks before it is voted on.

Finance Committee: Links Karin Edwards, Rochelle Hunter-James, Margie Cooper-Stanton.

MEMBERSHIP:

Link Karin reported that we can accept the four candidates' applications. Link Kimberly will go into the system and approve the **Intake Process**. Orientation will occur in February. There is no Link Chapter in Maine, so Link Stephanie needs to be on our membership roster. We will discontinue sending correspondence to Link Jackie Dillion. Although she is now a resident of Portland, she still belongs to the DC Chapter of The Links. **PODS** have been reassigned due to membership changes. A group of Links are overseeing POD activities. The primary function of PODS is self-care. They are structured as a support group, building on relationships so that we can take care of each other. **Attendance** is becoming an issue. To increase member accountability, it was suggested that members who miss meetings begin receiving letters when they are absent. Tracking attendance would be done in a fair manner, based on data. The Chapter Bylaws have language regarding member attendance. Link Miaya will invite black psychiatrist, **Dr. Dempsy** to meet with Links outside of our scheduled chapter meetings. Membership will need 20-30 minutes to report at the chapter meeting.

PROGRAMS:

January is Human Trafficking Awareness Month. Observance colors are navy blue. Link members will complete a Human Trafficking Quiz. The Umbrella Program Committee will join Fundraising Committee

chair, Link Margie Stanton in planning breakout sessions at the January 8th Zoom meeting so members can brainstorm ideas of how our HER Umbrella Program activities can be used as a fundraiser. We want all facets involved in this activity. HER activities will help with branding The Links. Programs will need 30 minutes on the chapter meeting agenda. The Western Area Program Report is due on February 1, 2022.

Respectfully submitted,
Link Linda J. Harris