**The Links Incorporated**

**Middlesex County Chapter Meeting Minutes**

 **October 3, 2020**

**HOSTESS/MEETING LOCATION:** Chapter President, Link Kim Savoy/Zoom Video Conference Call – 12:30pm

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| **ATTENDANCE: Members present – 33 Active / 1 Affiliate / 2 Alumni = 36 Attendees**  |
|  |  | X | Julia Cofield | X | Kathy Lucas | X | Kim Savoy |
| X | Earlene Avalon |  | Terri Williams Cohee | X | Juliette Mayers | X | Nikole Skoko |
| X | Rebecca Barnett | X | Donna Cramer |  | Desiree McNeil | X | Shanique Smith |
|  | Vivian Beard  |  | Barbara Cruz |  | Dani Monroe | X | Shelby Smither |
| X | Michele Bingham |  | Terri Cubia |  | Valerie Mosley \* |  |  |
| X | Clemia Brittenum | X | Jennifer DaSilva | X | Angela Motley |  | Kathy Thurman |
|  | Tomiko Brown Nagin | X | Chenita Daughtry | X | Nike Okediji |  | Shawnda Walker |
| X | Kimberly Budd | X | Natalie Dixon \*\* |  | Lisa Owens | X | Pat Washington |
|  | Tamara Cadet | X | Beverly Edgehill | X | Janet Palmer-Owens | X | Terry Wilkins |
| X | Sylvia Carr |  | Latoyia Edwards | X | Danielle Pelot | X | Sabrina Williams |
|  | Cynthia Carter |  | Jacqueline Glenn | X | Deloris Pettis | X | Theresa Wilson-Coney |
| X | Petrina Cherry | X | Kimmie Jackson |  | Stephanie Pinder-Amaker | X | Paula Wright |
| X | Elizabeth Clark-Donald | X | Cassandra Lockett | X | Stephanie Robinson |  |  |
|  |  | X | Kaye Long Steward |  |  |  |  |
| ***Alumni Members Present: 2*** |
|  | Frances Bernat |  | Michele Gibbons-Carr |  | Jean Hurd |  | Julia Monroe |
|  | Clemmie Cash | X | Carolyn G. Hebsgaard |  | Jackie Benson Jones |  | Donna Norris |
|  | Claudette Crouse |  | Marion Grayer |  | Donna Levy Wray |  | Kathy Taylor |
| X | Juarez Farrington |  | Donna Hardy |  | Patricia Long |  | Dorothy Terrell |
|  | Jacqueline Fields |  | Perea Hopkins |  | Veronica Lytle |  |  |

\* Members on Leave (2) \*\* Affiliate Members

**MEETING CALLED TO ORDER:**

The meeting was called to order at 12:30pm by Chapter President, Link Kim Savoy. Members were informed that the meeting was being recorded.

Link Carolyn Hebsgaard read the National Pledge.

Link Stephanie Robinson provided the Linkspiration. She noted her opening prayer will be based on scripture from Isaiah 26.4 “.. don’t lean on your own” and that given the pandemic caused stress, current political environment and general chaos in the world, this is a fitting message to share with everyone today. She asked for empowerment to live our lives the way the Lord would want us to live it. Stephanie asked for three members to share something they are praying for. Link Beverly Edgehill, Link Deloris Pettis and Link Chenita Daughtry each shared what they continue to pray for. Link Stephanie ended the Linkspiration with a prayer for peace in our community and the world, good health, strength, forgiveness, unconditional love and hope.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

Chapter President, Link Kim, noted the September meeting minutes were distributed prior to the meeting and asked if anyone had questions. Two corrections were noted (Link Clemia was not present at the September meeting and Angela Motley’s name required a correction). A motion was made and seconded to approve the minutes with the noted corrections which Recording Secretary, Link Pat Washington will make and reissue corrected minutes.

**CARE AND SHARE**

 Corresponding Secretary, Link Kathy Lucas, read the following correspondence:

* A thank you card from Link Latoyia Edwards for the flowers sent to her from the chapter
* A thank you card from Link Desiree McNeil for all of the sympathy calls, notes and flowers from the chapter and her Sisters following the loss of her brother. Link Juarez Farrington noted she had spoken with Link Desiree who shared that following the funeral in Florida, Link Desiree would be traveling to North Carolina to be with her daughter, son-in-law and new grandchild for a few months before returning home

Link Kathy also noted other correspondence receive which will be shared during the Membership Committee update.

President Link Kim, shared that her husband has accepted a new job opportunity in Burlington, NJ and the family will be moving to the Philadelphia area after their son graduates from high school.

Alum Member, Link Juarez Farrington, shared that her husband was featured in a recent Boston Globe article about 20 year prostrate cancer survivors. She shared that she and her family are blessed that her husband is doing well.

Alum Member, Link Carolyn Hebsgaard, shared that she has been the Executive Director of the Boston Lawyers’ Group for many years and will move on in a few years and is beginning to plan for that time while also ensuring that the organization continues to grow. An executive and advisory committee will be convened to provide input. In the future she envisions the group including Law Firms as well as Corporations and Government Agencies to broaden and continue the diversity and Inclusion of the organization. She asked Chapter members to contact her if anyone has an interest or any ideas they would like to share. Link Carolyn also noted that the Boston Lawyers Group office will be moving back to space at Mintz Levins where it originally started.

Link Shanique Smith shared that her family’s pet was hit by a car and that it was a very traumatic loss for her and her family especially the children; she asked members to keep them in their prayers. On a happier note, Link Shanique thanked Link Kim and Link Terri who wrote letters of recommendation to nominate her for the Women of Color Stem Award which she will be accepting this evening.

Link Trina Cherry shared that she will be joining the board of the Boston Boys and Girls Club.

**TREASURER’S REPORT**

Treasurer, Link Deloris Pettis, noted the financial report was distributed to chapter prior to the meeting. She provided a high level overview of the financials as of September:

* We have $30,722 in the Foundation account
* We have issued $30,000 in scholarship awards
* The restricted account balance is $2,634.77
* The unrestricted account balance is $25,366
* All accounts have been reconciled
* $30,000 will be drawn down from the Foundation account and we are well positioned to cover our current year budgeted expenditures.

Link Donna Cramer informed the chapter that the internal financial audit was completed in September and the report submitted to the National Office. During the audit, the Audit Committee noted that the expense reimbursement request form was not always been submitted by members who were requesting reimbursement for out of pocket expenses. This form should be completed by the member, attach supporting documentation and it should have two approval signatures (the treasurer, the program chair or the chapter President. The Audit Committee is recommending the no checks be issued unless this form is completed and signed by the appropriate persons. Link Liz Clark Donald noted form is available on the Chapter’s website in the ‘documents’ tab.

**BYLAWS UPDATE**

Chapter Parliamentarian, Link Teresa Wilson-Comey, reported that at the National Assembly a bylaw amendment was adopted. The amendment added language to the Links’ national bylaws to provide for electronic meetings. As a result of this amendment, all Links chapters are required to adopt and add the same language in their bylaws. Following discussion and clarification of the Middlesex (MA) chapter bylaws as it relates to the review and approval of bylaws changes, a motion was made and approved to temporarily suspend our bylaw requirement that bylaw changes be voted on at the next meeting after the proposed change is discussed, and to adopt the bylaw amendment language provided and required by the Links National Office (adding a Section 7 ELECTRONIC Meetings to Article VII of our bylaws)

**MEMBERSHIP REPORT**

Membership VP, Link Liz Clark Donald distributed her report in advance of today’s meeting. She reported the following:

* The October Core Value is Responsibility and Accountability. Link Liz encouraged members to think about the upcoming elections and remember our responsibility to vote and as parents to ensure that our youth also vote.
* Link Liz provided a brief overview of a few initiatives that the Eastern Area will be announcing soon. This includes Sisters Serving Sisters, Green Circle Moments, Pop-up Friendship Activities, Manage Your Own Membership, Core Values, and Super Sisters.
* Link Liz explained that the Super Sister initiative is designed to recognize Links members who go above and beyond their call of duty to help the chapter or another sister Link and she is pleased to announce and present the Chapter’s first Super Sister award to Link Nike Okediji in recognition of the work she has done over the summer to enhance our chapter’s website. Congratulations to Nike for the time and effort devoted to this project! The website is just about ready to be rolled out and Nike will give a demo today to show you what it will look like.
* Link Nike provided a brief walkthrough of the new website noting the updated photos, graphics and sections.
* Link Liz reminded members that the National Office updated their website over the summer and that members should go onto the website to make sure they are able to sign on to the system using first and last name and their Links ID#. If you are not able to sign in, you will need to contact the National Office for assistance
* Link Liz noted her October Membership Report includes Membership Classification information as reflected in our bylaws (Article 1, Section 6). There are 7 member classifications; refer to the bylaws or her report for the specific definition of each classification..
* Link Liz present a brief overview of the 48 Hour Service Tracking Tool, ‘Track It Forward’ which-is an online application used by members to record their service hours. It is a productivity tool which also simplifies the annual reporting that must be submitted to the National Office annually. The cost is $12 per month. She noted a decision on the use of this tool will be made at the November meeting.
* The Eastern Area Conference will be held April 14-18, 2021 in Philadelphia. The Conference Committee is still in the planning phase and are looking at the possibility that it may have to be held virtually due COVID restrictions capping gatherings at 250 or less attendees. It was noted that if it is a virtual conference members should plan to attend because it will satisfy their 1 in 5 membership requirement.

**PROGRAMMING**

Link Trina, Program Chair distributed her Program Committee report prior to the meeting. She provided the following Program Committee updates:

* **Our** chapter will collaborated with the Boston Chapter on a voter registration drive in November. There was planning meet and another opportunity to sign up for a voter Ed drive will be on 11/1 6:30pm – 8pm. Training be conducted on that day. More info will to be distributed to chapters who wish to participate in phone bank calls. Thanks to the members who signed up.
* The Facet chairs met with We Belong to discuss programming. Members were asked to sign up for at least one of the program facet committees. Kay Long Stewart could use more members on the Arts Facet Committee.
* On December 1st, there will be a virtual cooking demo at BMC W/We Belong. The committee will provide the food ingredients for the demo and deliver it to all participants
* **Other upcoming activities include a career fair, remote college fair, movie night**
* **We Belong students could use calculators**
* **Link Shelby Smither provider a presentation and overview of the HBCU capital campaign that was conducted in October and videos of chapter members speaking about their personal experience attending a HBCU was shown following the presentation and discussion, a motion was made and approved to make a $1,500 chapter contribution to the HBCU capital campaign.**

There being no further business the meeting was adjourned at 2:32pm

Meeting minutes prepared and respectfully submitted by Recording Secretary, Link Pat Washington