



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

Omega Mu Omega Chapter

Award Committee

Executive Committee Report

January 19, 2021

A meeting for the Awards Committee was held on January 13, 2021 at 8:00 pm EST. During this meeting we discussed the process for awards selection/submission for the year 2020 for NARC 2021. We also discussed the timelines for awards selection for the year of 2020 and the mitigation plan in an effort to obtain the required documentation.

Attendance: Sorors in attendance : Madam Basileus; Sorors Deneen Hendrix; Imana Legette; Kisha Hawthorne; Sheronda Rae Ball; Shauna Singleton; Sara Greene; Anitra Shareef

Adoption of Agenda – The agenda was accepted by the committee.

The meeting was called to order at 8:10 pm EST

New- Business:

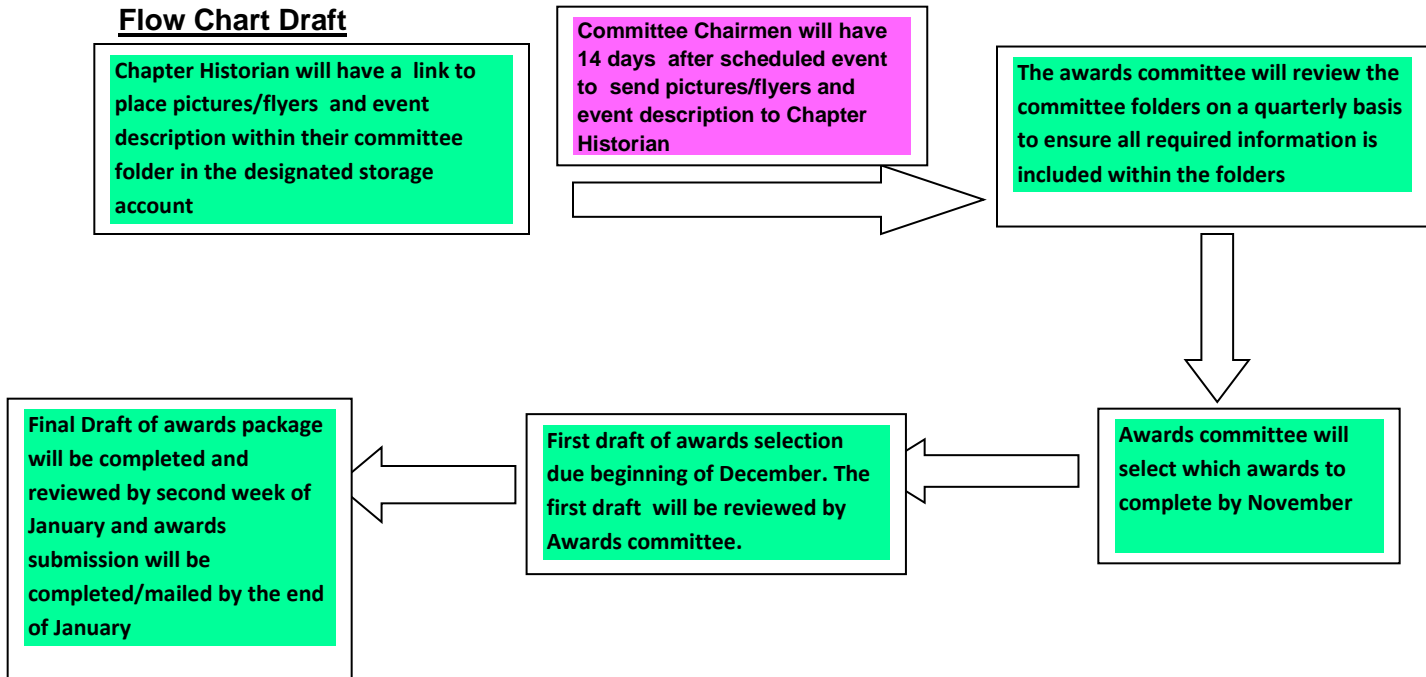
1. Update For Awards Selection and Criteria

- On 13- January-2021 Soror Kimberly Hayes discussed the timelines for submission of the awards based on the date of Northern Atlantic Regional Conference. Soror Kimberly Hayes discussed with the awards committee that the 2020-2021 booklet been uploaded to the NAR website as of 31-December-2020.
- During the meeting the awards committee selected the awards to submit for the 2021 NARC
- Out of the 28 awards available for graduate chapter the awards committee selected 10 to pursue. The following awards were selected and chosen to submit for 2021 NARC
 - Basileus Of The Year
 - Pretty is As Pretty Does
 - Virtual Award
 - Target 4: The Arts
 - Erma Barron
 - HBCU promote Target HBCU
 - JP Morgan Chase Award
 - Officer Of The Year
 - Silver Star Soror Of The Year
 - Ruth C. Easley Reactivation Award
- In addition to selecting the 10 awards listed above we also selected 2 awards in which we considered were in the maybe category. Those 2 awards are listed below:
 - Evelyn Sample Oates (Hope Award)
 - Exemplary Soror Of The Year
- The initial selections were done via survey and then further discussed to solidify all decisions.
- As stated at the last awards meeting at the end of the year the mitigation plan that was put in place in an effort to obtain the required information for each award is to contact the Committee Chairmen/Soror directly to provide the requested information. Soror Kim Hayes has requested that Soror Kisha Hawthorne assist her with this task
- Soror Sheronda mentioned that she will provide the flyers and pictures that she has for the various events.,
- Soror Kimberly Hayes has asked that each Soror that has offered to assist the awards committee that they provide which task they would like to actively be involved in via email.
- Soror Kimberly Hayes will provide timelines and all other corresponding information to all Sorors who were in attendance by Friday (15-Jan-2021)

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 - **All updates/changes are listed below:**
 - The newly updated 2020-2021 awards booklet was uploaded to the NAR website
 - There were two additional awards added for the 2020-2021 awards. Those two awards are: Virtual award and JP Morgan Chase award.
 - Due date for awards submissions is 6th February
 - Awards will be submitted via dropbox
 - **Updated time-lines:**
 - The committee members selected the awards to pursue on 13th January
 - Will reach out to Sorors directly to obtain the information by 19th January.
 - The first drafts will be completed by 30-January-2021
 - Final drafts will be completed by 02-February -2021 and final sign-offs will be completed by 03February-2021
 - All selected awards will be submitted by 06-February-2021
 - The awards committee discussed the draft for awards selection and submission process. The committee mentioned that the process will need to be revised to reflect the constant changes regarding the timelines. Please see the revised draft of the process for awards selection and submission for 2021 and the following years thereafter.
2. **Draft of Awards Selection and Submission Process:**
- Awards committee will work with the technology committee and chapter historian and her committee to ensure that the process is followed and items are stored appropriately and securely
 - The Historian and Archives committee will have access to the link of the established cloud and/or Storage database account which will be approved by the Basileus.
 - All Chairmen and/or one committee member will send/submit all pictures and flyers to the Chapter Historian. The designated person who will be submitting pictures and flyers to the Archives committee will label and date the pictures with the event title and date of the scheduled event and place all documents within a compressed folder upon sending via email. The Designated individual will submit all documents to the Chapter historian/Archives committee within 14 days of the scheduled event.
 - The Chapter Historian/Archives committee will file the submitted pictures and flyers within the designated committee folder which will include the name and date of the scheduled event.
 - The awards committee will review the chapter calendar each month to review all scheduled events
 - The awards committee will check the committee folders on a quarterly basis to ensure that all of the required information has been obtained
 - The awards committee along with Madame Basileus will review the awards /awards criteria spreadsheet and will select the awards to submit by November. The selection of the awards to be submitted will be based on if the chapter meets the required criteria, if the required information has been obtained by the selected committee, and/or will be obtained by the designated timeframe.
 - Once the award selection has been identified the first draft for the awards package will be due by first week of December (**tentative**).
 - The awards package will be reviewed again during the third week of December and all additional information will be added.
 - Once the awards package has been reviewed by the third week of December a final review will be completed by the beginning of January to ensure all required information is included.

- Once the final review is completed by the Awards committee, Madame Basileus will complete the official final review and sign off on the awards package by the second week of January (**tentative**).
- The third week of January the awards registration document will be completed along with the registration payment (**tentative**). Both the registration payment and document will be mailed to the Regional Awards chairmen during that time
- Once all required information is completed all awards submissions will be sent to the Regional Awards Chairmen before the end of January

Flow Chart Draft



Actions/ New Business:

Action Item	Status	Due Date	Date closed
Soror Kimberly will further discuss with the technology and historian committee regarding the proper way to store committee information	Closed	25-March-2020	05-May-2020
Sorors Kimberly Hayes and Anita Shareef present the process to Madame Basileus for approval	Closed	25-March-2020	10-April-2020
Awards Chairmen, Kimberly Hayes to research database storage BOX for storing of pictures and documents storage Chapter Historian -Sara Greene to research obtaining an external hard-drive for storage	Open	30-June-2020: Ongoing	
Awards will be selected to pursue	Closed	-November 2020	13-January-2021
Soror Kim Hayes will follow-up with NAR Awards Chairmen on when to expect the updated Award booklet/information	Closed	November-2020	05-January-2021: Awards Chairmen responded on this date
Soror Kim H to provide actions to committee	Open	14-January-2021	
Sorors Kim H. and Kisha to contact Sorors directly to obtain required information for the awards that were selected	Open	19-January-2021	
Soror Sheronda to provide flyers and pictures from events based on award selections	Open	21-January-2021	
Soror Kimberly to assign Sorors responsible for key awards	Open	22-January-2021	

Announcements – There were no additional announcements.

AOB: Next meeting will be January 26, 2020

Adjournment- The meeting adjourned at 9: 10pm

Kimberly Hayes

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