



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

Omega Mu Omega Chapter
Award Committee

Executive Committee Report
February 17, 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 and selected awards to submit for the year 2020 for NARC 2021.

New Business:

- The awards for the year of 2020 were submitted to be reviewed/judged by the NAR awards committee on February 6th via dropbox. The awards that were submitted will be judged and all winners for all categories will be announced at the 2021 NARC.
- There were a few changes in regards to the awards that were initially selected based on one being the criteria and the other being time-restraints based on the timelines. The two awards that were not submitted were Basileus of the Year and Virtual Award.
- Basileus Of The Year was not submitted because as a Chapter we would to also submit Chapter Of The Year to qualify. Madam Basileus made the decision to do the Nellie Quander Leadership award instead. The Virtual Award was not submitted due to time-restraints. The awards that were submitted for the year of 2020 were the following which are listed below:
 - Pretty Is As Pretty Does
 - Target 4: The Arts
 - Erma W. Barron Award
 - HBCU Target 1: Promote and Market HBCU's
 - Silver Star Soror Of The Year
 - Ruth C. Easley Reactivation Award
 - Nellie Quander Leadership Award
- Soror Kimberly Hayes has officially resigned as Awards Chairmen for the remainder of the 2021 year.

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
- The awards committee (Soror Anitra Shareef and Soror Sara (Chapter Historian) drafted the 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.

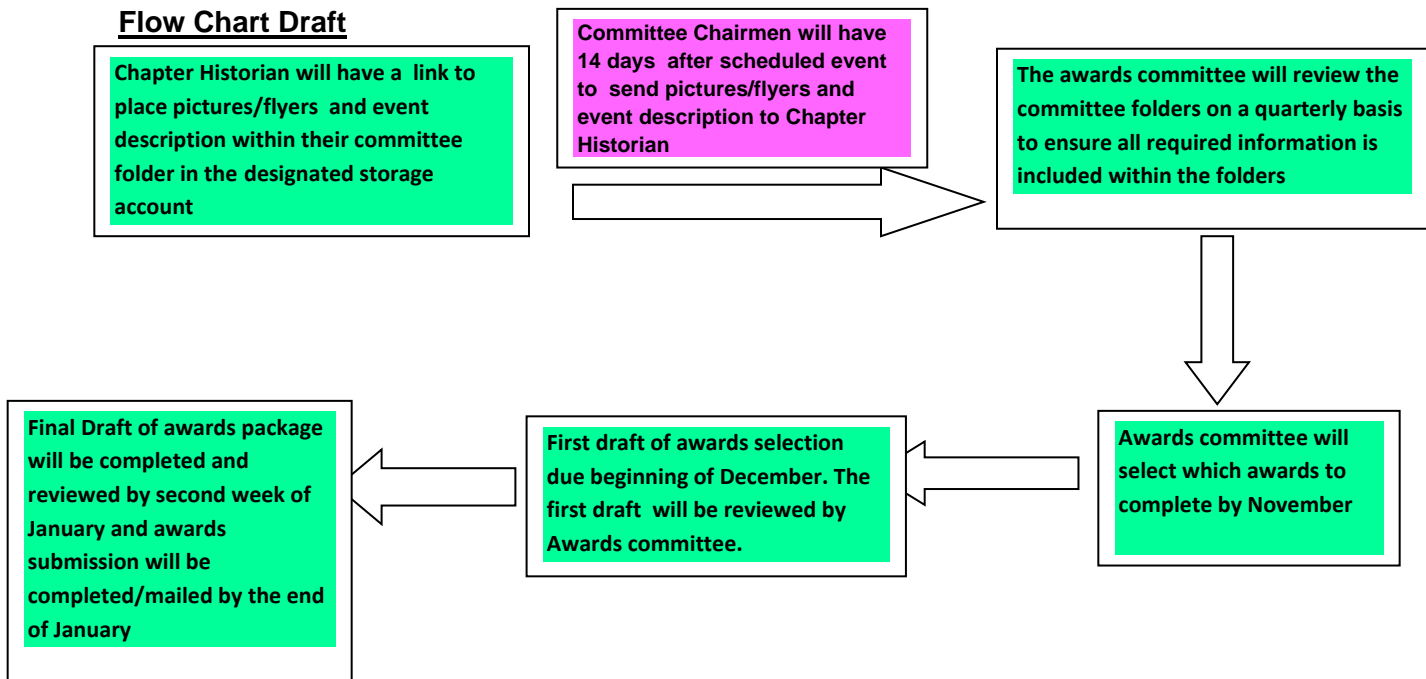
1. **Draft of Awards Selection and Submission Process:**

- 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 Anitra 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	Closed	14-January-2021	14-January -2021
Sorors Kim H. and Kisha to contact Sorors directly to	Closed	19-January-2021	19-January-2021

obtain required information for the awards that were selected			
Soror Sheronda to provide flyers and pictures from events based on award selections	Closed	21-January-2021	22-January-2021
Soror Kimberly to assign Sorors responsible for key awards	Open	22-January-2021	24-January-2021

Announcements – There were no additional announcements.

AOB: A new Awards Chairmen will be selected

Adjournment-