



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

Omega Mu Omega Chapter

Ivy Leaf Report

Executive Meeting Report

May 21, 2021

New- Business:

- The Public Relations Committee has a meeting scheduled on 27 May 2021.
- During the meeting we will discuss the upcoming submission for the Ivy Leaf Magazine on July 15th and select which articles to submit
- Soror Kimberly Hayes will submit the committee event document for approval on May 17th to be approved by Madam Basileus and Soror Karen (Protocol Chairmen).
- The committee event document will be submitted to all committee chairmen where they will add their events; event flyer; and pictures to the document
- Then document will serve multiple purposes and can be used by the Archives and Awards committees.
- In addition at our meeting in May we will be planning for September 2021 and how the public relations committee will enhance the overall presence of the chapter.

Old Business:

- Soror Kimberly Hayes and Soror Evelyn Sample Oates met on 25th January to formally transition the role of Ivy Leaf reporter as Soror Kimberly Hayes will assume all responsibility for the role.
- Soror Kimberly Hayes made the executive decision to pull the educators article due to not receiving a response from the editor and chief of the Ivy Leaf if a collage is acceptable. In addition, due the amount of time felt that submitting two articles was more than sufficient.
- The transition document is still pending and once completed will send to the Standards Chairmen.
- Received information from the Finance committee that the Public Relations Budget is \$225
- The transition document is pending. Once the transition document is completed it will be submitted to the Standards Chairman.
- Soror Kimberly Hayes submitted a voucher to finance for payment of the two headshots for both articles. Each headshot costs \$75.00 so therefore the request was made for a total of \$150.00.
- The check was received from finance on 11th April 2021
- Soror Kimberly Hayes (Ivy Leaf Reporter) mailed both articles via overnight/express mail on the 13th April 2021. The total amount to mail via express/overnight mail was \$26.35.
- Soror Kimberly Hayes submitted the voucher for reimbursement on 14th April 2021 and received approval for repayment from finance on 15th April 2021.

Actions/ New Business:

Action Item	Status	Due Date	Date closed
Soror Kim will contact Soror Evelyn to properly transition Ivy Leaf Reporter	Closed	January 25, 2021	January 25,2021
Transition document	Open	28-Feb-21	
Soror Kimberly Hayes to schedule a Public Relations Meeting and send out to the committee	Open	14-Feb-2021	25-Feb-21
Soror Kim to create a Public Relations email via Gmail	Closed	28-February-2021	01-March-2021
Soror Kim to send out Spreadsheet to committee via google docs which lists all committee events	Open	08-March-2021	10-March-2021
Committee to lists committee events on Spreadsheet as they are presented	Open	Ongoing	
Soror Kim to update draft template and send to committee for further review	Open	08-March-2021	10-March-2021
Sorors Kim Hayes; Sheronda Rae-Ball; and Alicia Agnew to further discuss content calendar and execution	Open	Ongoing	
Soror Kim Hayes to send email to the chapter based on the selections for Ivy Leaf submissions (Will send for approval first)	Closed	01-April-2021	01-April-2021
Soror Kim Hayes to write the articles and Soror Medinah Bey to review the articles before sending for approval	Closed	05-April-2021	08-April-2021
Roll -out committee event template to committee Chairmen	Open	17-May-2021	

Announcements – There were no additional announcements.

AOB:

Adjournment-