



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

Omega Mu Omega Chapter

Ivy Leaf Report

Executive Meeting Report

September 15, 2021

New- Business:

- The Public Relations Committee will have a meeting on September 23rd.
- The initial Ivy Leaf submission scheduled for July 15th was not submitted due to only have \$75 left in the budget and needing to seek Chapter approval to submit funds for the \$150.00 amount for all pictures.
- Soror Kim Hayes made the executive decision to move the submission to October 15th where we would have more time to obtain more available funds.
- The article for the October 15th submission is already written however there has been a new directive from corporate where all articles need to have a word count of 150 words max. The article will need to be revised to accommodate the word count. Soror Kim Hayes will work with her team for revision.
- The Public Relations committee choose to write about the community fridge which Target 5 Global Impact planned for International Day Of Families. Soror Kim Hayes will sent the previous chair (Soror Rotonya) and Madam Basileus for final approval.
- A new budget request was submitted for the Public Relations Committee and sent to the finance committee to review and approve.
- Soror Kimberly Hayes submitted the committee event document for approval on May 17th to be approved by Madam Basileus and Soror Karen (Protocol Chairmen). The document was approved and Soror Sheronda Rae Ball created an electronic form to use. It was also decided to send the electronic form out by the beginning of September and as a back up send the word version out if Sorors had difficulty with the electronic form.
- 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.
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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	Closed	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-