



Alpha Kappa Alpha Sorority, Incorporated  
Rho Chi Omega Chapter  
2018 – 2022 Final Committee Report Form

Program Target: \_\_\_\_\_

Name of Committee: Basilei Council

Committee Chairman: Cheryl K. Johnson

Committee Members: Tonnesha M. Lewis, Thalia Love, Robin Miller, Edna Sheridan

Activity Name and Date(s): Committee Chairmen/Co-Chairmen Workshop, February 28, 2021, via Zoom

**Event Overview:** (Please provide specific details about how the event/activity met the Program Target objectives. As applicable, include the number of eyeglasses, pillowcase dresses/shirts and shoes, etc. collected or donated and number of individuals or families served).  
See page 2 for the overview.

**Participation:**

- Event Planning Hours: 10
- Event Hours: 3
- Number of Sorors Participating: 51
- Number of Soror Volunteer Hours: \_\_\_\_\_
- Number of Non-Sorors Participating: \_\_\_\_\_ 0
- Number of Non-Soror Volunteer Hours: \_\_\_\_\_ 0
- Number of Persons Attending or Receiving Services: \_\_\_\_\_

**Expenses:**

- Amount Spent by Chapter: \$ 58.73
- In-Kind Contribution(s): \$ \_\_\_\_\_
- Total Expenses: \$ 58.73
- Amount of Outside Funding: \$ \_\_\_\_\_
- Source of Outside Funding (if applicable): \_\_\_\_\_

**Other:**

- Community / Industry Partners: \_\_\_\_\_
- Was literature distributed? If so, provide a list: \_\_\_\_\_
- Non-Financial In-Kind Donations: \_\_\_\_\_

**Evaluation:**

- Was there media coverage? If yes, what was the source? No
- Did the Chapter evaluate the event? If yes, what was the date of the evaluation? (All Program **TARGET** activities must be evaluated.)  
Yes, February 28, 2021
- Expectation Evaluation Results:

Exceeded	Met	Not Met
X		

- Recommendations for next year's committee (to be presented to the Chapter):  
\_\_\_\_\_  
\_\_\_\_\_

## **Event Overview**

On Sunday, February 28, 2021, the Basilei Council presented the virtual workshop for all committee chairmen and co-chairmen. The Basilei Council planned an educational and fun workshop to get the committee chairmen ready to lead their committees with excellence.

Using the same theme from the Officers' Retreat, "Back to Basics: Seeking to Serve with Pearlfection", the chairmen had the opportunity to learn about leadership, finance, documents on the website, and a survey on what the membership is thinking regarding serving on committees.

Soror Tonnesha M. Lewis greeted everyone and presented her Basileus' vision and expectations for serving as a committee chairman. Soror Kecia Lambert, Co-chairman of the Spiritual Oversight Committee, presented the meditation.

Seeking to serve with pearlfection, Soror Tonnesha M. Lewis and Soror Thalia Love presented the tools for leading a committee with excellence by going back to the basics. The presentation covered the difference between ad hoc and standing committees, defining the chairman's toolkit which included tips for laying the foundation for leading with excellence: such as committee chairmen meeting prior to assembling the whole committee to discuss the committee's purpose, goals, budget, creating the agenda, and looking at the final committee report. Following defining the necessary tools, Soror Tonnesha presented sharpening the chairmen's tools such as signing up for the committee you lead, knowing your budget, providing meeting notices in advance, taking attendance and capturing the minutes at committee meetings, attending conferences, obtaining approval for E-Blasts, text messages, and social media posts, sending calendar invitations, submitting requests to the Graphics Committee, presenting reports to the Executive Committee prior to presenting to the Chapter, sending written committee reports to the Grammateus, coordinating with the Standards Chairman to conduct an event survey, completing the final committee report within seven (7) days of the event and most importantly, committee meetings must not be conducted via email. After presenting the tools of the trade, the committee chairmen had the opportunity to put the tools to work by participating in a mock committee meeting. Soror Thalia introduced the sorors to the "Real Pearls of Madison" committee meeting, a sample agenda, and how to make a motion. Committee chairmen interactively participated in the mock committee meeting.

One of the important aspects of being a committee chairman is knowing your budget. Soror Jacqueline Dennis, Tamiouchos and Soror Kay Cutts, Anti-Tamiouchos presented in detail the planning and budgeting process, budget development, disbursement of funds, voucher, allowable expenditures, documentation, and financial resources. In continuing the back to the basics theme, Soror Lawanda Reynolds, Technology Committee Chairman, showcased the various toolkit documents that are located on the chapter's website. Also, Soror Lawanda introduced the "One Stop for Chapters Events" where the committee chairman can put photos, the attendance list, evaluation results, final committee report and even the Zoom recording of the event. The committee chairmen were excited about this special tool and how it captured all the pertinent information on an event.

Since this was a virtual workshop and to get the sorors up and moving, the sorors participated in "Let's Move Around the House" where a riddle was displayed and sorors had to figure out the riddle, find the item in their home, and return to their device to display the item. First one who returned with the correct item and displayed it received a prize. Sorors enjoyed the old-fashioned seek and find but with a virtual twist.

Soror Robin Miller led the Ivy Talk where she presented the results from the membership survey. Forty-nine sorors answered the following questions: 1) What does life-long active membership mean to you? 2) How actively did you participate on committees (ad and standing) in 2020? 3) What motivates you to be engaged and actively participate on a committee? 4) After joining a committee, what keeps you from actively participating? and 5) Are you interested in serving as a chairman or co-chairman of a committee? If yes, name the committee(s). Committee chairmen actively engaged in the discussion regarding the survey results.

The Committee Chairmen Workshop closed with the Pink Table Talk with the Basilei Council where sorors had the opportunity to ask the Basilei any questions. Door and game prizes were awarded to Sorors Regina Ivey, Duana Shears, Lawanda Reynolds, Rachel Phillips, Sharon Fletcher, Kim Moore, Sheryl Gilbreath, Gloria Flowers, Tracee Jordan, Erica Ignont and Tameika Royal.