

CARATS, Inc.
Mid-Year Board Meeting
SHERATON COLUMBUS HOTEL ON CAPITOL SQUARE
Columbus Ohio
April 7, 2018 – 9:00 a.m.
“PREEMINENT, PURPOSEFUL, PROGRESS, HEALTH AND HARMONY”

Continental Breakfast

The Opening

The Mid-Year Board Meeting of CARATS, Inc. was called to order at 9:00 a.m. by the National 1st Vice President, Alma “DeeDee” Macer. National President, Maureen Black, was in Philadelphia with her first grandbaby, a granddaughter.

Welcome and Greeting to all –Carat Alma “DeeDee” welcomed everyone and read a poem called *The Train of Life*. She wished for each Carat a joyful journey on this train of life.

Wellness Tip- Carat Carmen McGee not present.

Official Opening - Carat Deborah Bibb, Cleveland, National Sergeant-at-Arms, declared the Mid-Year Board Meeting open for business.

Adoption of Agenda – Adjustments announced – Carat Carlotta McCoy presenting for Carat Rita Wilson, National Public Relations Chair and Carat Rosalie Johnson presenting for Carat Audrey Jackson, National Historian. Moved and properly seconded and approved. Carat “DeeDee” also asked that we follow the printed agenda without introduction of each presenter. She further reported that all reports would be shown on the screen and were not included in the packets.

Roll Call – Carat Juanita Armbrister, National Recording Secretary of Miami, called the roll and all 15 chapters were present.

Creed of Sisterhood - Carat Rosalie Johnson, Past National President from St. Louis, led us in renewing our commitment to CARATS, Inc. by reciting our Creed of Sisterhood. Asked for a moment of silence for the six Forever CARATS being memorialized in July.

Approval of Minutes – Carat Juanita Armbrister referred to minutes from Carat Brenda Coleman sent to all by email with a request for any corrections. It was moved that the minutes be approved as provided by email.

OFFICER’S Reports

President – Carat Darlene Britford read the report from President Maureen Black. Carat Maureen wished that everyone had a great time during the event the night before and other activities planned for Saturday evening. She offered Kudos to the Montgomery chapter for a fabulous 42nd Conclave. She thanked Carat Gaither and Baltimore CARATS as she attended their holiday gala and Carat Brenda Willingham of Philadelphia where she attended a dinner while visiting her daughter. She gave special thanks to all officers and committees for their diligent and hard work throughout the year. The program committee was thanked for their production of a Carats’ cookbook which will be available at the Macon Conclave. Everything that

is reported and presented during the meeting will be available on the Carats, Inc. Website www.caratsincorporated.com. This is made possible by our Tech Savvy Carat sister, Judith Coleman, Technology Chair (Chicago Chapter) and assisted by committee member Shelley Lawler Robinson (Columbus chapter). Final words from President Maureen, "Thank you and much love to my Executive Board Carat sisters, the Chapter Presidents and Past National Presidents with whom I consult are the "critical success factors" in my ability to operate with a Standard of Excellence and Mutual Respect during this administration of "Preeminent, Purposeful, Progress, Health and Harmony." On the Path leading to another "Banner Year!" Remember, "Be a rainbow in someone's Cloud." Maya Angelou".

Corresponding Secretary – Carat Darlene Britford, National Corresponding Secretary (Columbus), thanked everyone for allowing her to serve. She updated the National Directory 2017-2018 for electronic distribution via the Chapter President in collaboration with Membership And Technology Chairs; compiled an excel database of active, Emeritus, Life and General Members to be used online and/or for the Conclave Host Chapters.; and cataloged all emails (377) and correspondence from Board of Directors.

Financial Secretary – Carat Edith Johnson (Washington D.C.) Reported the membership count for 15 chapters totals 334 members- 295 active, 31 Emeritus, 3 General, 5 Life members. Per capita collected \$16, 450 and Community Fund 2,250 totaling \$18,700.00. All chapters have paid. Total funds collected so far for the luncheon is 40 members at \$60.00 totaling \$2,400.00

Treasurer – Carat Donna Speller Turner (Chesapeake), reported the following:

Balance brought forward as of 9.01.2017 - \$7,498.12

1st six months - September 1, 2017 to March 31, 2018

Balance as of March 31, 2018 - \$21,348.98

Carat Donna indicated that the report included every deposit, every expenditure and checks written. She stressed that there is a process for ensuring that the audit is as clean as possible and everything is in order. The Vice President Carat Macer moved for acceptance of the treasurer's report pending audit. National Recording Secretary conducted roll call vote. The vote was unanimous. The motion carried.

Historian – Carat Rosalie Johnson (St. Louis) gave report for National Historian, Carat Audrey Jackson who was not in attendance. She reported on the Forever Carats to be memorialized at July Conclave. Six Carats transitioned to Forever Carat status this year: Emeritus Carat Lillian Rance – Atlanta, Emeritus Carat Ernestine Boaz – Chattanooga, Emeritus Carat DeVeeree Morgan – Chicago, Emeritus Carat Rosemary Braynon – Miami, Emeritus Carat Gloria Allen Toles – New York, Carat Lloyd Mitchell – Philadelphia. Carat Rosalie informed chapters of requirements for the Memorial.

STANDING COMMITTEE Reports

Program – Carat Alma "DeeDee" Macer reported on the new ***Cooking with CARATS*** Cookbook which will be available at the Conclave in Macon. 46 recipes were submitted with 14 chapters participating. Recommendation made that CARATS pay at last \$5.00 to defray the production cost of book. Carat DeeDee also reported on the continuation of the initiatives of the previous year's Program Committee – the CARATS line dance, the recognition of the Silver Carats and the perfect attendance recognition for CARATS attending consistently for 5, 10, 15, 20 years, and presentation of yellow ribbon to CARATS attending conclave for the first time. She further asked that the information regarding Silver CARATS, attendance and new members be sent to her by May 1, 2018. Committee members: Carat Evelyn Chatmon (Baltimore), Carat Deborah Thomas (Montgomery), Carat Rosa Nesbitt (Miami), Carat Mary Edwards (Macon).

Membership – Carat Carlotta McCoy, 2nd Vice President (Chicago) made the following report which included these attachments: 1) 2017 Conclave Absentee Report, 2) 2017 - 2018 National Eligibility, 3) 2018 National Membership Report, 4) a list of the names of those persons who were granted excused absences from Conclave 2017 (Montgomery), 5) A list of the names of those persons who are requesting excused absences from Conclave 2018 (Macon), 6) A list of the names of those who have missed two consecutive Conclaves (2016, 2017).

She asked that each President please review the attached reports for errors and/or omissions. Report any findings directly to her via email: cjm_home@yahoo.com.

The Membership Committee recommends that we add a new membership category, **Legacy Membership**. Legacy Membership is designated for the daughters of a member of CARATS, Inc. residing in an area where there is not a chapter. This will be explained further under Constitution/ Bylaws report.

Requests for Excused Absences from CONCLAVE 2018 (All requests listed below were received as of March 25, 2018) BALTIMORE Charlene S. McCargo, CHICAGO Judith F. Coleman and Angela McClurkin. Vote taken and members excused for 2018.

Committee Members: Carat Darlene Britford (Columbus) Carat Eliza Jackson (Macon) Carat Barbara Gregory (Washington, D.C.) Carat Renee LeGendre (New York)

Constitution/By Laws – Carat Brenda Willingham (Philadelphia) reported official language and descriptor for the Audit Committee and Archives Committee has been composed for inclusion in the Constitution and bylaws.

I. Amendment Additions approved 2017

Article V Standing Committees Section 8. Archives Committee (NEW)

- (a.) The Archives Committee shall consist of five members, a chairman appointed by the President, a Liaison to the Moorland-Spingarn Research Center (MSRC) and the National Historian.
- (b.) The Committee shall work exclusively with chapter presidents and historians to archive historical documents, photographs, videos, memorabilia and other artifacts to maintain the history of CARATS, Inc.
- (c.) The Committee shall be responsible for coordinating, preparing, and working with (MSRC) for exclusive repository.
- (d.) The Committee shall report to the President, in writing, annually when duties are fulfilled.

Article V Standing Committees Section 9. Audit Committee (NEW)

- (a.) The Audit Committee shall consist of a chairman appointed by the President.
- (b.) The Committee shall consist of four Carat Members appointed by the President.
- (c.) The Committee will establish policies and procedures for audit
- (d.) The Committee shall perform audits of all financial records and written reports.
- (e.) Members will serve two years on the Committee. Refer to Policy and Guidelines.

Article X (CHANGE) Fees and Financial Obligations Section 8

A one hundred dollar (\$100 fee shall be applied to each attending spouse or guest.) This fee shall be payable at the time of registration. ('08) ('17)

II. Amendment Changes proposed 2018 – To be voted on at July 2018 Conclave

The Budget and Finance Committee proposed the following amendment to:

Article X Section 2 (a) of the Constitution (X) and Bylaws (X)

Current Wording: Each chapter shall pay an annual per capita tax for each active member of the chapter. This tax shall be not less than fifty dollars (\$50.00) per member and is due and payable annually to the National Financial Secretary by October 15th.

Wording of Proposed Change/Addition - Each chapter shall pay an annual per capita tax for each active member of the chapter. This tax shall be not less than one hundred dollars (\$100.00) per member. A payment of fifty dollars (\$50) per member is due by October 15th and the 2nd payment of fifty (\$50) is due by the Mid-Year Board Meeting. All payments are due and payable to the Financial Secretary. This constitutional/by law change will provide the funds necessary to meet budget requirements for our fiscal year 2017-2018 and future years

Rationale: For many years, Carats, Inc. has experienced a slow-but-steady increase in the various expenses that are deemed necessary to maintaining our high standards of sisterhood. Because of inflation and growth in our nation's economy, expenses associated with almost every budget line item have increased including transportation, hotel/meeting room space, A/V equipment, and more. Unfortunately, our primary source of income, the per capita assessment, has not kept pace with our expenses. As a result, the organization has been operating at a deficit. Our expenditures are more than what we receive in income.

Resolution: Per Capita increase was tabled until the Budget and Finance Committee could give their report and further explanation. After report presented, it was moved and approved that recommendation for increase in per capita be tabled with a request that the Committee provide more detailed information to show the actual vs. proposed expenditures for the last four years.

The Membership Committee proposed the following:

Article VI – Member Section 5 of the Constitution () Bylaws ().d:

Current Wording: Current Sections 5 through 7 of Article VI become Sections 6 through 8 of Article VI.

Wording of Proposed Change/Addition: Section 5. **Legacy Member**

- 1) Legacy Membership is designated for the daughters of a member of CARATS, Inc.
 - a) The Legacy Member Candidate shall receive a majority approval of the members present and voting.
 - b) The Legacy Member Candidate will be sponsored by her mother or a member of the chapter.
 - c) Sponsors should recognize and agree that the potential candidate will be a fit or match with the current chapter membership.
 - d) She shall submit the Candidate Profile Form to her mother's chapter and meet chapter financial obligations for new and active members.
 - e) She shall participate in the chapter new member orientation to enhance awareness of national and local requirements.
 - f) She shall not be counted into the chapter's total membership numbers.
- 2) The Legacy member must meet the requirements listed below.
 - a) If she resides in an area where there is not a chapter, she will meet the Legacy Membership requirements as outlined above in Section 5:1a-f.
 - b) She shall meet her financial obligations with the National Financial Secretary by remitting her per capita through her mother's chapter. All other financial obligations will be met according to chapter requirements and bylaws.
 - c) She can participate in chapter social events at her own expense.
 - d) She shall receive conclave information from the host chapter and pay her registration fees within the assigned deadline.

Rationale for Proposed Change/Addition: 1. Due to a decline or stagnant numbers in some chapters, the Legacy Members can provide opportunities for growth, organizational expansion and an increase in total membership.

2. The Legacy Members can become an internal mechanism for providing assistance to our beloved Carat mothers who need individual care during Conclave and other CARATS events.

3. Legacy Members would allow the chapters to include younger women with an inherent appreciation of the history, standards and core values of the organization.

Resolution: Legacy Members - A vote was taken and all chapters approved to move this change forward to the General meeting at July Conclave.

Budget/Finance – Carat Delesha Watts presented report for Carat Linda Williams, Chairperson (Columbus) who was not in attendance. She presented the proposed budget for 2017-2018 and one for 2018-2019. The 2017-2018 a proposed budget of \$30,005.00 based on 329 members with \$ 6,545.00 funds in excess of budgeted amount. The 2018-2019 proposed budget of \$28, 845 based on 335 members with \$ 5,645.00 funds in excess of budgeted amount.

Proposed Income	2017-2018	2018-2019
Number of Members	329	335
Per capita \$50 per member	\$16,450.00	\$16,750.00
1)Reinstatement Fee	----	---
Community Fund Tax - 15 Chapters @ \$150	\$2,250.00	\$2,250.00
Binders	\$500.00	\$200.00
Mid-Year Board Meeting Luncheon	\$4, 260.00	\$4,000.00
Funds in Excess of Budgeted Amount	\$6,545.00	\$5,645.00
Total Proposed Income	\$30,005.00	\$28,845.00

Proposed Expenses	2017-2018	2018-2019
Meeting Expenses	\$13,340.00	\$13,340.00
Operational	\$1,825.00	\$1,825.00
Committee	\$7,030.00	\$7,030.00
Other	\$7,810.00	\$6,650.00
Total Proposed Expenses	\$30,005.00	\$28,845.00

Differences were shown based on increased number of members and reduced income from Board luncheon and sale of binders. Income for Board luncheon is a wash as participants are charged actual amount to cover the luncheon. The Budget Chair explained that the funds in excess of budget are funds that are carried over from each year. They further recommended that the income needed to be increased to defray cost of meeting expenses and to meet budget expenditures. Much discussion held regarding the rising cost of AV during the Mid –Year Board meeting and the Conclave.

The committee then presented a spread sheet to support their recommendation to increase per capita to \$100. They showed projections of income to support 3% increased expenses with a proposed increase of \$50, \$75, \$90 and \$100.

Motion was made to accept the proposed budget for both years. A roll call vote was taken and it passed unanimously.

The recommendation for increase in per capita was tabled after much discussion with a request that the Committee provide more detailed information to show the actual vs. proposed expenditures for the last four years.

Amenities – Carat Anita Jones, Chairperson (Atlanta), presented the Amenities report. A total of \$100.00 was spent for amenities from August 01, 2017 to March 08, 2018. The report submitted indicated the following:

- Six (6) Forever CARATS
- Three (3) Carateers passed
- Memorial Contributions – 2 (@\$50.00 each), Sympathy Flowers - 0, Get Well Cards – 14, Sympathy Cards – 16

Public Relations – Carat Carlotta McCoy (Chicago) presented report for Carat Rita Wilson, National Chair of the Public Relations Committee, who was unable to attend the Board Meeting. Carat Carlotta shared the progress of the committee as it relates to the preparation of the Potpourri, the inclusion of the new members, and she informed the Board that the Potpourri will be mailed to the chapter presidents, general and emeritus members by May 31, 2018. Price for production remains the same as budgeted.

Nominating – Carat Cynthia Webb, Chairperson (Baltimore) reported the following offices to be nominated and then voted on at July Conclave: National President, 2nd Vice President, Treasurer, and Corresponding Secretary. Carat Cynthia reminded CARATS to encourage their members to run for office and to get information in by May 1, 2018. Committee members: Bobbie Young-Brinson and Emma Walthall-Moon.

AD HOC COMMITTEE Reports

Audit - Carat Juanita Armbrister, Chairperson (Miami) reported the Audit was presented last year with recommendations adopted by the general body. Next Audit will be conducted on the current Treasurer by newly appointed Audit Committee chosen by the incoming president.

Ethics – Carat Sondra Few presented report for Carat Barbara Pinder, Chairperson (Chicago) who was not able to attend meeting. To further the intent of the Carats, Incorporated Code of Ethics the committee proposes the following: • The National President at the beginning of her term of office will appoint 5 members to the Administrative Board as outlined in the Code of Ethics • Local chapters will establish an Administrative Board and presidents will, at the beginning of their term of office, appoint 5 members to the Administrative Board • The Constitution and Bylaws, Policy and Guidelines and Code of Ethics, must be included on the website • The Constitution and Bylaws, Policy and Guidelines must be amended to include the establishment of the Administrative Board • The Policy and Guidelines must be reviewed to ensure that the Budget and Audit Directives are included, particularly the procedures relative to vouchers, signatory authority, expenditures in compliance with the budget and frequency of audits.

Committee members: CARATS Yvonne Holt-Stone, Brenda Coleman and Lavonne Sheffield.

Policy and Guidelines – Carat Tyna Davis, Chairperson (Montgomery) reported progress of group to include incorporating the additions from the Internal Auditing Committee and the Archives Committee to the Policy and Guidelines. Committee members: CARATS Brenda Willingham, Deborah Bailey, Deborah Bibb, Cheryl Mason-Dorman, Linda Thomas and Judy Woods-Williams

Communications – Carat Bonnie Gipson (St. Louis) presented report for Carat Patricia Hernandez, Chairperson, who was not in attendance. She reported that the final Newsletter under the Maureen Black Administration was distributed electronically in February 2018 to all Carat Presidents and to our National Corresponding Secretary. The cost to produce the last Newsletter was \$150 which was donated by the Communications Committee. Committee members: CARATS Valorie Moten (St. Louis), Jacqueline Brown (Chattanooga), and Shirley Cole (New York).

Archives – Carat Cathy Wright (Montgomery) presented report for Carat Brenda Coleman, Chairperson, who was not in attendance. She reported on the ongoing progress of the committee. They have begun the development of guidelines on how and what is to be archived at Moorland-Spingarn Research Center (MSRC), Howard University. Our Archivist liaison to MSRC is Kathleen H. Smith from the Washington, D. C. Chapter and is delegated the responsibility and authority as the CARATS, Inc. representative to the MSRC for collection and transfer of the records of the organization to the archives in a timely manner. The Archivist liaison and the National Historian will collaborate on the final transfer of items to the MSRC. The Archivist liaison will make the submissions and report all transactions to our National President and the Archives Committee Chair. The committee hopes to produce the guidelines document for Chapter historians/archivist prior to Conclave 2018 at Macon, Georgia. Committee members: CARATS Audrey Jackson, National Historian –St. Louis, Kathleen Smith Hopkins, Archive Committee Liaison to Moorland-Spingarn (Washington D.C.), Donna Strickland-Gilmer (Detroit) and Simone Williams (Columbus).

Corporate Registration – Carat DeVera Redmond (Washington D.C.)

Technology – Carat Judith Fagen Coleman, Chairperson (Chicago) highlighted activities performed and in progress by the Technology Committee from September 2017 through March 2018. She reported that various forms and documents are available online in PDF format for member download, including the membership directory; online form for members to update their contact information; Birthday Greetings being sent to members from the National President CARATS, Inc. by email. The Committee created a policy for submitting updates for the website. **Please note: All reports are included on the CARATS, Inc. website**

Announcements

Carat Norma Givens (Macon) gave out *pickled peaches* as a gesture of love and invitation to the 43rd Annual Conclave to be held in Macon on July 12-15, 2018.

Closing Remarks and Adjournment

Carat Alma “DeeDee” Macer thanked everyone for assisting her in conducting the meeting.

Parliamentarian, Carat Brenda Willingham, certified that the business of the Mid-Year Board Meeting had been transacted according to the constitution and bylaws of the organization and per Roberts Rules of Order.

Vice President Carat Alma “DeeDee” Macer declared the Mid-Year Board Meeting adjourned.

Carat Juanita Armbrister
National Recording Secretary

Carat Maureen Black
National President