



SEPTEMBER 2023

Presidents Chat



Linked in Friendship, Connected in Service
Central Area

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Sheila R. Brown, Central Area Director

Welcome

Linkspiration

Officer Reports and Area Updates

- Area Director
- Area Vice Director
- Area Secretary
- Area Treasurer
- Area Parliamentarian
- Area Nominating Chair
- Area Foundation Representative

Committee Reports and Area Updates

- Program
- Communications
- Ethics and Standards
- Strategic Planning
- Rituals
- Protocol
- Technology

Q&A

Adjournment

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Agenda

Link Sheila R. Brown, Area Director

Link Joel-lyn A. McCormick, Area Vice Director

Link Sheila R. Brown
Link Joel-lyn A. McCormick
Link Jan-Née B. Sheats-Mathis
Link Kimberly Yelverton
Link Vicki Hill Brooks
Link Telesa Taylor
Link Martha Robinson

Link Schylbea J. Hopkins
Link Katasha S. Butler
Link Lauren Hicks Barton
Link Eleanor Payne
Link Karen Mines Williamson
Link Vanessa Baker Latimer
Link Deborah Jones Buggs

Central Area of The Links, Incorporated



Rules of Engagement



Cameras On



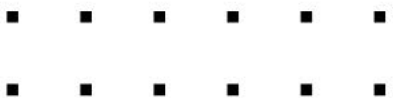
Name and Chapter in the chat box



Questions in the chat box



Mute unless recognized to speak



Central Area of The Links, Incorporated



Link Sheila R. Brown

Central Area Director



Area Director's Report

Link Sheila R. Brown
Central Area Director
Lake Shore (IL) Chapter



Our Vision

For being “Simply the B.E.S.T.” is rooted in:

Building **E**xcellence:

Enhance chapter development to increase effective communication, strengthen friendship and intensify programming.

Sisterhood:

Cultivate, motivate, and mentor chapter leadership into a culture of friendship and sisterhood.

Service:

Encourage and support successful programming which transforms the community.

Teamwork:

Propel chapters forward through robust member engagement and increase sustainability with thoughtful succession planning for growth and the future of the chapter.

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Central Area of The Links, Incorporated



National Update

September 6, 2023

- Scott Hawkins Leadership Institute Cohort XI Nomination Form

September 13, 2023

- Nominated candidates must complete and submit the application

September 21, 2023

- The Links Foundation, Incorporated Virtual Legislative Symposium

October 18-20, 2023

- Links Global Black Women's Summit
London, UK

June 19-23, 2024

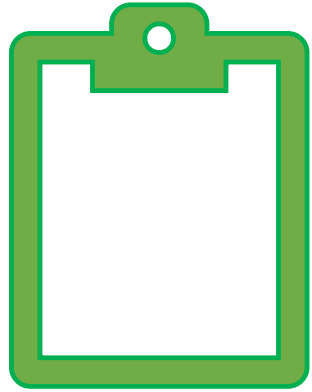
- National Assembly
Gaylord Texan Resort & Convention Center
Dallas, Tx



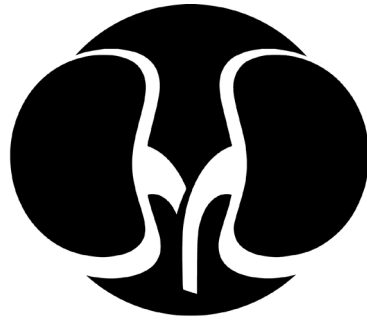
Central Area of The Links, Incorporated



Central Area Update



**Capabilities
Survey**

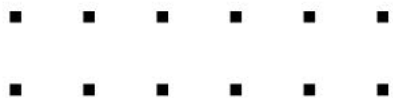


BlackK.A.R.E.
KIDNEY AWARENESS RESOURCES & EDUCATION

Black K.A.R.E.



Leadership Summit 2024



Central Area of The Links, Incorporated

Central Area of The Links, Incorporated



Link Joel-lyn A. McCormick

Central Area Vice Director

Membership Updates

National Membership Housekeeping

- Forfeiture notices for the National Building Assessment, National Dues, and 1 in 5.
- New Alumna members transition to National roster

Chapter Vice President September Checklist

- Reinstatement and Transfer process-Now open thru Nov 30th and Dec 1st, respectively
- Chapter Membership Assessment completed, recommendation for intake?
- Review chapter Bylaws for necessary revisions specifically concerning “2nd Vice President”

First Vice President’s Chat

Wednesday, September 13th @ 7pm CST

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Membership Engagement

Chapter VP's should:

EVALUATE

Identify the strengths and weaknesses within chapter membership.

ENGAGE and EMPOWER

Set goals for friendship activities.

Identify chapter dynamic conducive to promoting and strengthening friendship bonds.

ENCOURAGE

As an effective chapter VP, a relationship with chapter members is vital.

Chapter VP should be a safe haven for members.

President should never be blind-sided.

Joel-lyn72@outlook.com

(405) 923-7624

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Link Jan-Née B. Sheats-Mathis
Central Area Secretary

Chapter Secretary September Updates



September 30th
Update Chapter Profile

1N5

October 30th
First Step in
One-in-Five Certification Process



Now
Digital Necrology Form

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Central Area of The Links, Incorporated



Link Kimberly Yelverton
Central Area Treasurer

Central Area Treasurer Updates

- Review the **LINKS FINANCIAL CALENDAR** in the *FINANCIAL HANDBOOK-June 2020* (page ii), and the *Member Management System User Manual* (referred to as MMS or IMIS).
- By now, based on your chapter's gross receipts the following should already be completed:
 - Annual Treasurer's Report, Internal Audit ***AND***, if applicable
 - An External Financial Review **OR** a Full External Audit (see pg. 10 – Financial Manual)
- **On or before September 15, 2023 (EST)**, your Chapter should be submitting:
 1. 990, 990-EZ, or 990-N Tax Form to the IRS, ***with*** a copy uploaded to The Links, Incorporated via MMS; OR an extension request.
 2. Internal Audit Certification Form (see Appendix A-14) along with the Chapter's Annual Treasurer's report (Appendix A-5) via MMS; and
 3. External Financial Review or Full External Audit (if required, based on gross receipts).
 4. Chapter Bonding Insurance. [no extensions allowed on this submission] (Appendix A-13)
- Reminder that your **Internal Audit Chair** and **Chapter Treasurer** will submit the information online with **YOUR approval required** in MMS to National Headquarters. **All sign-offs in MMS must be completed by September 15th.**
- There are **chapter fines** associated with missing the September 15th deadline. All fines are outlined in the *FINANCIAL HANDBOOK* (see Appendix A-12).
- Chapter financial documents should be transitioned to new Chapter Treasurer by outgoing Treasurer by end of September (preferably by September 15th).

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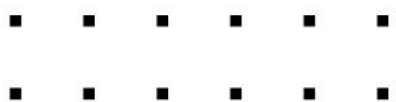
Central Area of The Links, Incorporated



Link Vicki Hill Brooks
Central Area Parliamentarian

Area Parliamentarian Updates

- Checklist for Chapter Bylaws
- Central Area Parliamentary Procedure Resource Guide
- National Association of Parliamentarians (NAP)
 - www.parliamentarians.org
- Contact information
- Correspondence
 - GroupMe



Central Area of The Links, Incorporated

Central Area of The Links, Incorporated



Link Telesa Taylor
Central Area Nominating Chair

Is Your Chapter Nominating Committee Ready to A.C.T.?

Responsibilities of the Chapter Nominating Committee

INITIATE	OVERSEE	COMPLETE	ENSURE
<p>INITIATE PROCESS: announce vacated positions and the identification of qualified, interested members of The Links, Incorporated.</p>	<p>OVERSEE PROCESS: provide guidelines of the nominating and campaigning policies & procedures; ensure candidates follow nominating process</p>	<p>COMPLETE PROCESS: Nominating Committee presents slate to Executive Committee and then to Chapter Members for election</p>	<p>ENSURE PROCESS: adherence to policies & procedures and alignment to The Links, Incorporated governing documents</p>

For questions contact Link Telesa L. Taylor via email at taytela3@gmail.com or by phone at (901) 581-9066.

Central Area Nominating Committee

Telesa L. Taylor, Chair – Shelby County (TN)

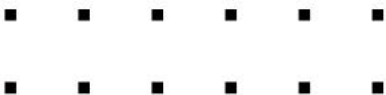
Stephanie L. Byers – Jackson County (MO)

Nashawnda Ballard Thomas – River City (TN)

K. Dawn Rutledge – Hendersonville Area (TN)

Marlin Grenee Williams – Great Lakes (MI)

Central Area of The Links, Incorporated



Central Area of The Links, Incorporated



Link Martha Robinson
Central Area Foundation Rep

Central Area Ambassador

Submit

Submit the name and contact information of your Chapter Ambassador on or before 9/15.

Establish

Establish a budget line item of \$1,000.00 for the Links foundation.

Encourage

Encourage donations to the \$19.46 Campaign.

Central Area of The Links, Incorporated

Central Area of The Links, Incorporated



Link Schylbea J. Hopkins
Central Area Program Chair

National Focus: Implementing Links Programs

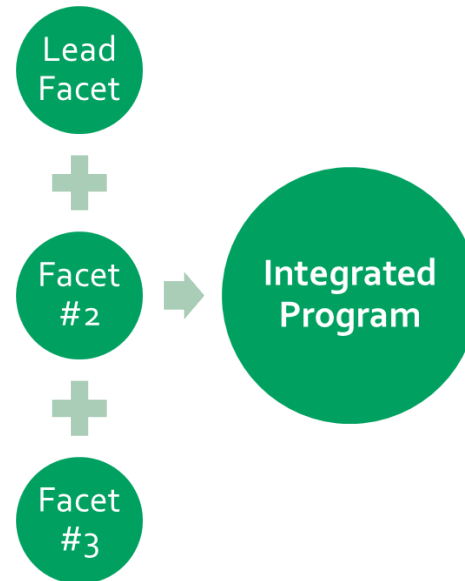
Single Facet Programming

One Facet in the Chapter



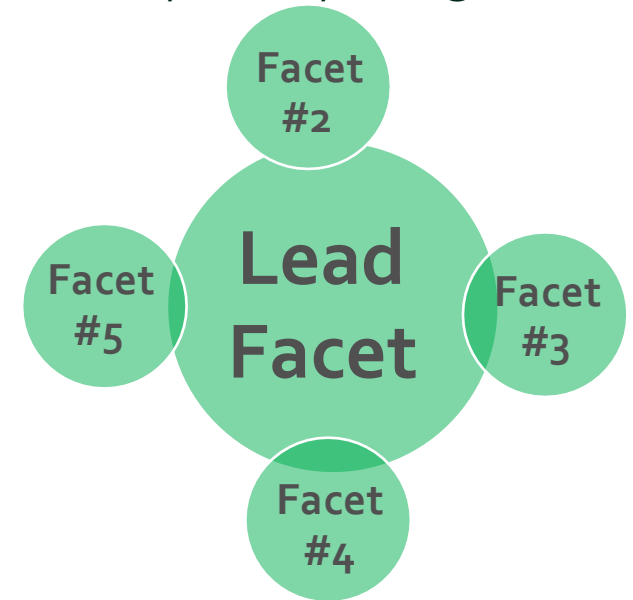
Integrated Programming

Any 3 Facets in a Links Chapter



Umbrella Programming

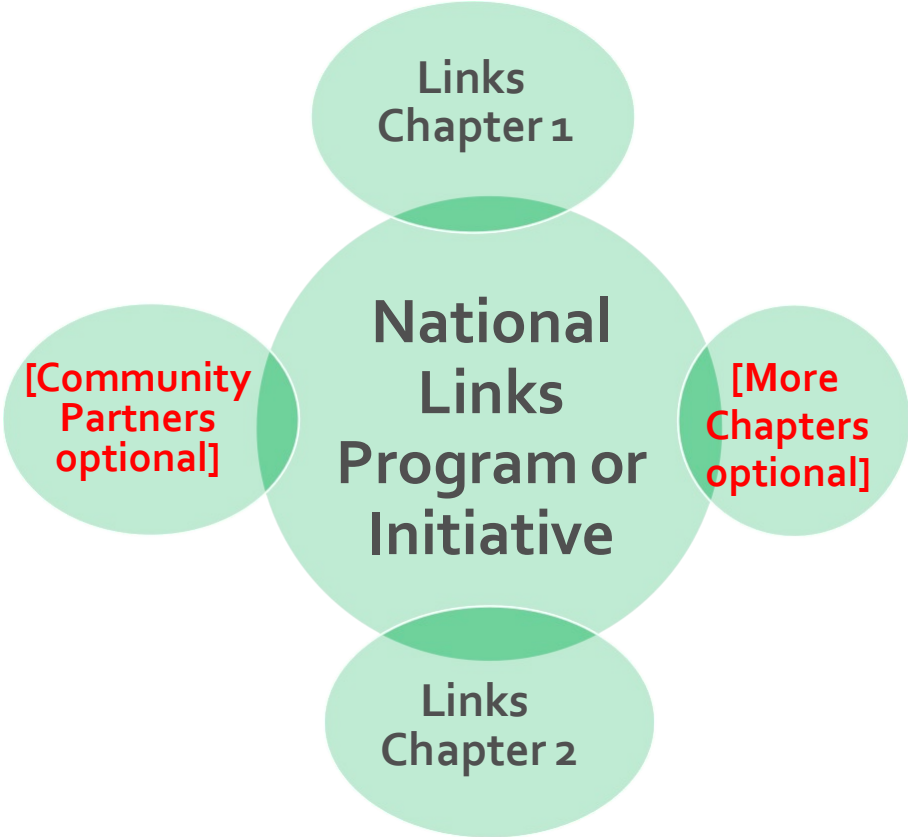
All 5 Facets in a Links Chapter *and all chapter members participating*



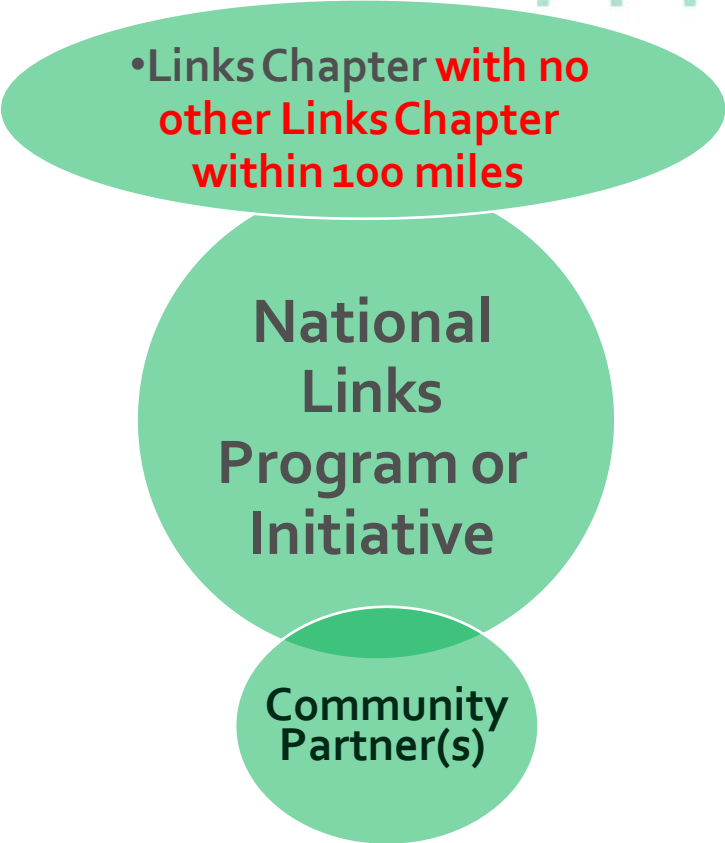
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2023-2024 Links Collaboration Framework (National)

New Chapter Collaboration Awards



New Chapter Community Partner Collaboration Awards



Central Area of The Links, Incorporated

44th National Assembly Awards Framework

Monetary Awards

- **29+ Total Monetary Awards***
 - **5** Single Facet Awards (1st place only)
 - **5** Umbrella Awards (1st-5th place)
 - **5** Integrated Awards (1st-5th place)
 - **3** Legacy Awards (1st-3rd place for all categories combined)
 - **7 Collaboration Awards (NEW)**
 - **4 Chapter Collaboration Awards:** Presented to chapters that collaborate with one or more other Links chapter to implement a Links program(s) – each chapter will be awarded (minimum of 8 awards)
 - **3 Chapter Community Partner Collaboration Awards:** For Links Chapters 100+ miles from another Links Chapter that collaborates with local partner(s) to implement a Links program(s)

*Total awards may exceed 29, depending on the number of awardees in the Chapter Collaboration Awards categories

- **All awards must involve a national program or initiative**

Central Area of The Links, Incorporated

National Program Webinar – June 8, 2023

44th National Assembly Awards Framework

Non-Monetary Recognitions

- **10 Spirit of Excellence Recognitions**
 - Single Facet 2nd and 3rd place recognitions
- Chapter Recognitions for Programs with scores of **85** and above:
 - Transformational Programs: Scores 95 and above
 - Best Practice Programs: Scores of 90-94
 - Promising Practice Programs: Scores 85-89
- All recognitions must involve a national program or initiative



Linked in Friendship, Connected in Service



Walk for Healthy Living
Saturday, September 30, 2023

Central Area of The Links, Incorporated

Central Area Program Results

RESULTS 1

- **106** Program Reports submitted
- **45** Best Practice Programs
- **34** Chapters recognized for Best Practices Programs

RESULTS 2

- **27%** of Best Practice programs (integrated)
- **29%** of Best Practice Programs (umbrella)
- **44%** of Best Practice Programs (single facet)

RESULTS 3

47 Chapters (65%) received program awards or monetary incentives - \$72,000

RESULTS 4

33 chapters participated in collaborative projects/programs

Contact Us

Program Coordinator

Link Schylbea Hopkins

linkschylbea2019@gmail.com

Program Co-Coordinator

Link Kamilah Parker

linkkamilahparker@gmail.com

Services to Youth Chair

Link Marion Pierson

docmpierson@gmail.com

International Trends & Services Chair

Link Lizzie Ngwenya Scoburgh

linklizzie2020@gmail.com

National Trends & Services Chair

Link Glenda Kearney DuBoise

linkglendakduboise@gmail.com

Health & Human Services Chair

Link Jylana Sheats

linkjylana@gmail.com

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Central Area of The Links, Incorporated

Link Katasha S. Butler

*Central Area Chief of Staff
Central Area Communications Chair*



Central Area Communications

The Communications Committee's primary responsibility is communication of the AD's priorities to the membership through various mediums as approved by the AD. This committee includes the Social Media arm and works in tandem with the Technology Committee.

Comms Chair meets monthly with the Social Media Chair and the Technology Chair on the 4th Sunday of the month at 7pm CST

Works Completed:

- Logo creation for Simply the B.E.S.T. administration
- Area PPTx templates
- Area letterhead
- Google groups email address for entire board
- Area Zoom background
- Branding/Cadence for weekly communique from the Central Area: What's Brewing
- Set-up of emails for executive board members using the centralarealinks.org domain
- Crafting messaging for AD

Works in Progress:

- Consolidated Area Comms Calendar
- Confirming access/passwords for area accounts
- Digital submission form for Comms requests, social media photos
- Continual refinement of What's Brewing and communication mediums

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Central Area of The Links, Incorporated

Communications@CentralAreaLinks.org



Central Area Chief of Staff

- The Chief of Staff's primary responsibility is to support the office of the Area Director by making time, information and decision processes more effective by creating systems so day-to-day activities and priorities don't fall by the wayside. This may include communication of the AD's priorities to the membership, assistance in ideating, directing, and developing program/policy for the Area and staying at the ready for the AD by having a working knowledge of all program and operations facets/committees.
- **COS@CentralAreaLinks.org**



Central Area of The Links, Incorporated



Link Lauren Hicks Burton

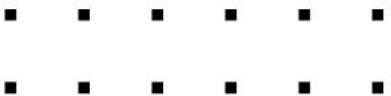
Central Area Ethics & Standards Chair

Ethics and Standards Updates

- National Committee on Ethics and Standards met in Dallas in August
- Understanding and complying with Ethics is vital to the functioning of the organization and training should be viewed as a privilege of membership.
- Two opportunities to attend the Ethics training will be available this fall
- National Webinars will be scheduled for first quarter 2024. Chapter Ethics Chairs will meet every other month or as needed.
- PLEASE, PLEASE, PLEASE encourage all chapter members to know how to access their Member profiles so that they will be able to attest to completion of training.

linklaurenssecretary@gmail.com
248-470-7952

Central Area of The Links, Incorporated



Central Area of The Links, Incorporated



Link Eleanor Payne

Central Area Strategic Planning Chair

Strategic Planning Updates



The Strategic Planning Committee encourage presidents to view the strategic plan as integral to the chapter's operations, what it does and how it does it.



Our national organization has indicated that each chapter of The Links, Incorporated, shall have an active Strategic Plan.

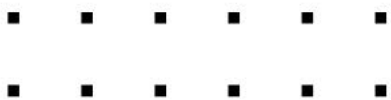


The Strategic Planning Committee's goals include:

By April 2024, increase to 100% the number of chapters inputting a strategic plan into the Global Strategic Planning Portal.

Increase to 100% the number of chapters updating their strategic planning goals for each required update of October 31st and April 30th each year.

By 2025, increase to 100% chapters having at least one goal aligned to each of the five national priorities using the Central Area's Strategic Planning Template as a tool to improve this process.



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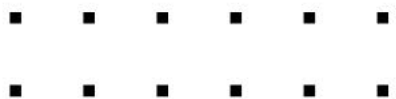
Link Karen Mines Williamson

Central Area Rituals Chair

Rituals Update

Ritual ceremonies remind us who we are as Links and friends.

- Chapters are encouraged to conduct at least one ritual per year; e.g.:
 - Rededication Ceremony of The Links, Incorporated
 - Chapter Anniversary Ceremony of The Links, Incorporated
 - Founders' Day Ceremony
 - Ceremony of Friendship of The Links, Incorporated
- Ritual Reminders on chapter meeting agendas
- Review Rituals Manual and update chapter ritual chairs in MMS
- First meeting of with chapter ritual chairs – Monday, September 25th at 7:30 CST



Central Area of The Links, Incorporated



Central Area of The Links, Incorporated



Link Vanessa Baker Latimer

Central Area Protocol Chair

Links Attire for **Business** Meetings

Appropriate attire should always reflect the Links tradition and high standards. Please dress accordingly unless authorized by the Chapter President for special circumstances.

The monthly Chapter Meetings **acceptable** business attire is reflected below:



Unacceptable Attire for Chapter Meetings



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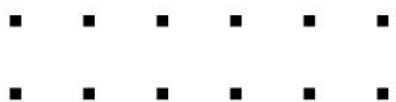
Central Area of The Links, Incorporated



Link Deborah Jones Buggs
Central Area Technology Chair

Technology Committee Goal:

- The Technology Committee of the Central Area of The Links, Incorporated is dedicated to leveraging technology to amplify the impact of the Central Area's mission.
- The Technology Committee strives to ensure that Central Area is able to reach wider audiences and enhance operational efficiency to better serve our community. Through collaboration, flexibility, innovation, and responsible stewardship of resources, we aim to create a technology-enabled environment that drives positive change and meaningful outcomes for members, chapters and the communities we serve.



Central Area of The Links, Incorporated

CA Website Revamp



Central Area of The Links, Incorporated

Questions & Answers



Next Chat: October 4th

Central Area of The Links, Incorporated

