



**OCTOBER 2023**

# Presidents Chat



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Sheila R. Brown, Central Area Director

# Agenda

## Welcome

## Rules of Engagement

## Linkspiration

## Officer Reports and Area Updates

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

## Committee Reports and Area Updates

- Program
- Communications
- Ethics and Standards
- Strategic Planning
- Elections
- Technology

## Q&A

## Adjournment

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Link Sheila R. Brown, Area Director

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 Denise Mustiful-Martin

Link Telesa Taylor

Link Schylbea J. Hopkins

Link Katasha S. Butler

Link Lauren Hicks Barton

Link Eleanor Payne

Link Teri Bascom

Link Deborah Jones Buggs

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# Rules of Engagement



**Cameras On**



**Place name and chapter in the chat box**



**Place questions in the chat box**



**Mute unless recognized to speak**

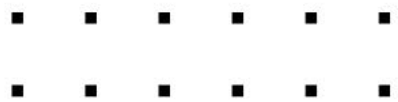




# Linkspiration



# Reports & Updates



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**Link Sheila R. Brown**

*Central Area Director*

# Contracts

Contracts \$5000 and over are reviewed by the National Contract Committee.

- Email the Area Director at [cadirector@centralarealinks.org](mailto:cadirector@centralarealinks.org). You will need to send:
  - The contract **and**
  - The insurance documentation
- The process varies depending on the number of contracts sent in for review.
- All requested changes must be done PRIOR to the signing of the contract.



# National Updates

## *October*

HBCU Month  
Breast Cancer Awareness Month  
Black K.A.R.E. Kickoff  
Global Black Women's Summit  
London, UK

October 10, 2023  
October 18-20, 2023



## *November: Friendship Month*

National Founders Day Virtual Celebration  
National Days of Service

November 9, 2023  
November 11-12, 2023

## *Coming in 2024*

Jamaica Mission Trip  
National Assembly  
Gaylord Texan-Dallas/Ft Worth Tx

January 24-27, 2024  
June 18-23, 2024

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**Link Joel-lyn A. McCormick**

*Central Area Vice Director*

# Membership Update

**Maximum Number of Chapter Members** – The maximum number of active members in a chapter is sixty (60).

**How to Count DOL's** – DOL's who are active members of a chapter which has reached its maximum number of members shall *not* be included when calculating the total number of active members.

**Building Assessment** - All new members are required to pay the building assessment *35 days* prior to being inducted into The Links, Incorporated.

# Celebrating Friendship

- Membership Corner
- Chapter *Friendship* Activities
- Chapter Accomplishments

# Events

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

# Secretarial Update



Review bylaws for chapter specific duties



Follow a calendar



Update member profiles

# 1N5

Initiation of the One-in-Five Process



No personal emails



Blind carbon copy (BCC) chapter emails



Email pertinent information



Password protect roster

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# Chapter Profile Update:

## *Non-Compliant Chapters*

Ann Arbor (MI)\*  
Central Illinois (IL)\*\*  
Central Missouri (MO)^  
Chicago (IL)^  
Cincinnati (OH)\*\*  
Cream City (WI)\*\*  
Dayton (OH)\*\*  
Des Moines (IA)\*  
Detroit (MI)\*  
Flint (MI)\*\*  
Fort Wayne (IN)^  
Frankfort/Lexington (KY)\*  
Greater Kansas City (MO)\*  
Greater Twin Cities (MN)\*  
Greater Wayne County (MI)\*\*  
Harbor Lites (IL)^  
Hoffman Estates (IL)\*

Huntington (WV)\*\*  
Jackson County (MO)\*  
Kent Area (OH)^  
Knoxville (TN)\*  
Lansing/East Lansing (MI)\*  
Little Rock (AR)\*\*  
Minneapolis/St. Paul (MN)^  
Music City (TN)\*  
Nashville (TN)\*  
Northern Indiana (IN)\*  
Northwest Arkansas (AR)\*  
Omaha (NE)\*  
Parthenon (TN)\*  
Quad Cities (IL)^  
Queen City (OH)^\*\*  
Renaissance (MI)^\*\*  
South Bend (IN)\*

Topeka (KS)^\*  
Tri-City (MI)^  
Tri-County (IL)\*\*  
Wichita (KS)\*  
Wilberforce (OH)^



Secretary@centralarealinks.org



615-394-7120

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**Link Kimberly Yelverton**  
*Central Area Treasurer*

# Treasurer's Report

- Reminder to review the **LINKS FINANCIAL CALENDAR** in the *FINANCIAL HANDBOOK-June 2020* (page ii).
- If your Chapter has an extension to file your Form 990, External Financial Review, and/or External Audit, all those items are **due by Nov 15th**. Penalties will apply if this date is not met.
- In November you should begin presenting Chapter budgets to your membership for review and recommended changes. This means:
  - ✓ Presidents and Finance Committees (**led by Chapter Treasurers**) should seek input **NOW** from Program Coordinators, facet chairs and operating chairs to determine budget needs. This enables your Finance Team to develop realistic proposed **Restricted** (for programming) and **Operating** budgets. The budget process is outlined on pages 8-9 of the Financial Handbook.
  - ✓ You can see sample budgets in Appendices A-1 and A-2.
  - ✓ The Chapter budget must be approved no later than its February Chapter meeting.
  - ✓ The Chapter Treasurer must provide the budget **as approved by the Chapter** to the Area Treasurer by **March 15th of each fiscal year**.

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# Treasurer's Report



*National Finance Webinar:*

Late October

*Focus:* Budgeting and Fundraising.

All financial officers (President, Vice President, Treasurer, and Financial Secretary) are encouraged to attend.

I am happy to respond to any questions pertaining to this information and will always ask what you found in the Financial Handbook on the matter.

**[Treasurer@centralarealinks.org](mailto:Treasurer@centralarealinks.org) | 312.375.6689**

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**Link Denise Mustiful-Martin**

*Central Area Parliamentarian*

# Parliamentarian Update



- Appoint a chapter Parliamentarian
- Input your Parliamentarian into the MMS for our GroupMe (\*Must have a mobile number)
- Email copies of your updated chapter bylaws ONLY if changes were made since they were last submitted



Parliamentarian@centralarealinks.org



901-488-2748

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**Link Telesa Taylor**  
*Central Area Nominating Chair*

# Nominating Committee Update

## QUALIFICATIONS FOR ELECTED NATIONAL OFFICERS

### *All Elected Officers and the Chair of the Nominating Committee*

- Been members for at least five (5) years (as determined by induction date) prior to election
- Attended at least two Area Conferences within the preceding six (6) years
- Attended at least three (3) National Assemblies **INCLUDING** the Assembly at which the election takes place
- Elected at each Assembly for a two (2) year term or until her successor is elected.
- May succeed herself in the position **BUT** may not serve more than two (2) consecutive terms in the same office
- Have chapter endorsement

# Nominating Committee Update

## QUALIFICATIONS FOR ELECTED NATIONAL OFFICERS

### *Eligibility Requirements*

- **PRESIDENT/VICE PRESIDENT**

- Served as Chapter President or Vice President, and/or as an officer on the Area or National Level of The Links, Incorporated
- Shall exhibit executive ability, poise, dignity and articulate speech
- Have demonstrated leadership skills

- **NATIONAL RECORDING SECRETARY**

- Served as either Chapter or Area Secretary, and/or possess documented professional technology-based secretarial skills appropriate to organization management, including the ability to record, organize, and edit proceedings for dissemination

- **TREASURER**

- Served as Chapter Treasurer, Chapter Financial Secretary, Area Treasurer, Area Financial Secretary, or Financial Secretary of The Links, Incorporated
- And/or possess documented professional financial credentials and experience, documented professional technology-based financial credentials or expertise

- **NOMINATING COMMITTEE CHAIR**

- Served as a member of the National Nominating Committee, Area Nominating Committee, or Chapter Nominating Committee

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**Link Schylbea J. Hopkins**

*Central Area Program Chair*

# National Program Updates

**NEW!**

New Structure for  
Program Awards

All Program reports  
submitted must be  
aligned to one or more  
of the 31 National  
Programs/National  
Initiatives

**NEW!**

**NEW!**

Program Review  
Process rubric

Best Practices  
Programs –  
score of **85+**

**NEW!**

Upcoming Events

- HBCU Month
- Breast Cancer  
Awareness Month

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# National Program Updates

National  
Trends &  
Services

## Legislative Affairs & Resolutions

Develops the Links'  
legislative agenda

Advocacy

Calls to Action

## Social Action

Link Up the Vote! (Voter Education,  
Registration and Mobilization)

Police Reform (The PEACE Program)

Principles of the Black Lives Matters  
Movement

Human Trafficking

Environmental Justice

Other Societal Trends and Issue

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# Area Program Updates



*Pearls Program Webinar :*

Tuesday October 10, 2023 at 7:00 pm CST/8:00 pm EST



**Health & Human Services Facet Update:**

Currently beginning the 3<sup>rd</sup> cycle of **Black K.A.R.E.**



**Chapter programming** is being determined by **survey responses** and **program reports** submitted for 2021-2023

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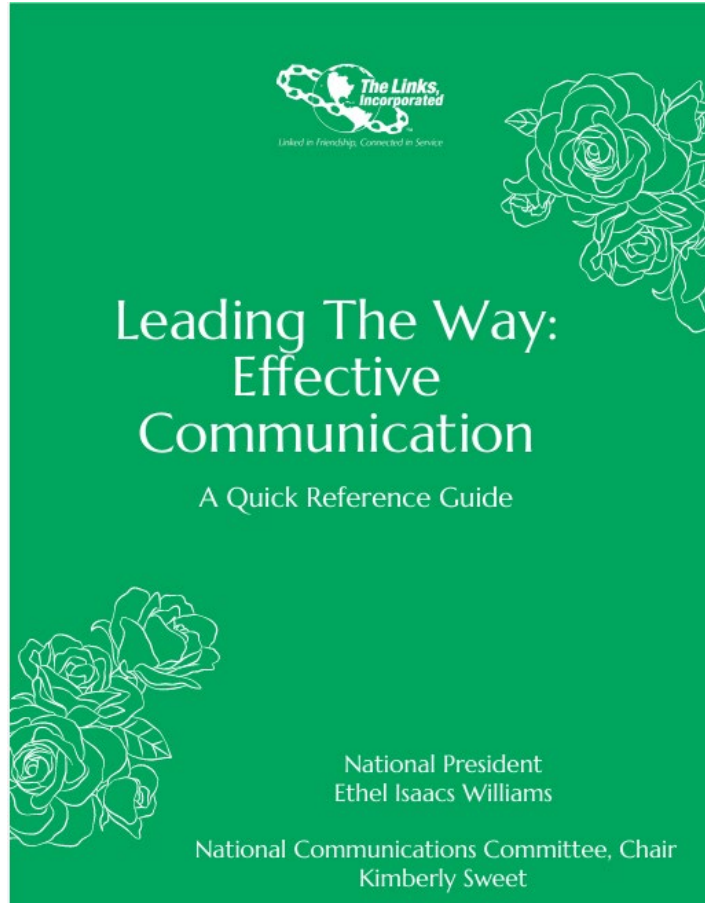
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**Link Katasha S. Butler**

*Central Area Chief of Staff  
Central Area Communications Chair*

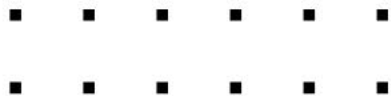


# Communications Update



## National Communications Reference Guide

- Who We Are (boilerplate)
- Our Mission
- Our Name
- Our Logo
- Our Colors
- Our Titles
- Our Leadership
- Our Business is Confidential
- Our Social Media and Electronic Messages



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# Social Media Guidance



- Use approved social media platforms: Facebook, Instagram, X, & YouTube
- Keep administrative access and passwords updated
- Use green and white as the predominate colors
- Have content reviewed and approved by the chapter President



- Reference members as “Link” or use “Connecting Link/Heir-O-Link” on external communications
- Share photographs, recording or confidential data from business meetings or rituals
- Add members to any group without their consent

**Account Settings (p. 14-15)**

**Account Settings (p. 14-15)**

**Banned Info. (p. 10)**

**Banned Info. (p.10)**

Name & Category

No Monetization

Links Pledge & Songs

Copyrighted Materials

Visibility = Public

Brief Description

Rituals & Ceremonies

Political Endorsements

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**Link Lauren Hicks Burton**  
*Central Area Ethics & Standards Chair*

# Ethics and Standards Update

- Held meeting with chapter Ethics and Standards Chairs on Wednesday, September 27, 2023.
- Requested names and contact info of your chapter Ethics Committee members: Chair, VP, Parliamentarian and members (at least 2) by Saturday, September 30.
- **Ethics Training to take place in October** (more information to come)

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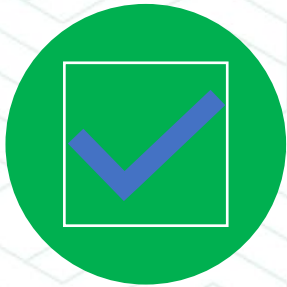


**Link Eleanor Payne**

*Central Area Strategic Planning Chair*



# Strategic Planning Updates



**All identified chapter Strategic Planning Chairs have been contacted**



**All chapters are encouraged to identify a Strategic Planning Chair to receive communications**



**October 31<sup>st</sup> is deadline to make the first required update to goals in the Global Strategic Planning Portal**



**The National Strategic Planning Committee has a webinar scheduled for October 5th**

# Current CA Goal Submission in Global Strategic Planning Portal

## SUBMISSIONS BY NATIONAL PRIORITY



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**Link Teri Bascom**

*Central Area Elections Chair*

# Elections Update

## *Voting on New Members*

- **Chapters may want to consider having chapter members to sign a Confidentiality Statement prior to the Membership Committee convening as potential candidate discussion.**
- **Voting and the results are SECRET**
- How many actual slots does your chapter want to fill?
- Refer to your Chapter Strategic Plan wants when considering candidates.
- Number of chapter members vs. number of candidates? Are there enough mentors?
- Keep in mind the number of potential candidates will change your chapter dynamics.
- Know your candidate.

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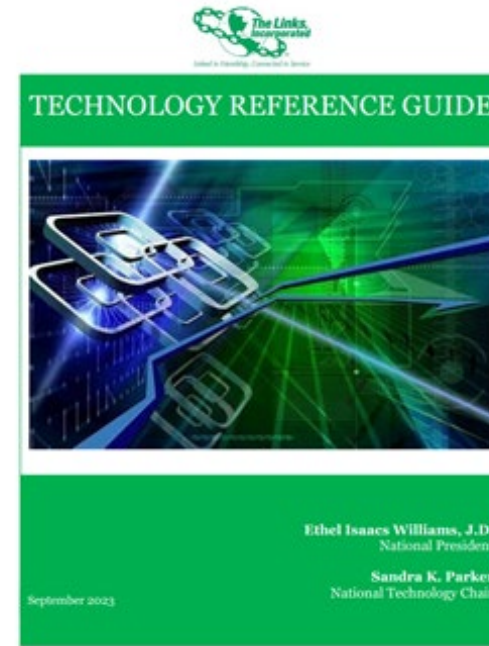
**Link Deborah Jones Buggs**  
*Central Area Technology Chair*

# National Technology Updates:

## 2023 Technology Reference Guide

(sent via Informz 9/8/2023)

- Emails
- Websites
- Password Management
- Social Media Guidelines
- PII (Personally Identifiable Information)
- Document Retention/Protection
- Cloud File Storage
- Electronic Voting
- eCommerce Accounts



# Central Area Technology Updates:

## Central Area Website

- Chapter Website Links
- Member's Only Section Resources & Tools



[Technology@CentralAreaLinks.org](mailto:Technology@CentralAreaLinks.org)

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# Contact Us

Name	Email Address	Phone Number
<b>Area Director</b> Link Sheila R. Brown	CADirector@centralarealinks.org	312-841-0043
<b>Area Vice Director</b> Link Joel-lyn A. McCormick	Membership@centralarealinks.org	405-923-7624
<b>Area Secretary</b> Link Jan-Née B. Sheats-Mathis	Secretary@centralarealinks.org	615-394-7120
<b>Area Treasurer</b> Link Kimberly Yelverton	Treasurer@centralarealinks.org	312-375-6689
<b>Area Financial Secretary</b> Link Gail Washington	FinSec@centralarealinks.org	901-230-3418
<b>Area Parliamentarian</b> Link Denise Mustiful-Martin	Parliamentarian@centralarealinks.org	901-488-2748
<b>Area Nominating Chair</b> Link Telesa Taylor	Nominating@centralarealinks.org	901-581-9066
<b>Area Foundation Representative</b> Link Martha Robinson	Foundation@centralarealinks.org	731-988-6783

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Name	Email Address	Phone Number
<b>Program Coordinator</b> Link Schylbea J. Hopkins	Programs@centralarealinks.org	313-433-5869
<b>COS/Communications</b> Link Katasha S. Butler	COS@centralarealinks.org Communications@centralarealinks.org	317-679-8884
<b>Strategic Partnerships</b> Link Karen Patricia Williams	Partnerships@centralarealinks.org	517-505-2037
<b>Technology</b> Link Deborah Jones-Buggs	Technology@centralarealinks.org	312-504-5304
<b>Fund Development</b> Link Jessica Brand	FundDevelopment@centralarealinks.org	317-490-5062
<b>Services to Youth</b> Link Marion Pierson	docmperson@gmail.com	816-726-2414
<b>National Trends &amp; Services</b> Link Glenda Kearney DuBoise	linkglendakduboise@gmail.com	785-220-5034
<b>International Trends &amp; Services</b> Link Lizzie Ngwenya-Scoburgh	LinkLizzie2020@gmail.com	419-302-4477
<b>Health &amp; Human Services</b> Link Jylana L. Sheats	LinkJylana@gmail.com	615-300-2075



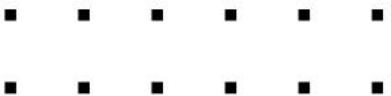
Name	Email Address	Phone Number
<b>Ethics &amp; Standards</b> Link Lauren Hicks Barton	Linklaurensecretary@gmail.com	248-470-7952
<b>Archives &amp; History</b> Link Vicki Hill Brooks	LinkVHB@aol.com	773-350-5425
<b>Strategic Planning</b> Link Eleanor Payne	ca_strategicplanning@outlook.com	918-527-4979
<b>Organizational Effectiveness</b> Link Winifred Green	Winnieirene454@yahoo.com	248-842-4751
<b>Rituals, Awards &amp; Recognition</b> Link Karen Mines Williamson	Kemines539@gmail.com	847-404-4058
<b>Protocol</b> Link Vanessa Baker-Latimer	Protocol@centralarealinks.org	785-220-5034
<b>Social Media</b> Link Keisha Fletcher-Bates	SocialMedia@centralarealinks.org	614-325-8988
<b>Elections</b> Link Teri D. Bascom	Teri.bascom@sbcglobal.net	314-303-8227

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# Questions & Answers

**Next Chat: November 1st**

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# Thank You



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