



**NOVEMBER 2023**

# Presidents Chat



Linked in Friendship, Connected in Service  
Central Area

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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

## Committee Reports and Area Updates

- Program
- Ethics and Standards
- Rituals, Awards and Recognition
- Protocol

## Contact Sheet

## 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 Schylbea J. Hopkins

Link Lauren Hicks Barton

Link Karen Mines Williamson

Link Vanessa Baker-Latimer

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# Rules of Engagement



**Cameras On**



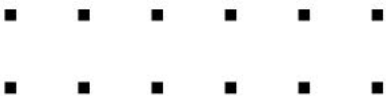
**Place name and chapter in the chat box**



**Place questions in the chat box**



**Mute unless recognized to speak**

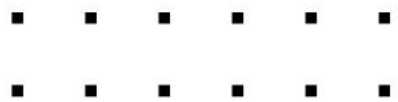




# Linkspiration



# Reports & Updates



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**Link Sheila R. Brown**

*Central Area Director*

**Lake Shore (IL) Chapter**

# November is the month that we honor our Founders and celebrate our Friendships!

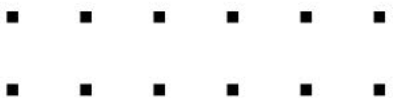


November 9, 2023

**National Founders Day Virtual Celebration**

November 11-12, 2023

**National Day of Service**



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# Celebrating Central Area HBCUs

REMINDER: Please continue to budget \$1000 for the Central Area Endowed Scholarships



You can use the National HBCU portal to donate to the **Central Area HBCUs** as we continue to support our endowment at the **17 colleges and universities** in the Central Area – more info on how is forth coming

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**Link Joel-lyn A. McCormick**

*Central Area Vice Director*

**Tulsa (OK) Chapter**

# Happy Friendship Month



- **November 1<sup>st</sup>- 30<sup>th</sup>** - Chapter "*Friendship*" Activity
- **November 1<sup>st</sup>** – Platinum / Alumna Portal opens
- **November 9, 2023**, 8:30 p.m. EST - Virtual Founder's Day
- **November 29<sup>th</sup>** – National Membership Webinar
- **November 30<sup>th</sup>** - Deadline for submission of Reinstatement Letters
- **December 1<sup>st</sup>** – Deadline for completion of transfers

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# Membership Updates: Recent ~MOP~ Amendment Approved by Executive Council

## Reinstatement After Forfeiture Due to Failure to Complete 1 in 4

- Former member must submit formal request for reinstatement by November 30<sup>th</sup>.
- Request for reinstatement must be presented to the chapter.
- The chapter must vote.
- Upon an affirmative chapter vote, the Reinstatement Application must be completed and submitted for approval by our Area Director.
- Once the Reinstatement Application is electronically submitted to the national office, the member and chapter will receive an e-mail notification.
- Upon approval, National will process and issue an invoice to the member for a \$500.00 Reinstatement fee.
- The Chapter will collect the \$500.00 Reinstatement fee from the reinstated member and deposit the fee in the Chapter's Operations bank account.
- The Treasurer will submit payment via the online payment portal in the Members only section of the National website (*similar to the dues payment process*).
- The President will approve the payment.
- National will receive electronic payment from chapter account once payment is approved by Chapter President.
- Upon receipt of the reinstatement fee, the member and chapter will receive a confirmation email acknowledging receipt of payment.

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**Link Jan-Née B. Sheats-Mathis**

*Central Area Secretary*

**Parthenon (TN) Chapter**

# 1N5

One-in-Five  
Process



One-on-one  
conversations



Minutes review



Personal emails  
only



Blind carbon  
copy (BCC)  
chapter emails



Update member  
profiles

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# Chapter Profile Update:

## *Non-Compliant Chapters*

Central Illinois (IL)\*

**Chicago (IL)\***

Cincinnati (OH)\*\*

Cream City (WI)\*\*

Dayton (OH)\*\*

Des Moines (IA)\*

Detroit (MI)\*

Fort Wayne (IN)\*

Greater Wayne County (MI)\*\*\*

**Harbor Lites (IL)^^**

**Huntington (WV)\*\***

Jackson County (MO)\*

**Knoxville (TN)\***

Lansing/East Lansing (MI)\*

**Minneapolis/St. Paul (MN)^**

**Music City (TN)\***

Northwest Arkansas (AR)\*

**Quad Cities (IL)^**

Renaissance (MI)\*

Topeka (KS)\*

Tri-City (MI)\*

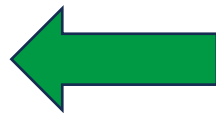
Wichita (KS)\*

**Wilberforce (OH)^**



*Chapter Form*

Identify Ethics & Standards  
and Operations Chairs



*Central Area of The Links, Incorporated*



Secretary@centralarealinks.org



615-394-7120

*Central Area of The Links, Incorporated*



**Link Kimberly Yelverton**

*Central Area Treasurer*  
**Windy City (IL) Chapter**

# Central Area Treasurer Report

- Reminder to review: The **LINKS FINANCIAL CALENDAR** in the *FINANCIAL HANDBOOK-June 2020* (page ii).
- 87% of Central Area Chapters in compliance with Bonding Insurance submissions.
- 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 15**.
  - ✓ Penalties will apply if this date is not met. [Fees outlined on page 71 of Financial Handbook.]
- Your Chapter Treasurer should **present Chapter budgets** to your membership for review and recommended changes during the November Executive Committee and Chapter Meetings.
  - ✓ They have received a copy of the Budget & Fundraising deck from the October 25<sup>th</sup> webinar, which has tips on Budget preparation.  
*[Full webinar and deck will be on the National website after Nov. 1<sup>st</sup>.]*
- The Chapter budget must be approved by your membership **no later than** the 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 November/Early December

*Focus:* QuickBooks – Part 1

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*

**Memphis (TN) Chapter**

# The Central Area Parliamentarians Meet and Greet was held on Tuesday October 17, 2023



## Did Your Chapter Parliamentarian Attend?

**88%** (63/72) attended  
the Meet and Greet

**56%** (40/72)  
Parliamentarians are  
new to their role

**73%** (52/72) are in our  
GroupMe



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# Meet and Greet Notes



## What we learned

- 100% answered that they were pleased with the support from the Central Area Leadership Team
- Most verbalized that they benefited from the Master the Meeting webinar
- All verbalized that they could and would benefit from didactic approach to learning about Parliamentary procedures

## What we will do

- Encourage Membership in the NAP
- Provide monthly test questions relevant to the NAP Test
- Provide a didactic approach to the training and sharing of information with our Central Area Parliamentarians

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**Link Schylbea J. Hopkins**  
*Central Area Program Coordinator*  
**Great Lakes (MI) Chapter**

# Preparing for Program Report Submission

1. Begin drafting the report **aligned with the SDM** prior to the end of January
2. Gather your data for the **Chapter Data Sheet**
3. Recommend **Peer Reviewers** from your chapter



GOAL



100%



February 1

10:59PM CST/  
11:59PM EST

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NATIONAL IMPACT DAY OF SERVICE  
NOVEMBER 11, 2023



Celebrating Those Who Give  
Care and Service to Others

Our annual **National Impact Day of Service** this year falls on **Veterans Day, November 11<sup>th</sup>**, which is the date we traditionally honor our military veterans of the United States Armed Forces. As members of The Links, Incorporated, we salute our veterans, including those members of our beloved organization who have served our country.

November is the month we honor our Founders and celebrate our Friendships! It is also **National Veterans and Military Family Appreciation Month** and **National Family Caregivers Appreciation Month**.

Let's showcase to the world our collective service on this year's National Day of Impact. Share your moments of impact on social media using the following hashtags:

***#linksimpact***  
***#linksservice***  
***#linksinc***

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# Upcoming Dates

## Area Program Coordinator Meeting Dates

- November 15, 2023
- January 17, 2024

## Area Pearls Call

- December 12, 2023
- February 13, 2024
- April 9, 2024

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**Link Lauren Hicks Burton**  
*Central Area Ethics & Standards Chair*  
**Oakland County (MI) Chapter**

# Ethics and Standards Report

- Ethics and Standards Webinar held on 10/26/23
- 8700 Links in attendance
- If you were in attendance, complete the Ethics Member Acknowledgement form by logging into your profile in the Members Only Section of the National website.
- Go to Membership requirements in the drop-down menu where the form is located
- Final Ethics and Standards training will be held on Thursday, November 16, 2023, at 9 p.m. ET. National will send out an official notice.



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**Link Karen Mines Williamson**

*Central Area Rituals, Awards  
Recognitions Chair*

**North Shore (IL) Chapter**

# Rituals

- **Ceremony of Friendship of The Links, Incorporated**
  - **Closed** Ceremony that reaffirms the founding tenant of friendship
  - **Roles** – Leader and Candle Lighter
- **Founders' Day Ceremony**
  - **Closed** Ceremony that pays respect and homage to our Co-Founders
  - **Roles** – Leader
  - Uninterrupted white is **OPTIONAL** attire
- **Ritual Chairs**
  - **Coordinate** with President and Protocol Chair as necessary
  - **Implement** ceremonial preparation (including ceremonial scripts and ritual programs), **obtain** required ritual properties, and **prepare** ritual table
- **All participants should familiarize themselves with ceremonies and be available for run-through ahead of event(s)**

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*Central Area of  
Link.*



**Link Vanessa Baker Latimer**

*Central Area Protocol Chair*  
**Des Moines (IA) Chapter**

# Protocol Moment

## *Friendship OR Founders Day Ceremonies* for The Links, Incorporated

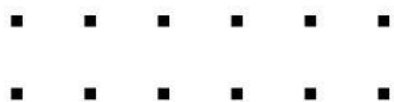
- **Attire:** *No* specific requirements for either ceremony
- **Links Pin:** Only one of the **Official Links Pins** can be worn at either ceremony
  - *No* other Pins can be worn with the Official Pin)



- The Links Pin is worn on the left upper side.



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# *Friendship or Founders Day Ceremonies* **for The Links, Incorporated** **Chapter Schematics**

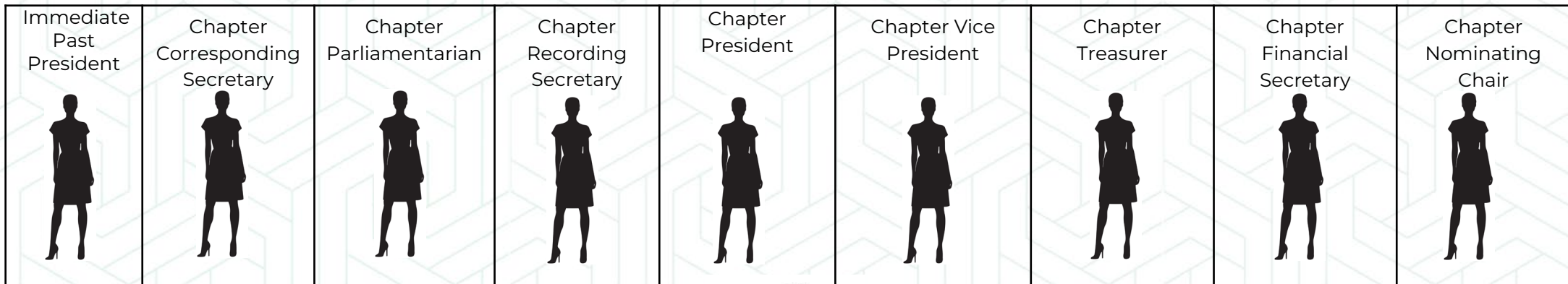
(subject to change based on who is present and chapter positions):

**Fourth Row** (standing): ALL OTHER CHAPTER MEMBERS JOIN ON THIS ROW with tallest to shortest on both sides.

**Third Row** (standing): Facet Chairs (Program Chair, STY, The Arts, NTS, ITS, HHS) and Committee Chairs

**Second Row** (standing): Former Chapter Presidents side by side (Center), Charter, Platinum and Alumna

## **Front Row** (seated)



Photographer

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# *Friendship or Founders Day Ceremonies* for The Links, Incorporated Cluster Schematics










(subject to change based on who is present and cluster chapter chartering positions):

**Fourth Row** (standing): ALL OTHER CHAPTER MEMBERS JOIN ON THIS ROW with tallest to shortest on both sides.

**Third Row** (standing): Facet Chairs (Program Chair, STY, The Arts, NTS, ITS, HHS) and Committee Chairs

**Second Row** (standing): Charter, Platinum, and Alumna Members earliest to current—right to left

**Front Row** (seated by chartering date earliest to current—right to left)

Cluster Chapter President Chartered 2015	Cluster Chapter President Chartered 2010	Cluster Chapter President Chartered 2005	Cluster Chapter President Chartered 2000	Cluster Chapter President Chartered 1995	Cluster Chapter President Chartered 1990	Cluster Chapter President Chartered 1985	Cluster Chapter President Chartered 1980	Cluster Chapter President Chartered 1975
								



Photographer

\*\* Will vary based on Cluster functions!

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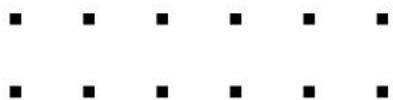
# Candidates for Membership

“Know what you are looking for and look for someone you know”

Are you ready?

Is the chapter ready?

Is the chapter in compliance?



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# Mentorship Matters

## Must have mentors to mentor the new members

*Links Mentors/Mentees:*

- *Need available time*
- *Up to date knowledge of the organization (Chapter, Area and National levels)*
- *Spend time together getting to know each other-plan meet ups, such as lunches, coffee*
- *Review organizational documents, link's culture and process.*
- *Work together on a facet*
- *Plan to attend summits, conferences and assemblies*

**Chapter leadership does not have the time**



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# Chapter and Member Compliance

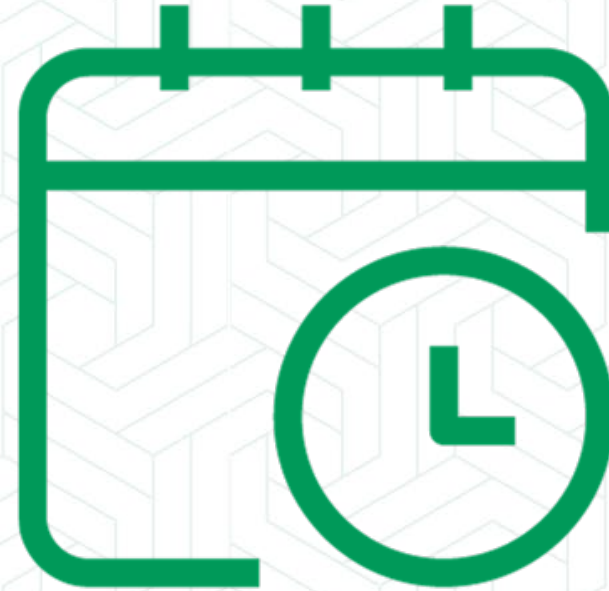
## Things to think about:

- To be in **compliance** indicates the *ability to meet deadlines and respond to guidelines as indicated in a governing document.*
- Being in compliance is not a suggestion or an option, it is **mandated by the governing entity and documents.**



# Mandatory Chapter and Member Deadlines

- Internal Audit
- Bonding Insurance
- Chapter 990 submission
- 100% Chapter Ethics and Standards acknowledgement form completion

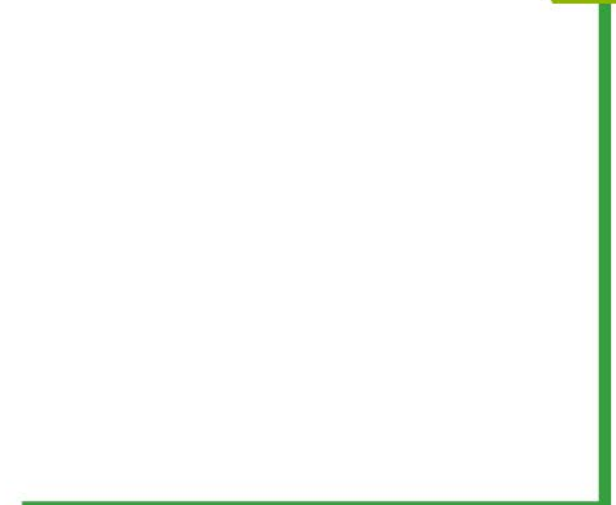
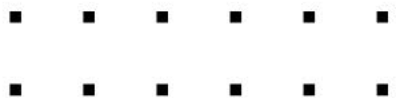


*My Sisters*

**Think Before You Vote!**



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# Contact Us

\*Include Chapter Name\*

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	313-433-5969
<b>Operations</b> Link Lillian Hunt	Operations@centralarealinks.org	214-250-3633
<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	DocMPierson@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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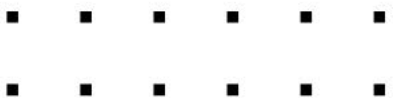


# Questions & Answers



**Next Chat: November 1st**

*Central Area of The Links, Incorporated*



# Thank You

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