

**BWHESAA EXECUTIVE BOARD MEETING MINUTES**  
**SATURDAY, OCTOBER 15<sup>TH</sup> 2011**  
**12:30PM – 5:30PM**

*“The possibilities are infinite when education is assured”*

The First Board meeting of the new administration was held at the Liberian Community Center, in Detroit Michigan on October 15<sup>th</sup>, 2011.

**Call to Order**

The meeting was called to order by the National Chair, Gudrun Harris at 12:30pm.

**Opening Prayer**

National Chaplain Lafayette Willis, offered words of peace and a prayer.

**Welcome Remarks**

National Chair Harris welcomed and thanked members of the board and attendees for attending the 1<sup>st</sup> board meeting for the new administration.

**Agenda Adoption & Reading of the Minutes**

National Chair Harris requested a motion for the adoption of the agenda and minutes, Which was duly made, seconded and passed.

National Chair Harris turned the floor over to the outgoing President for Midwest Chapter, Comfort Cole-Kenneh. President Kenneh apologized to the body for their tardiness and welcomed everyone to Detroit, Michigan for the meeting.

**2012 Convention Budget:**

National Chair Harris reminded the board that the budget had been previously approved; however, there were a few line items that require revisiting.

The President-elect of Midwest, Stephen Taylor, advised the board of the updates on the budget. He stated they have added a fee for the park which was omitted from the previous budget. The other item on the budget to be discussed was the increase in the convention fee. President elect, Stephen Taylor expressed to the board that it is important to raise the convention fee from \$70.00 to \$100.00. He stated we have been paying \$70.00 for so long and this is our 25<sup>th</sup> anniversary.

The chairman of the academic committee Angeline Bishop-Oshoko recommended to the board to avoid raising the convention until the association could do a survey of members. She recommended that we use “Survey Monkey,” a free internet based survey service. She also stated

we should consider the present state of the economy, and also that raising the convention fee might lower the amount of registrants, observing that members have to travel further this year. National Chair Emeritus Diggs said with the National being responsible for the program it will be wise to keep it at \$70.00 at the time and present the body with a good quality package which will make it easier to convince the body why the fees should be raised. The Chairman of the Capital Campaign, Cllr. Mohamedu Jones, advised the board that while it had the power to can decide on the fee if the board wanted to, he strongly advised the board to take it to the general body.

National Chair Harris stated as per the previous teleconference that the board agreed that the Presidents of the chapters should go back to their members and get feedback on raising convention fee. The National Chair solicited feedbacks from the Presidents, who generally reported that members wanted to keep the fee at \$70.00. Upon motion duly made, seconded and carried, the Board voted to retain the convention fee at \$70.00 and to present a proposal to the 2012 convention to raise the fee.

### **Capital Campaign Committee:**

#### **Proposal to Establish the B. W. Harris Episcopal School Alumni Association, Inc.-USA Endowment Fund**

Cllr. Mohamedu F. Jones, chairman of the Capital Campaign Committee, proposed to the National Officers and Executive Board that the B. W. Harris Episcopal School Alumni Association, Inc.-USA establishes the "B. W. Harris Episcopal School Alumni Association, Inc.-USA Endowment Fund." Cllr. Jones informed that board that generally, an endowment fund comprises liquid assets (cash, stock and bonds) that are kept unused and built on in the form of a principal. In the future, only the income generated from principal will be used to support the school with the principal remaining untouched.

The objective of the proposed B. W. Harris Episcopal School Alumni Association, Inc.-USA Endowment Fund is to ensure the long term financial stability of the Association. Eventually, the Endowment funds would be considered for investment, with the objective of earning above benchmark investment returns that grow the portfolio over the long-term in order to provide significant, ongoing funds for future use at the school.

1. It is proposed that the Endowment Fund should be funded by Lifetime Membership contributions beginning with the 2011 contributions of \$6,000.00.
2. Upon establishment of the B. W. Harris Episcopal School Alumni Association, Inc.-USA Endowment Fund, the \$6,000.00 2011 Lifetime Membership contributions already donated should be removed from the Association's operating account and placed in an interest bearing account.
3. All future Lifetime Membership donations would be deposited into the Endowment Fund.

4. In addition, at the close of a fiscal year, all unspent budgeted amounts for any project should also be transferred into the Endowment Fund. Members and friends should also have the option of contributing specifically to the Endowment Fund.

He concluded by saying the goal is to have a minimum of \$50,000.00 in the B. W. Harris Episcopal School Alumni Association, Inc.-USA Endowment Fund by June 30, 2016, the 25th anniversary of the association.

Chair Harris requested a motion from the body for the 4 proposals. The motions were made and seconded with the body unanimously approving the 4 proposals.

Chairman Jones thanked the body and informed them of the names of the current members his committee:

**Members:**

Bella Wareibi-Barclay  
Henry Kimba  
Joanna Richards – Freeman  
Jestina Johnson-Philips

**Convention Committee Report**

The convention report was submitted by the co-chairman of the convention committee Emeritus Handel K. C. Diggs. Mr. Diggs presented the names of the committee and presented the body with the propose guidelines and other pertinent information regarding the committee.

**Convention Committee**

Darren Wilkins- Chairman  
Handel KC Diggs - Co-Chairman  
Mai Yancy-Anderson  
Angie Bishop-Oshoko  
Miyesha Cheeks  
Daffeh Hansford  
Owen Neal  
Tayonnoh Roberts  
Vah Kelly  
Louisa Merchant  
Theo Elliott  
Alfred Major  
Candy Boayue  
Marie Gabbidon  
Edam Sasso  
Irna Willams

**Guidelines**

**Our Overall Role**

1. Serve in an advisory capacity
2. Collaborate with host scheduling and logistical decisions.
3. Respond to recommendations and suggestions on conference content.
4. Provide support to host chapter in defining theme for Annual Alumni Conference, selects speakers and assists in arrangements:

### **Convention Committee's Decisions**

With the suggestion to select speakers and assist in arrangements

Emeritus Diggs informed the board that National convention committee unanimously agreed that this is not this committee's responsibility; it is a local chapter responsibility and was supported by Mai---also, visiting members are not familiar with the area and may not have transportation

He stated there was also the suggestion to encourage classes and members to advertise special occasions in the program; to encourage each chapter to take out a \$100 add in the souvenir program every year as a way to help each other

At-A-Glance, venues for convention activities, caterer, DJ, photographer/DVD (if any), (this is local chapter's role) souvenir program inserts, etc. (national convention committee's role) (\$600 budgetary line item for advertisement in the past from national- National uses part of this allocation for Convention advertisement on TLC Africa.

The host chapter will be given a BWHAA USA email account (i.e.:

[MidWestConvention@bwharrisalumniusa.org](mailto:MidWestConvention@bwharrisalumniusa.org)), to advertise to the body of the association. The email account comes pre-loaded with members' email addresses. **Host chapter will request members to forward any announcements of fundraisers, events to their friends and family**

National Convention Committee will network and solicit ads from within the association and outsiders

Each member of the National Convention Committee decided we will each contribute \$5 to an ad for the committee to be put in the souvenir program with committee members names boldly displayed.

**Drinks Committee** - Responsible for working with the designated local chapter members on anything regarding drinks. Basically, the convention committee will collaborate with the local chapter in establishing drink (quantities) etc. **(National convention Committee will not be responsible for this; it is a local chapter responsibility; was confirmed by Mai)**

**Guests Committee** - Responsible on working with the local chapter member/s to come up with a list of other organizations to extend invitations to them. Also to identify individuals who can be invited as (Very Important Guests) and also invite those individuals we consider FRIENDS of B. W. Harris because they have continuously supported us over the years. (National convention committee agreed that they could help with identifying organizations to invite to augment the host chapter's efforts)

The host chapter will identify at least two locations and present them to the Board. The board, in consultation with the Convention Committee, and in collaboration with the host chapter will then make the final decision. (it was recommended that for conventions that a member from the national convention committee work with the host chapter before the October bd mtg in deciding on the venues for convention. Then present the choices during ht bd mtg for final approval)

## **Other**

**Scheduling of events:** The Convention Committee will play an advisory role in helping schedule events.

**Keynote Speaker:** The selection of keynote speaker will be done by the Host chapter. The convention committee can and will make suggestions if requested by the host chapter.

**Budget:** The host chapter prepares its budget which it submits to the National Board. The convention committee will play an advisory role when requested.

**Souvenir Pgm:** The national convention committee with input from the host chapter will be responsible for the making of souvenir.

**Souvenir Pgm Inserts:** Inserts for souvenir will originate from the host chapter. The convention committee will assist in any way it can.

**At-A-Glance:** The AAG will be developed by the host chapter. The national convention committee will play an advisory role.

**Theme:** The Theme of the convention will be determined by the host chapter. The national convention committee will only suggest or recommend a theme when or if called upon by the host chapter.

**Timelines:** The National Convention in collaboration with the host chapter will set the timelines and do follow up on them.

**Conference Evaluation:** The Convention evaluation will be done by the Convention's Public relations committee with a representative of the Host Chapter.

Below is the planning list that the committed is proposing to be used to facilitate future conventions.

## **Convention Planning Checklist**



## **BENEVOLENCE COMMITTEE**

Minister H. Lafayette stated they began work immediately after the 2011 Annual Convention. He reported that the first task was to populate the committee with appointees and notify all active chapter Chaplains of their responsibility to the Benevolence Committee.

The Benevolence Committee now comprise of five appointed members and seven members by reason of position as Chaplain, a total of twelve members.

The Committee has been organized and structured to perform the duties as spelled out in the BWHAA USA, Inc. constitution. Considering the volume of work and the nature of their assigned responsibilities, the committee adopted the TEAM concept, with sub-committees; this will enable them to respond consistently and efficiently to the challenges ahead.

The chairman reported that it was their objective to perform their duties in such a way that will make the association more relevant and connected with all her members (active and prospective).

Once all members of the committee had been notified via email, text message and telephone, The first meeting was scheduled for 9 pm September 29, 2011 via teleconference. Those in attendance were:

Rev. Hilary Stryker, Siah Lydia Fallah, Josephine Karpeh  
Diana Neal – Chaplain North Carolina  
Dorothy Richards-Tolbert – Chaplain DC-Metro  
Ciata Diggs – Chaplain Tri-State  
Julianna North-Boyd – Penndel

### **Sub-Committees:**

Several Sub Committees were setup to address specific task and direct the committee's efforts in certain areas. Those committees established are

**OUTREACH** – this sub- committee will research and recommend outreach opportunities. Current assignment is to solicit for medical supplies for the nurse's office at BWHEHS Monrovia, Liberia. Also, conduct feasibility study on BACKPACK with school supplies for distribution at BWHES. This subcommittee will direct our OUTREACH activities.

### **PRAYER LINE/ANNUAL PRAYER BREAKFAST**

This sub-committee will establish a schedule and coordinate a monthly prayer line for BWHAA USA with the purpose of conducting regular prayer fellowship. Plan and implement the BWHAA USA first Annual Prayer Breakfast.

### **ANNOUNCEMENTS (VISITATION)**

We will be responsible for all Benevolent Announcements. This sub-committee will also plan and coordinate visitation for Spartans during any major Life Event.

He also said their primary focus during this period is to focus first and foremost on building a cohesive unit at the national level to address all our Benevolence needs and concerns. Considering the fact that benevolence is at the heart of all that we do as an alumni association, we realize the need to be efficient and effective in all that we do. I express my appreciation to all those who stepped up and accepted to serve our Alma Mater, the BWHAA USA and yeah all Spartans through their membership on the Benevolent Committee.

**Members:**

Minister H Lafayette Willis – national Chaplain  
Rev. Hilary Stryker – Member Outreach  
Siah Lydia Fallah – Member Prayer Line  
Josephine Karpeh - Member Announcements Visitation  
Tara Rainsbury-Hickson - Member  
Joyce Wallace - Member  
Dorothy Richards-tolbert - Member Announcement Visitation  
Ciata Diggs – Member Outreach  
Jared Brandy - Member  
Dora Ernst - Member  
Diana Neal - Member Outreach  
Juliana North-Boyd – Member Announcements Visitation

**Scholarship committee**

Comfort Cole-Kenned reported to the board that scholarship committee was proud to announce that Joseph Johnson successfully completed his first semester at Cuttington University College with a GPA of 3.67. She indicated that the class of '78 had provided the funds towards his second semester tuition, and expressed gratitude to them for their kind gesture. She indicated that Mr. Johnson volunteers his services at B.W. Harris; it was part of his scholarship requirement to give back to the school.

The Scholarship Committee Chair further reported that moving forward, the current Administration had decided that the committee should no longer solicit, raise funds or be involved in any other scholarship for post high school students because the Administration wanted to only focus on internal B. W. Harris scholarships. She reported that however the committee would continue to solicit funding for Joseph Johnson through his graduation, as this is part of our commitment when this scholarship was awarded to him.

**B. W. Harris Students**

Spartan Cole-Kenneh reported having problems getting correct and timely information on the scholarship students from the School's Administration. The late Jimmy Neal, who was their liaison, had been diligently assisting. He had requested final grades from the Administration and could not get them before school reopened. When he finally received the grades and forwarded them to the committee, it was discovered that there were some inconsistencies with the names and classes for students. For example, some names did not match the original list that the



Scholarship Committee was working with, so they asked him to seek clarification. Mr. Neal in an effort to reconcile what the committee had with what the Administration had submitted, requested the grade cards for the students to ensure to compare, and noticed that there were even more inconsistencies with the records. He then questioned the grades and received a new grade sheet from the Administration. He was in the process of verifying the information before his death.

The committee chair stated that this represented “fraud. She stated based on the inconsistencies of information coming out of the Registrar’s office Mr. Neal in collaboration with the committee made the following recommendations to ensure transparency and accuracy.

1. Request from the students individual receipts for each student on scholarship once fees are paid.
2. A meeting should be held quarterly with all of the students on scholarship with a member of the Administration present to disburse the stipends to the students. The students will have to sign receipts with copies provided to the business office for school records.
3. Request a bill be made out for tuition of all of the students on scholarship and this will be submitted to the Association for immediate payment.

She further reported that the committee had communicated with its representatives in Liberia and asked that they take a more active role in ensuring that accurate and timely information from the school was received. She also informed the board that Spartan Elizabeth Tubman had been asked to join this team together with whoever the association’s new Board member will be.

The Scholarship Committee made the following recommendations:

1. They meet with the scholarship students and request copies of their report cards every period for our records and a copy of their final report cards for verification purposes.
2. Students will be provided a written notification of the scholarship criteria so that they understand what is needed to retain their scholarships.
3. A quarterly meeting should be scheduled with all of the scholarship students especially those at risk and written notification sent to their parents or guardians.
4. Each student should be given a scholarship award letter/renewal letter.
5. A memorandum of understanding be signed with the Administration of the school specify our expectations.

The Grades:

Not all of the students met the grade requirement of the scholarship committee. The committee met to decide what steps to take since some of the grades were below a B average as specified in the criteria. It was also decided to take steps to make the students and their parents more aware of what is required to continue on the scholarship. A written agreement will be completed along with specific criteria to retain individual scholarship and these will be discussed during a meeting of the Scholarship Committee (Liberia) with the students, their parents and the Administration. Letters awarding scholarships will also be presented during this meeting.

### Funding

The committee chair reported that since the 2011 Convention, the committee had received a total of \$350.00 from members of the Tristate Chapter and \$350.00 from The Episcopal Church in Brooklyn totaling \$700.00. She stated that the committee was continuing to solicit funds for the E. G. W. King Scholarship Program.

There were no recommendations for any new scholarships until validation of the students on scholarship was completed and the above recommendations were put in place. The Chairman reported that the committee was going to work on this as quickly as possible, and that Frances Graves had consented to continue the validation process since she and Jimmy were already working together.

National Chaplain Lafayette Willis told committee chair Kenneh that her report related to the fraudulent act of the school is troubling. He stated she should be aware that accusing anyone of fraud can be a serious accusation and that we should be mindful when stating that.

### Academic report

Angeline Bishop Oshoko-informed the board about her appointed as chair of the academic committee. She submitted a power point presentation outlining the fact findings, goals and objective of this committee. She also stated she communicated with Dean Browne regarding her objectives and is very excited to implement them. She laid out the purpose and objectives of the committee in her presentation:

#### The purpose for the committee

- The Academic Committee was formed to liaise with the B. W. Harris School administration and faculty to provide strategic and technical support in order to enhance student performance in all areas including the West African Examination Council (WAEC).

Those objectives are:

- To redesign, transform, revitalize B W Harris Episcopal High School and to provide an academic program which fosters in each student an active pursuit of academic excellence and intellectual development.
- To promote and stimulate community interest in all academic activities of the high school.
- Ensure adequate programs are in place to assess the effectiveness of the school. Ensure school retains its accreditation.
- Consider and recommend to the Board proposals concerning the development of new academic programs and the substantial revisions of existing programs relating to instruction, and service.
- To provide an academically rigorous science, technology, reading, critical thinking, and math education.
- Review academic staff personnel actions as recommended by the Principal.
- Consider policy matters pertaining to enrollment management and student affairs, recruitment, admissions, scholarships, and student health and welfare. Provide a plan for recruiting highly qualified teachers and superior school leadership.
- Review and recommend to the Board proposals and any necessary policies related to student conduct, rights and responsibilities.
- Consider and recommend to the Board policies pertaining to the recruitment, retention and conduct of teachers, including academic freedom, and academic responsibility, and other personnel policies requiring Board approval.
- Improve overall WAEC success rate.
- Recognize Teachers and students for their academic excellence.
- BWH Curriculum Framework
- Current Textbooks
- BWH Teacher Hiring Criteria
- Staff Qualification and Professional Development
- Accreditation Status
- Academic Plan
- Parent Involvement
- BWH Standards Test – Contents and Frame work
- How do we measure student and Teacher’s performance
- Absentee/Attendance Rate/Graduation Rate
- Ongoing assessment
- Library

**The quality of curriculum - What is been taught.**

- The quality of instruction, “How is the curriculum been taught?”
- The overall effectiveness of school, “Where we teach?”
- The unique Characteristics and backgrounds of the students and the support of their families. Who are these students that we teach and how supportive are their families?
- Develop K-12Curriculum maps for subject areas.
- The maps contain overarching Understandings and Essential Questions. In addition, the maps include curriculum-embedded performance assessments for the various subject areas

The instructional process is intentionally designed as a journey to deep understanding and application of that knowledge to relevant issues. This kind of instruction affects the design of instructional strategies, the quality of authentic assessments, the selection of resources and even the setting for instruction

- Analyze fact finding information.
- Develop improvement proposal in collaboration with the Principal and Faculty.
- Develop budget.
- Present improvement proposal to the Board for approval.
- Implement proposal in various phases.

### **National Treasurer Financial Report**

National Treasurer Meyartha Perry drew the attention of the board to the financial report that was sent out on September 30<sup>th</sup>, 2011. She informed the body that the report was done exclusively from the beginning of the new administration since she did not get a complete report from the past administration. Former National Financial Secretary, Yvonne Hansford, stated the Treasurer should have done the report from July 30<sup>th</sup> to September 30<sup>th</sup>. The National Treasurer responded that it was not possible because deposits made in the account after convention could not be justified since they were deposited in a lump sum and not by specifications. Former Treasurer Stephen Taylor informed the board that they were not made aware of these procedures previously. The Former Financial Secretary promised to meet with the current National Treasurer to resolve the issue of the reports.

### **Audit committee**

The current National Treasurer Meyartha Perry, who previously a member of the Auditing committee presented the body with the 2009 audit report. She concluded by pointing out under “Findings and Recommendations” # 2 have been resolved because all documents from the Tri-State chapter was submitted. (See report attached)

### **2<sup>nd</sup> Vice Chair Georgina Briggs Membership report**

The 2<sup>nd</sup> Vice Chair for Membership, Spartan Georgina Briggs, informed the body of the fall newsletter that was disseminated in September 2011, and stated that most of her report is aligned with that of the Membership Chair, David Moore’s report. She reported that they have had several teleconferences with the Membership Committee and have subdivided the committee into subcommittees responsible for specific subject matter areas.

### **National Chair, Gudrun Harris’ report on Minnesota**

The National Chair the informed the Board that considering the totality of the existing circumstances and conditions of our Minnesota Chapter, it had become apparent that Section 1.0.3 conditions existed in the Minnesota Chapter And the immediate action was required to remedy these conditions.

### **Section 1.03 Conditions in the Minnesota Chapter**

- 1.0 The Chapter did not meet the required contribution/quota of \$1,500.00, to National for Convention 2011. The Chapter made a partial payment of \$800.00 during Convention 2010 Chapter. (Section 1.0.3 (a))
- 2.0 A review of available minutes shows that no representative of the Minnesota Chapter had participated in a Board Meeting (in person or via teleconference) for ONE Year. (Section 1.0.3 (b))
- 3.0 It was indeterminable when elections were last held in the Chapter. (Section 1.0.3 (c))
- 4.0 One member of the Chapter registered for the preceding Convention in 2011.
- 5.0 The Chapter did not hold at least five (5) meetings between September 2010 and August 2011. (Section 1.0.3 (e))
- 6.0 The Chapter did not hold a program opened to the public for the period September 2010 and August 2011. (Section 1.0.3 (f))
- 7.0 There was no indication that the Chapter presently had an operating Bank Account. (Section 1.0.3 (g))
- 8.0 In an email dated, October 11, 2011, the Interim Leader of the Chapter had requested assistance regarding her Chapter.

National Chair Harris indicated that it was apparent that despite the efforts of the Chapter's interim leader, Spartan Famatta Zeon, these conditions and circumstances had persisted, which in the judgment of the National Chair were impeding the viability of the Chapter, and needed to be addressed.

She said the remedial steps will be for the National Officers to immediately commence working with B. W. Harris Alumni in Minnesota to develop a specific action plan to remedy the conditions and circumstances impacting the Chapter and affecting its viability, with the objective of reviving the Chapter.

### **Hiring a Qualified Principal, communication with the Board & Board in Liberia**

The National chair advised the body of her commitment to have open communication with the board and bishop. She said she had met with Bishop Hart and have been in constant communications with the board.

The chair advised the body that 2 candidates in the US have been solicited for the principal's positions and should be traveling to Monrovia in December.

- Joyce Harris from North Carolina
- Denise Hoffman from Texas

Both resumes were received and they fall under the qualifications. She said she has been in constant communication with Ms. Denise Hoffman who has expressed that she needed help with traveling to Liberia and was asked to detail her proposal but had not received a response at the time of the board meeting. She reported further that she had also left several messages for Ms. Joyce Harris but had not gotten any response and her voicemail was full when she had made the most recent call.

The National Chair asked the board if they will consider helping Ms. Hoffman with her travel to Liberia. Midwest President Kenneh stated that it was her understanding that Clt. Mohamedu Jones has informed the association that funds raised are not to be given to individuals; it is solely for the purpose of B. W. Harris. Spartan Kenneh stated further that she would like to know if Ms. Hoffman had accepted the position or whether it had been offered to her as a guarantee. She also stated that she did not believe that the association should help facilitate this proposal, but instead the board back home should be responsible for this.

Metro President Joe Walker offered a point of correction, observing that helping a prospective candidate to travel to Liberia to accept the Principal's position was not giving the association money away; it is for the purpose of the B. W. Harris School. Yvonne Hansford stated it is similar to taking the association fund to advertise on TLC Emeritus Diggs stated we should look at this as an Investment. The National Chair stated she had informed Ms. Hoffman that if she does not accept the position she had to refund the association.

Spartan Harris informed the board that she had inquired with the board of trustees in Monrovia whether the association should continue to advertise for the Principal and vice principal positions and was still waiting for a response. She reported that the information she had was that the current monthly salary for the Principal is \$1,500.00; in addition, they receive \$100.00 scratch card (Cell phone) and \$100.0 gas card.

The National Chair informed the board that 1<sup>st</sup> Vice National Chair for Programs, Darren Wilkins had arrived in Liberia a few days before and will provide updates regarding the Smart Tech, scholarship, Principal, environment, teachers and other relevant issues related to the school. She reiterated that the passing of Jimmy Neal was a shocked to the entire membership. ; She stated that prior to this sad event; Spartan Romelle Horton had agreed to be the 2<sup>nd</sup> rep on the board at no cost to the association. She said she believed that a 2<sup>nd</sup> representative was

necessary because of the large responsibility required of the board representative and the difficulty in obtaining certain information. . She indicated that she had advised the board that the association will inform them of the appointment of its next board representative as soon as the appointment was completed. She informed the board that one of the assignments Spartan Wilkins has in Monrovia is to actively recruit potential candidates for board representative and forward the names of these candidates to her. She recommended that the new board representative be provided their responsibilities in detail and in writing.

## **Chapter Reports**

### **PennDel chapter report**

The report of Pendel Chapter was given by Board member Charles Coleman. October 2<sup>nd</sup> marked the first anniversary of PennDel, the newest formed chapter of the Association. The chapter reported that in the second year of the chapter, PennDel was focusing on two main events as their yearly fundraisers.

They are:

Installation of Officers and Valentine's Day event/Honoring program (each will be held every other year). The events will be held in the month of February around the Valentine's Day weekend. The other event was Liberia's Flag Day Sports tournament and PennDel's Queen Contest, scheduled to be held in the month of August.

During the first year, PennDel reported that it has seen growth in its membership. The chapter started with 65 listed Spartans as possible PennDel members, of whom 30 members had either paid a portion or the full membership dues. Since then, there had been new Spartans that have been coming forth and embracing PennDel. The chapter stated that it was continually spreading the word. Spartan Coleman said that the chapter wished to recognize fellow Spartan Terence Brown who for regularly publishing pictures of PennDel activities.

### **Chapter Highlights**

- Fundraisers and PennDel's main highlighted events are:
- Primary fundraiser is our annual dues
- First fundraiser was breakfast to establish the chapter
- Election of officers generated dues of our first membership drive
- Inauguration of Officers of PennDel on February 12<sup>th</sup>, 2011
- PennDel has written its guidelines for governance
- Payment of the 2011 convention assessment fees
- Our first newsletter will start this year and run quarterly
- PennDel hosted its Soccer tournament and Queen Contest on August 13<sup>th</sup>, 2011 with Metro winning the contest. Both events were held the same day and it was successful.
- PennDel fundraising website for different magazines. This fundraising is no cost to PennDel. The site is <http://www.supportourgrou.com/ZM3916>

PennDel informed the board that it had established a practice to get members involved in the affairs of the chapter by scheduling meetings at the homes of members that do not attend meetings or conference calls, under the philosophy that "since they can't come to us, we have to go to them." The PennDel chapter reported to the board that its leadership believed in transparency and accountability, and operated consistently within chapter guidelines and the national constitution.

Board member Coleman informed the board that PennDel intended to make many strides now and in the future. On behalf of the chapter, he expressed thanks to the Board and the Spartan family for granting them the opportunity to host convention 2013 and assured the board that PennDel will do the utmost to make this a successful event.

### **Tri-State Chapter report**

President Elyne Padmore of the Tri-State chapter reported that the chapter had a new core of officers that were elected September 10, 2011. The officers elected were:

Elyne Padmore - President  
Louisa Merchant – 1<sup>st</sup> Vice President  
Rillette Hammond – 2<sup>nd</sup> Vice President  
Harriette Harris-Davis – Treasurer  
Eugenia Burphy-Andrews – Financial Secretary  
Ciata Diggs – Chaplain

She said their goal was to work together on all of the chapters businesses.

She also stated they were working on getting non active members who support chapter events and pay their annual dues to also attend meetings when possible. She informed the board that the chapter regularly had between 10 to 15 attendees at monthly meetings out of a total a membership of approximately 100.

She stated that they have begun the campaign to get members to register for 21012. President Padmore stated that currently there were three members who have committed to the Hall of Fame and one had paid \$500. She said further that the chapter had 6 members that have registered for convention. One member had committed to Wall of Memory.

Spartan Padmore outlined the chapter's three fundraisers scheduled for 2011 – 2012.

- **October 23, 2011** – Installation of the elected officers to be held at The United Christian Assembly Church, 2401 Atlantic Avenue, Brooklyn, NY 11233 at 11:00 am. Letters are sent to past honorees of the George D. Browne program, friends and family asking for donation in any amount to support our Alma Mater.



- **December 3, 2011** – Christmas Party to be held at a member home. Drinks will be sold at reasonable price and the entrance fee is \$5.00.
- **April 21 or 28, 2012** – Bishop George D. Browne Program. The Chapter is currently looking for the venue.

### **Highlights of 2011:**

- President Padmore stated the association's National Chair is from Tri-State.
- Tri-State won the chapter of the year 3 straight Years and highest number of registered members for Convention 2011. Tri-State has the most members in the Hall of Fame 14, Wall of Recognition 17, and Gold Club and Spartan Pride 10. Tri-State established the Handel KC Diggs Leadership Scholarship.
- Tri-State pledged \$1,000 to the National Committee Scholarship of which some of the funds has been sent to National.

### **North Carolina chapter**

President of North Carolina chapter, Wanda Jones, advised the board of their overall objectives of their chapter. She stated that the chapter was committed to work hard for the good of the association and that they believed they are on the right track to get every member involved in supporting the goals of the association. Their calendars of events are:

- January 29<sup>th</sup>, Installation Program Cary, NC
- May 28<sup>th</sup>, Fundraiser Fish Fry Charlotte, NC
- The next event is scheduled for November 12<sup>th</sup>, the E. G. W. King Awards and Recognition Dinner. Cary, NC

### **Georgia chapter**

Georgia chapter President stated he is having challenges with his members. He has few members who are committed. He stated they had a fish fry fundraiser but due to the death of his mother-in-law it has been cancelled. He said the J. Wah Doe Bedell honoring program is still scheduled for October 29<sup>th</sup>, 2011 and the price of the ticket is \$35.00.

He also stated that they will continue to reach out to the members the best way they can.

## Financial Control Board

Chairman Harris also advised the Presidents of the various chapters to appoint one member as representative to the Financial Control Board.

### Appointments of the Audit Committee and National of Assistant Secretary

The chairman presented the names of the audit committee to the board. The board unanimously agreed for the names that were presented:

Deston Frances – Chair  
Jurudoe Harris-Martin  
John Cuffey  
Cassius Sirleaf

Chairman Harris also appointed Ms. Rillette Hammond as the Assistant to the Secretary. The body again unanimously agreed.

### Report from the Rhode Island (RI) Chapter:

Plans for the next 7- 8 months:	Expenditures	Profits
Foxwoods Bus trip - October 1, 2011	\$675.00	\$675.00
Food Sale - December 10, 2011	Donations	\$1000.00
Sip - December 10, 2011	\$350.00	\$1200.00
March (In the planning stage)		
May 2012: Mother's Day Program	\$800.00	\$1000.00

Our goals for next year are to meet our \$1,500.00 assessment for convention 2012 and to maintain a strong financial balance for our outstanding projects.

In attendance from RI will be the following:

Charles Y. Johnson, II  
Alex Brown  
John T. Gabbidon

Chairman Harris asked President Johnson why there was a delay in receiving the convention report from the chapter. He stated that his chapter is like a one man show; one of his challenges is not getting help from members in the chapter. He also stated that Chairman Harris should know because she was one of those who helped him in the past. He promised the board that he will have the report by Oct. 31<sup>st</sup>, 2010. (2012???)

### **DC Metro Chapter**

President Joe Walker stated that in 2011 the DC metro chapter undertook as usual the organizing of the Annual Winter Party, the Annual Country Cook and Family Fun Day and the second annual Rev. Dr. Emmanuel W. Johnson, Sr. Awards and Recognition Dinner. On behalf of the chapter, President Walker extended thanks and appreciation to all Spartans and friends who supported the chapter during the year. He extended special thanks to the National Chair Gudrun Harris, who actively participated in each of these events. Spartan Walker reported that DC Metro Chapter and its members were very grateful for everyone's support.

He further reported that the Chapter continued to encounter numerous challenges. The full participation of the membership has been one of their greatest challenges. He said that like other chapters, there were only a few members who continued to carry the burden of ensuring that the chapter survives and is productive. He indicated that he and his officers were committed to continue to work harder and strategize to get members more involved with the chapter's work.

He also reported that during the year under review, metro undertook a special project to raise funds for the chapter and the association. Metro now has the Blue Spartan wrist band that we sell for \$5.00. He said that the chapter continued to emulate best practices from other chapters especially the Tri-State chapter which has the lapel pins that they sell. In order to reduce capital expenses and adhere to best cost principles, The DC Metro Chapter invested in tablecloths and chair covers that can be recycled for each event. Most notable the "Chapter has increased the bank balance from approximately \$300 at the beginning of the current administration to nearly \$8,000 presently.

In addition, President Walker said the DC Metro Chapter was very supportive of the National Association in the past, and in 2011 would be the first chapter to pay annual assessment of \$1,500.00 for Convention 2011. The Chapter President underscored that it has the highest number of Lifetime Donors in the association, numerous "Gold Club" and "Hall of Famers" and boasted the second highest number of registered Spartans for Convention 2011.

He concluded by reporting that the chapter will hold elections on November 5, 2011 to elect a new Corps of Officers. President Walker thanked the board again for giving him an opportunity to report on behalf of his chapter.

***Report to the National Executive Board***  
***B. W. Harris Alumni Association***  
***Class of 1979-The J'S Inc.***  
***October 15, 2011***  
***Detroit, Michigan***

The Class of 1979 —The J'S Inc. (The Class) is experiencing a challenge networking to get the members of the Class to come together and form a cohesive, working group.

We had made some progress prior to the passing of our Class President, Mr. Anthony Adighibe, and lost that momentum due to our grieving process. As a result of that, we are struggling to get that drive we lost back and form an official Class Alumni Group.

Currently, I as the co-coordinator of this effort am in touch with 60 (sixty) members of The Class. We have a closed page on FaceBook that we use to keep in touch and keep members abreast of what is going on with each other and our families. We also have a MySparta page which we utilize to reach out to other members of our Class who may not be on FaceBook.

We are in the midst of planning our 30<sup>th</sup> plus Anniversary gathering which was derailed due to Mr. Adighibe's homegoing. It is currently planned for the last weekend in April 2012 in Central New Jersey. During that gathering, we plan to form a workgroup to enable us to more cohesively support the mission of this Alumni Association, which we believe is primarily, providing a quality education for the future leaders of Liberia.

We look forward to inviting everyone to join us as we celebrate our small part in the Legacy that is B. W. Harris Episcopal High School.

Respectfully Submitted:

Rillette Hammond B. W. Harris '79

**Report from the class of 1980**

**Oct. 15<sup>th</sup>, 2011**

Convention 2011 the Class of 1980 had a very successful 2011 Convention. Our classmates Gudrun Harris and Georgina Briggs were elected National Chair and 2nd Vice National Chair respectively. We won the class registration by registering the largest number of members from a class registering for the convention. There were also 5 Class of 1980 donors to the capital campaign, which included a Lifetime Membership.

Projects:

In order to actively promote the goal of raising the educational standards at the school, the class established a scholarship committee chaired by Maa yoon Metzger —Clements to fund 1 or 2 students' tuition.

We also decided to refurbish the statue in the front of the school building which the class originally commissioned to commemorate our graduation over 30 years ago.

The class has also established a benevolence committee as a support group for member's families and members, which is chaired by our chaplain, Tara Rainsbury

Goals:

Members of the class decided that promoting registration & contributions to the capital campaign for the 2012 convention would be one of their central goals.

**Activities:**

The major activity for 2012 approved by class members is hosting a family day weekend in 2012. The family weekend program plan is chaired by Josephine Karpeh, with Gudrun Harris serving as one of the committee members.

**The officers of the class are:**

1. Winfred Clarke — President
  2. Jerome Cole — Vice President
  3. Angie Bishop-Oshoko — Treasurer
  4. Gudrun Harris — Class Liaison/Secretary
  5. Tara Rainsbury — Chaplain/Benevolence chair
- Maa yon Metzger-Cements — Scholarship chair

Sincerely,  
Winfred Clarke President, class of 1980

**Report from the class of 1981  
Oct. 15<sup>th</sup>, 2011**

Madame Chairman,

Hope all is well with you and the entire National Body. In representation of our class (1981) as President, I would like to extend our appreciation to you and your team in making an effort to reach out to various sector of the school.

We as a class look forward to working with your Team with great pleasure.

Our 30th Reunion was a success and was graced by your presence. We are scheduled to have our next one in 2013 location TBA soon. As a class, however; we have decided to encourage participation at each convention thus giving us the opportunity to meet before each reunion.

Let me highlight some of our objectives for our class:

1. Our project (P.E.A.C) PROJECT EDUCATE A CHILD) this project was put in motion by the interim Reunion committee and spearheaded by Mr. Stephen Taylor. We as a class contributed \$250.00 to National this year and we look forward to keeping the scholarship intact. We are currently under the umbrella of National with criteria use to choose the children but we intend to generate guidelines to move in our own direction.
2. Our commitment as Officers of the class is to unite as many class members, which in turn we can encourage a membership drive for Convention. The goal is simple, with our reunions schedule for every two years we would like for our class mates to meet a year before each reunion as many that can come, enabling representation of the class.
3. Lastly, to continue our relationship with Family members of those that we loss along the way. In so doing we as a class are looking into establishing a committee to find out the needs of a child of the deceased and help in whatever way we can.

Once again, Madame Chairman, we look forward to working with the entire team. Please do not hesitate to call upon us in your time of need.

Sincerely,

Konner Dennis

President Class of 1981

### **Report from the 1983**

Joanna Richards-Freeman expressed her regrets for not being able to make the board meeting but sent in her class report. In the report, she informed the board that her class came together back in 2008, as a part of her vision to “give back” during their 25<sup>th</sup> anniversary celebration of graduation from high school.

She stated as she believed that had been blessed by the grace of God, it necessary to call upon former classmates, who were very receptive to the idea of wanting to give back and reuniting. This objective was to show gratitude by giving back to B. W. Harris and in so doing to our beloved Country Liberia. She further reported that the reunion had become a way of keeping in touch with former classmates; and to also show love, care and concern during good times and bad times.

The Class leader of Class of 1983 informed the board that since the inception of their class reunion, they have given back to over \$4,500 as financial donations to our alma mater. She said that they were still working hard to get more committed members to join in their efforts and cause. She described the task as challenging, but the will was there.

Spartan Freeman-Richards reported further that it was great to see so many of their reunion members at convention 2011 in RI, who came from as far away as Canada. She informed the board that the class had also decided this year that apart from giving back financially during

convention, to also upgrade the sign on the school building which they had placed on the building at the time of the graduation, from just a painting on the wall to a modern one once final decisions are reached. (A picture of the sign was attached to the report.)

The Class leader also reported that it was her class's plan to donate towards one of the scholarships at the school which was already established.



#### Other Business:

Comfort Cole-Kenneh advised the body that she had several comments and recommendations she stated that Presidents of the various chapters did not support their mother's day program and some even returned tickets that were mailed to them for sale. She said she supported other chapters and were disappointed that they didn't support Midwest fundraiser. She said Tri-chapter was the only chapter who purchased tickets.

She also recommended the following:

National should considered leaving an agreed amount in host chapters' account so that the chapter can have funds in their account after convention. The chairman state this is something we have to go back and research.

All awards are given on Friday night. The Chairman stated the "Chairman's medal of honor" and the Dillard H. Brown awards are important awards and suggest that those 2 remain on Saturday night but all others can be given on Friday. The Board agreed.

She also recommended for the Sunday service to be held in the Baptist church where they host their Mother's Day event providing the argument that the church is very supportive to them. The Body agreed.