

B. W. HARRIS EPISCOPAL SCHOOL ALUMNI ASSOCIATION –USA, INC
20TH Annual Convention ~ General Assembly Minutes
Midwest Chapter
Hall ~ Liberian Community Center
Saturday June 30, 2012
Detroit, Michigan

Call to Order: The meeting was called to order by the National Chair Gudrun Harris 11:52AM, EST. National Chair Harris apologized for the tardiness of the meeting start and asked members to speak specifically to the topics of discussion in order to make the best use of the time available.

Invocation: National Chaplain, Min. L. Henrique Willis opened the meeting with a reading from Proverb 3:5, admonishing all to trust in the Lord. He later concluded with a word of prayer.

Welcome Remarks/Delegates: Midwest Chapter President, Stephen Taylor, welcomed all members and delegates to the historical 20th Convention and the home of the Midwest Chapter. He also cautioned all to be considerate of time for the Chairman's Renaissance Ball and asked members to please to participate in the "Red Carpet" photo-shoot from 6:15 - 7:50PM. In concluding, he wished members a pleasant weekend and asked them to enjoy Convention 2012.

Reading and Adoption of 20th Convention Agenda/Minutes of the 19th Annual Convention: The National Secretary, Nee Allison, assisted by the Assistant National Secretary, Joanna Freeman Richards, presented the 2011 Convention minutes for consideration of the body. The following corrections were made.

Corrections

Rhode Island, July 2, 2011 Board Meeting

Page 2 corrections

Elections Committee was corrected to **Elections Commission**

Alex (election observer) name was corrected to **Alexander Brown**

Under reports ~ restructure was corrected to **reactivation**

Page 3 corrections

Election process was changed to **Q & A**

Ballot box was changed to **question box**

Page 5 correction

No resolution was passed was changed to **No resolution was discussed**

Following the corrections, it was moved by Joanna Freeman-Richards, and seconded by Cllr. Mohamedu Jones that the minutes be accepted with the corrections noted.

Reports:

First Vice National Chairman, Darren Wilkins, reported that he worked in collaboration with the chapter on planning the Convention starting in October 2011. A check list was sent out to chapter as a guide. He went on to state that subcommittees were formed to address specific areas:

Souvenir committee ~ Angeline Bioshop-Oshoko

To prepare program
Identify appropriate souvenir

Publicity ~ Enian Essien Sasso

TLC Africa
Face book
Spam E-mail
My Spartan
Newsletter
Liberian organizations ~ Nee Allison to facilitate

Ads & Solicitations ~ Theo Elliott

The total of 18 Ads were solicited
7 Chapters
6 classes
1 from Applebee

It was suggested that convention registration fees be increase to one of the the following:

- \$100.00 pre-registration and \$110.00 after pre-registration deadline with lunch and drink.
- \$80.00 pre-registration and \$90.00 after pre-registration deadline with no meal and drink.

It was also suggested that the deadline for pre-registration be changed to May 1 of each convention year.

Observation

First Vice Chair Wilkins suggested that if each class from 1975-2005 purchase at least one Ad at the price of \$50.00 it will cover the printing expense of the souvenir program. He further stated that there is a need to create awareness on the importance of purchasing advertisements.

Spartan Wilkins elaborated on his experiences, lessons learned and cost associated with planning and holding conventions. He stated that the souvenirs in the package cost \$21.32, which did not cover the printing of the program booklet. He later proposed a \$30.00 increase for the convention package. He underscored that this is why the upcoming pre-registration should be increased to \$100.00, and at \$110.00 at convention. National Chair Emeritus Handel K. C. Diggs elaborated on the details of the package stating that package will include the souvenirs, the program booklet, entrance to all events and a meal with a drink served at the general assembly.

Challenges

The First Vice Chair reported on the challenges they faced during the planning process:

- Deadlines were not met.
- Committee members decreased during the period in review.
- Payments for Ads were confusing and suggested using PayPal for payments.
- Members dropped without notice.

Recommendations

- Increase in Convention pre-registration and registration.
- Draft of the At-a-Glance in October by the host chapter.
- Meet with classes in March of convention year.
- Encourage classes to purchase Ads.

- Identify providers of souvenirs early.
- All 2013 and later convention payments be made via PayPal.

Concerns

Spartan Charles Johnson, President of the Rhode Island Chapter inquired if bank deposits were still an option an option for payments, which was confirmed by the National Treasurer.

Cllr. Jones informed all that all deposits made directly into the bank account should be followed by a documentary notice (copy of the deposit slip) to the National Treasurer.

National Financial Secretary, Albertha Gillespie, also clarified that for accountability, it is more effective to use PayPal or check deposit into the Association's account.

First Vice Chair Wilkins stated that all payments for Ads should be made through PayPal.

Spartan Salleh expressed concerns about the cost effectiveness of PayPal, and stated that it is more cost effective to deposit funds in the Association's account.

Suggestions

It was suggested that the financial guideline be completed and sent to all Chapter presidents.

Spartan Thelma Collins suggested that the upcoming registration package be increased to \$ 100.00 pre-registration and \$125.00 at convention.

It was also suggested that the deadline for pre-registration be June 1 of the convention year.

SmartTech IV (2011 in review)

SmartTech was founded five years ago by the Association. The purpose was to transform the school from a traditional setting to the 21st century.

Goals

- Revamp the computer lab and school website.
- Increase Internet access through the installation of VSAT.
- Install an audio-visual learning system that includes books and educational digital media etc.
- Train the teachers and SWAT team (learn computer maintenance).
- Trained a replacement (Network administrator).
- Revised the school acceptance policy ~ Cllr. Jones was instrumental in the revision process.

Conduct faculty/alumni retreat.

Donation of smart boards.

SmartTech V (end of project)

Goals

- 6 months professional consultancy.
- Purchase refurbished laptops.
- Purchase power surge protectors.
- Ensure that the SWAT team is functioning
- Ensure technology team is active
- Perform assessment
- Monitor

Donations

Spartan Terry Brown

- 1 flat screen computer for the registrar's office
- Power surge on behalf of the class of 1980

Rhode Island Chapter

- 2 laptops for teachers
- 2 power surge protectors

Spartan Joe-Frank Yuku Stewart

Texas Chapter committed to cover 6 months expense for consultancy at the rate of \$200.00 per month (\$1200.00 total)

Spartan Ciatta Diggs

Donated \$300.00 towards the payment of a laptop

Comments/concerns

Spartan Varney Coleman thanked First Vice Chair Wilkins for the job well done. He expressed concern about the upkeep of the project. In response, the First Vice Chair said a determination will be made by the Association on the next steps of the SmartTech project.

Membership

Second Vice National Chair, Spartan Georgina Briggs reported on the following:

- 140 Spartans registered during the June 15, 2012 deadline.
- Minnesota Chapter had been declared inactive prior to the convention due to non-participation for over a year.
- Minnesota Chapter was subsequently re- activated and will be headed by Spartan Henry Byrd Phillips.
- Texas Chapter was activated during 2012.
- The Mighty Spartan News letter has been headed by Getahn Ward for 2 years
- Reminded members that the 2013 registration is in progress during this convention.

Chapters report

MidWest

- Chapter host of 20th Convention.
- Spartan Stephen Taylor, President of Midwest Chapter, is the first chapter president to solicit 18 patrons for the Chairman's Renaissance Ball.

North Carolina

- Membership increased from 20-35.
- Rev. Fr. E. G. W. King Program to be held in November 2012.

DC/Metro

- Donated \$2981.00 to fund a library books project.
- The Rev. Fr. Dr. Emmanuel W. Johnson program will be held in October 2012.

PenDel Chapter

- Host of Convention 2013 (July 5-8, 2013).
- Chapter has 65 members.
- There are 20 due paying members.

Texas Chapter

- Reactivated.
- Chapter has 17 members.
- There are 11 active members.
- Paid \$1300.00 assessment fee.

TriState Chapter

- First chapter to register 25 members.
- Will undertake two projects (books and DVDs) at the school this year.

Georgia Chapter

- Hosted several fundraisers.

Rhode Island

The chapter planned several post-convention fundraisers:

- Trip to Foxwoods in August 2012.
- Food sale September 2012.
- Sip December 2012

Registration: Chapter Rankings

TriState ~ registered 35 members (2 Lifetime, 1 Gold)

MidWest ~ registered 29 members and 18 patrons of the Chairman's Renaissance Ball

Metro ~ registered 21 members

Texas ~ registered 14 members

PenDel ~ registered 14 members

Georgia ~ registered 14 members

North Carolina ~ registered 9 members (1 Gold, 1 Spartan Pride)

Rhode Island registered 9 members

Minnesota ~ registered 2 members

Registration: Class Rankings

Class of 1980 registered 18 members

Class of 1978 registered 14 members

Class of 1981 registered 13 members

Class of 1975 registered 12 members

Class of 1979 registered 11 members

Class of 1976 registered 9 members

Class of 1977 & 1988 registered 8 members each

Class of 1972, 1982 & 1983 registered 7 members each

Class of 1985 registered 5 members

Class of 1970, 1971 & 1987 registered 3 members each

Class of 1973, 1984 & 1984 registered 2 members each

Class of 1969, 1990 & 2001 registered 1 member each

Recognition

The officers of the newly activated Texas Chapter were presented to the General Assembly:

Joe-Frank Yoku Stewart ~ President

Kona Dennis ` Secretary
Irna Williams ~ Treasurer

Chairman's Report

National Chair Harris reported on the State of Association on the following achievements during the year in review;

- The appointment of the school's Principal: Mrs. Lurleen King Falla.
- Establishment of an Academic and Scholarship Committee.
- Scholarship Funds.
- Obtained application for scholarship students.
- Communications with teachers and Board.
- Instituted Audit team headed by Spartan Francis.
- Worked with chapters to activate Financial Control Board.
- Regularized documents with Bank of America.
- Registered 150 members prior to 2012.
- Reactivation of Texas Chapter.
- In the process of activating the Minnesota Chapter

The National Chair informed the assembly that chapters opening an account with Bank of America should request the Association's corporate documents in order for their accounts to be connected to the Association and avoid using their personal information to open chapter accounts placing them at risk personally.

National Chair Harris concluded by congratulating all members for their support and the celebration of the 20th celebration of the Association.

Academic and Scholarship Committee Report

Committee chair Spartan Angeline Bishop-Oshoko acknowledged the members of her committee, and elaborated on the status of the scholarship for the students.

The committee commenced its activities in January 2012 with weekly meetings.

Mission statement ~ to liaise with the school.

Spartan Bishop-Oshoko spelled out the following regarding the scholarship program:

- Scholarship goals.
- Eligibility requirements.
- Letter of intent.
- Moral and good conduct.
- Letter from principal.
- Submit report card and essay.
- Participate in tutorial program.
- Submit 2 passport size pictures.
- No more than 10 absences within a semester.
- Children of employees are not eligible.
- Must be drug and alcohol free.
- Parent's involvement
- K-8 will not be require to tutor
- Complete application process

- MOU with principal

Spartan Lafayette Willis added that there were options for Spartans to sponsor student- beneficiaries of the Adopt-a-Student program. Under the program, each sponsor will get a picture of the student and be able to communicate with them.

Academic and Scholarship Committee’s Projects

- In-service training (sponsor a teacher)
- Let’s read program
- College preparation
- Career day (professional development)
- Vocational programs (sewing, home economics and etc)
- Extended learning & tutoring programs (teachers will be paid \$15.00 to tutor 9-12 graders on Saturday)
- Monitoring (involve alumni to assist students)
- Parents’ resource center
- Students Clubs
- Math/science club
- Book club/radical reading club
- Spelling Bee
- Parents’ recognition program

Other academic programs

- Library
- Book drive
- Science lab

Financial

National Treasurer, Spartan Meyartha Perry, informed the assembly that the Teacher Caroline Cole Merit funds had not been sent in order to put in place systems of transparency and accountability, which included: (i)request a letter from the principal, (ii) send letters to the teachers, and (iii) require letters of acknowledgement from teachers.

National Treasurer Perry further informed members that the Association’s name was formally amended to B. W. Harris Episcopal School Alumni Association-USA, Inc. through the Secretary of State of Delaware.

Annual report and Tax filing

The Association’s annual report and tax filing for 2011 were successfully filed with the State of Delaware and Internal Revenue Service (IRS).

Income/REVENUE

2011 Annual Convention Net Income	
Capital Campaign-Hall of Fame	6 @ 430
Wall of Recognition	5 @ 200
Spartan Pride	5 @ 100
Lifetime Membership (Endowment Fund)	5 @1200
Wall of Memory	5 @ 150

OPERATIONS
\$51,433.00

Spartan Pride	5 @ 100	
Chapters Assessment	7 @ 1500	\$10,500.00
Registration for Convention	200 @ 70	\$14,000.00
TOTAL PROPOSED INCOME		\$75,933.00

Expenses

Association 2012 Annual Report Filing Fee with the State of Delaware		\$100.00
Association Incorporation Fee (Registered Agent)		\$100.00
Awards		\$750.00
B W Harris Principal Subsidy Incentive		\$1,200.00
Teacher Caroline Cole Subsidy/Incentive Program 2012-2013		\$8,000.00
Bank Fees		\$300.00
PayPal Fee	2.0%	\$507.00
Board Honorarium		\$2,600.00
Board Rep Stipend in Liberia		\$300.00
National Chair Travel to Liberia (two weeks-lodging, trans., meals)		\$1,000.00
Convention 2013		\$5,000.00
Convention Souvenir Program		\$1,200.00
Videography		\$800.00
Convention Souvenirs		\$1,200.00
Post Office Box Annual Rental Fee		\$250.00
Safe Deposit Box Annual Rental Fee		\$75.00
Annual Website Subscription		\$300.00
Stationery/Office Supplies		\$200.00
Shipping/Handling		\$500.00
Postage		\$500.00
Public Relations		\$400.00
Repairs & Maintenance of School		\$2,500.00
Scholarships & Stipend		\$9,890.00
10 Sr. High Sch. Students @ \$352.00 ea = \$3,520.00		
10 Jr. High Sch. Students @ \$309.00 ea = \$3,090.00		
10 Elem. Sch. Students @ \$238.00 ea = \$2,380.00		
30 Students @ \$30 ea = \$900.00		

Academic Program

Books, Programs & incentives (Budget attached)		\$11,375.00
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SMARTTECH

Smart Technology IV Annual Upgrade/Maintenance		\$3,500.00
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TOTAL PROPOSED EXPENSES		\$52,547.00
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PROPOSED NET INCOME

New budget line items were added for the below:

\$1000.00 to assist the National Chair travel to Liberia

Purpose of visit

Conduct on-site visit

Conduct Association Business

Complete a report upon return

Souvenir Program (National to handle)

Life insurance

Website maintenance (5years)

Shipping and handling

Scholarship, books & stipend

Questions/Concerns

Spartan Fonderson inquired about the School's budget and impact the Association is making on the school financially. In response, Spartan Harris promise to complete a research during her trip and make a report upon her return. Cllr. Jones also added that B. W. Harris was in the process of putting a budget in place.

Concerns were also raised by Spartan Thelma Collins on the 3% PayPal transfer fees. It was clarified that the transfer cost was absorb in the operation cost.

Spartan Rachel Ngafua inquired about the use of a credit union because most credit union offers free services. It was clarified the Association was unable to open a credit account due to its status.

Spartan Joanna Freeman-Richards proposed the increase of the National Chair's fund for travel to Liberia from \$1000.00 to \$1500.00.

Spartan Elyne Padmore, President of Tri-State, pledged \$500.00 on behalf of her chapter to cover the National Chair's expenses for her tour of the school.

National Chair Emeritus Diggs thanked the National Chair for doing an outstanding job.

A motion to approve the budget was made and seconded by Spartans Thelma Collins and Mona Diggs respectively. By majority vote (50 votes), the Convention approved the budget and financial report.

Capital Campaign Committee:

Cllr. Mohamedu F.Jones reported on the affairs of the 2012 Capital Campaign Contributors, he mentioned the following Spartans:

- Gudrum Harris (Lifetime Member) contributed \$50.00 to Annual Giving.
- Daffeh Hansford contributes through monthly payroll deductions.
- Gail Farnigalo paid for registration package and contributed addition funds towards to the Capital Campaign.

Capital Campaign Contributions 2012

Lifetime Members \$4,800.00

Handel K. C. Diggs

Muriel Wayne*

Massa David

Reginald Sherman

Gold Club

Theodosia Elliott
Daffeh Hansford
Chalnescia Davis
Georgina Briggs
Joanna Hawah Freeman Richards

Hall of Fame \$2,500.00

Nancy Esposito
Bella Wariebi-Barclay
Theodosia Elliott
Daffeh Hansford
Joanna Hawah Freeman Richards

Wall of Recognition \$ 600.00

Rachael Greene-Grigsby
Daffeh Hansford
Charles Hoffman

Wall of Memory \$ 900.00

Chalnescia Davis in memory of John Wyatt Summerville
Chalnescia Davis in memory of Etta Reeves Summerville
Theodosia Elliott in memory of John N. Elliott, Jr. (JN)
Theodosia Elliott in memory of Mackenzie H. Elliott
Mai Yancy Anderson in memory of Martha Russell Damiani
Mai Yancy Anderson in memory of Annie Mooney '71

Spartan Pride \$ 300.00

Yuku Stewart
Irna Williams
Daffeh Hansford

Spartan Annual Giving \$380.00

Gail Farngalo \$ 30.00
Mohamedu F. Jones \$ 250.00
Gudrun Harris \$ 50.00
Charles Hoffman \$ 50.00

Endowment Fund \$800,00

David Moore \$ 500.00
Mohamedu F. Jones \$ 250.00
Gudrun Harris \$ 50.00

Total Capital Campaign 2012 \$10,280.00

2012 Endowment Fund: Contributions: \$5,600.00

Total Endowment Fund to Date: \$12,750.00 or 25% of \$50,000.00 goal set for 2016

2013 Capital Campaign Projections

Lifetime 4 x \$1200 \$4,800.00
Hall of Fame 5 x \$500.00 \$2,500.00
Wall of Recognition 5 x \$200 \$1,000.00
Wall of Memory 6 x \$150.00 \$ 900.00
Spartan Pride 5 x \$100 \$ 500.00
Spartan Annual Giving \$ 600.00
Direct Endowment Contributions \$1,000.00

Total 2013 Capital Campaign Projection \$11,300.00

Concerns

Spartan Collins requested a breakdown of the Lifetime Membership, which was clarified to inform her that it means a total of \$2000.00 in contributions to the Association.

Rhode Island was recognized because a total of \$51,000.00 was realized during the 2011 Convention. Cllr. Jones, Chair of the Capital Campaign Committee, was recognized for single handily raising contributions of \$19,000.00 of the \$51,000.00 realized in the 2011 Capital Campaign.

Constitution

The Draft Revised Constitution was presented by Cllr. Jones. The presentation and discussion covered the following areas:

Article E & F were repetitive, adjustment was made

Membership was shifted to Article #2(a)

Clarification was made on the status of honorary members ~ it was stated that they are not allow to hold national office, but may hold office or vote locally.

Organization structural ~ there were no question raised.

Voting

Only members physically present, and in good standing would be eligible to vote.

Concerns were raised on the issue of absentee and proxy voting. Cllr. Jones clarified that there were no provisions for proxy and absentee voting.

After discussion by members, the Convention voted to authorize the Chairman of the Constitutional Review and Revision Committee, Cllr. Mohamedu F. Jones to set up a sub-committee to develop a proposal for absentee voting. Cllr. Jones appointed Spartans Theo Elliott, Ebenezer Sowah and T. Ringo Bernard to the Committee for the Development of Absentee Voting, indicating that they were free to select a chair of and set up their meeting schedule. The committee was required to submit a final report to Cllr. Jones by May 1, 2013 for submission to the 2013 Convention for its consideration.

The Committee for the Development of Absentee Voting was asked to address pertinent issues to include, but not be limited to:

- Problems present in the Association that allowing absentee ballots would resolve.
- How allowing absentee ballots with not adversely impact Convention attendance by

eroding the level of attendance during elections when we have had historically higher attendance.

- Reconciling the proposal with the constitutional objectives to "meet" and "deliberate."
- Account for the security and integrity of the voting process including ensuring it is a qualified BWH voter, the ballot delivery system, ballot storage, ballot retrieval and ballot recording of the vote.
- How the absentee voting will deal with issues resulting from deliberations at Convention.
- During elections, if an absentee ballot is challenged, what rules and processes for adjudicating challenges will apply.
- Fraud prevention and detection policies.

Continuing his presentation on the Draft Revised Constitution, Cllr. Jones highlighted new or revised provisions related to the following areas:

- The Executive Board
- Chapters
- Expenditure and Budget
- Discipline and Impeachment
- Nominations and Elections Commission
- Audit Committee
- Financial Control Board

With the notation that if the Committee for the Development of Absentee Voting presents a timely report to the Chair of the Constitution Revision Committee for consideration during the 2013 Convention, the voting provisions would be revisited, a motion to adopt the Constitution and Bylaws (2012) was seconded and approved by a vote of 55 for, 0 opposed and 0 abstained.

PennDel's Overview of Convention 2013

Two coordinating committees were set up in PennDel (one for Pennsylvania and one for Delaware) to plan for the

Convention starts July 5-8, 2013

Attractions

- 5 minutes from airport
- 3 minutes to casino
- 10 minutes to city center
- Bus Tours (Pennsylvania and Delaware)
- Wildlife sight seeing

Recreation

- Becks Pond
- Horse rides
- Lums Pond
- George Wilson Center

Locations

- Shuttle bus service between airports to hotels
- Banquet hall
- Catered dinner

- It was reported that all pre-registered members will receive their package on the 1st day of convention.

New Business

There was no new business.

Benediction

The National Chaplain, Min. Lafayette Willis, closed the 2012 Convention with a word of prayer at 3:53PM.

Attendance:

Canada

Florence Fonderson
George Fonderson

DC/Metro

Handel Diggs
Mohamedu F Jones
Nee Allison
Angeline Bishop-Oshoko
Joe W. Walker
Cecelia Kpor
Villette Brown-Smith
Tayonnoh Roberts-Grey
Mona Diggs
Handle K. C. Diggs
Velma Hoff
Yeleda Jones
Kim Dunzo
Rachel Ngafua
Joyce Sancho
Matilda Goodlin
Maa-Yon Harris
Ophelia Acolatse
Henry Williamson

Georgia

Meyartha C. Perry
Gloria Talleuc

MidWest

Comfort Cole-Kenneh
StephenTaylor
Albertha K. Gillespie
Tonea Fowler
Doris Ernst
Theo Elliott

Caroline Kobbah
Musu Benson
Yvonne Hansford
Abdul Sherif

North Carolina

Wanda Jones
Alex York
Georgina Briggs

PenDel

Lafayette Willis
Charles Coleman
Alfred Mayor
Victoria Benson
Gloria Caine
Varney Coleman
Juliana N. Boyd
Thelma A. Y. Collins
Siah Fallah
Terry Brown
Everlinah Cole

Rhode Island

Prudence King
Victoria Peah
Charles Johnson
Alexander Brown
Agnes Collins
Christiana Brooks
Ernest Saleh
Nadine V. Wilson
Mary Gabbidon-Sowah
Ashley Sowah
Ebenezer Soweh

Texas

Irna D. Williams
JoeFrank Nuku Stewart
Konner Dennis

TriState

Elyne Padmore
Muriel Wayne
Gudrun Harris
Massa David
Louise Merchant
Joyce David

Thomas R. Bernard
Judith Karpeh
Prince Yates
Emily Hardina
James S. Smith

Non affiliates

Joanna Freeman-Richards
Darren Wilkins
Marvin Cassell
Marie Brasbine

Submitted by:
Nee Allison
National Secretary

Joanna Freeman-Richards
Assistant National Secretary BWHAA