



E-Board Retreat
 Saturday, August 3, 2024
 10:00 am-1:00 pm
 Pres & VP Arrival: 8:30 am
 Speaker Arrival: 10:00 am

Content: E-Board Retreat

Time Flow	Focus	Lead	Talking Points/ Materials
10:00-10:05 am (5 min)	<ul style="list-style-type: none"> • Olympic Ceremonial Entrance <ul style="list-style-type: none"> ○ Welcome ○ Prayer-Soror Chaplain ○ Sign-In ○ Safety Briefing-Soror McNair ○ Table of Contents ○ Meet our Exec Team 	Soror Vivian Thomas (6)	<ul style="list-style-type: none"> • President, VP1, & VP2
10:05:-10:20 (15 min)*	<ul style="list-style-type: none"> • Icebreaker 	Soror Rae Jackson (1)	<ul style="list-style-type: none"> • Delta Sigma Theta
10:20-10:40 (20 min)	<ul style="list-style-type: none"> • Chapter Management 	Soror Vivian Thomas (4)	<ul style="list-style-type: none"> • Strategic Plan • Key Performance Indicators



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10:40-11:25 (45 min)	<ul style="list-style-type: none"> Committee Management 	Soror LaShondra Manning (11)	<ul style="list-style-type: none"> Committee Duties & Responsibilities Committee Meetings: Before, During, & After Event Management Marketing Steps Sponsorship Packet Thank You Committee Report Form Communication Request Form Approved Survey Questions 5 Pt. Thrust Committees Only-PPD Quarterly Assessment Tool GroupMe Committee Chairs @ E-Board Meetings
11:25-11:40 (15 min)	<ul style="list-style-type: none"> Lunch 		
11:40-11:55a (15 min)	<ul style="list-style-type: none"> Colors Test Results 	Soror LaShondra Manning (5)	<ul style="list-style-type: none"> What Color are You? Your Color in a Nutshell Leadership Style How Colors Speak Others May See You As...
11:55a-12:05p (10 min)	<ul style="list-style-type: none"> Parliamentary Procedures 	Soror Stephanie Spears (6)	<ul style="list-style-type: none"> Parliamentary Procedures Meetings & Sessions Types of Motions Making Motions (Steps 1-10) Writing a Motion
12:05:-12:10 (5 min)	<ul style="list-style-type: none"> Keeping the Record Straight 	Soror Katrina Druery (1)	<ul style="list-style-type: none"> Keeping the Record Straight



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12:10-12:15 (5 min)	<ul style="list-style-type: none"> Finances 	Soror Tomica Hallums (3)	<ul style="list-style-type: none"> Teamwork Makes the Dream Work Budget is Your Torch Play Your Part
12:15-12:20 (5 min)	<ul style="list-style-type: none"> Technology 	Soror Kimble Colbert (5)	<ul style="list-style-type: none"> How We Serve Responsibilities Technology Request Steps Flyer Design Website
12:20-12:25 (5 min)	<ul style="list-style-type: none"> Social Media 	Soror Jennifer Clark (5)	<ul style="list-style-type: none"> Social Media Disclaimer Approved Social Media Platforms Social Media Posts Content Responsibility Social Media Posts Swimlane Going for the Gold NCTA's Winning Strategy FAQs Technology Contacts
12:25-12:30 (5 min)	<ul style="list-style-type: none"> Heritage & Archives 	Soror Nikeya Anderson (4)	<ul style="list-style-type: none"> Photo Circle Process Photo Circle Information & Guidelines Flattering Photos Chapter Display Requests
12:30-12:35 (5 min)	<ul style="list-style-type: none"> Custodian 	Soror Jackie McNair (5)	<ul style="list-style-type: none"> Custodian Outline Custodian Contact Info Properties Checkout Request Form Properties Catalog Sample Transferring Properties
12:35-12:40 (5 min)	<ul style="list-style-type: none"> Upcoming Events 	Sorors Vivian Thomas & Rae Jackson (1)	<ul style="list-style-type: none"> Officer Installation Service Kickoff

