



**State Annual Report
2017-2018 Headquarters Committee
Marylin Nease, Chair
Delta Omicron, Area 9**

Goals:

1. Increase the number of TSO members who visit Headquarters in person or by a virtual tour.
2. Educate members about all that Headquarters employees do for TSO members.
3. Encourage local volunteer support for Headquarters employees.
4. Assist members in *Bridging yesterday and tomorrow* as they learn about DKG and TSO heritage by studying HQ's historical items in real and/or virtual tours.

Accomplishments and activities related to goals listed above by number:

1. Some firsts for Headquarters use include (a) the Area 9 coordinator met with Headquarters personnel to set up an electronic communication system that all ACs now use to submit reports to our state president and to know the status of chapters in their area regarding deadlines and membership, (b) the ASTEF Executive Board met at Headquarters, (c) Delta Omicron Chapter used Headquarters for its tea to orient new members, (d) the TSO Personnel Committee chair worked three days at Headquarters to complete the revised *Operations Manual*, (e) the TSO Programs and Projects Committee chair met with Headquarters personnel to coordinate the Hurricane Harvey member-to-member program, and (f) the TSO Second Vice President met with Headquarters personnel to "red flag" chapters that might need mentoring assistance.

We are pursuing with the TSO webmaster a way to count visits to the online virtual HQ tour.

2. We have updated the online "Contact Us" page and added a link to the "Headquarters Committee" page so they are more user-friendly. The updated documents on the committee page include the committee description, slide show tour and quiz, brochure, building use policy, and building use request form.
3. When Headquarters employees need volunteers, the Headquarters Committee chair recruits volunteers via email. Volunteers review updated guidelines prior to working, sign in and out when at Headquarters, and log their hours when working on projects from home. From August 2017 through February 2018, fifteen volunteers logged 291.75 hours, compared to 10 volunteers logging 252 hours in the same seven-month period of the previous biennium. 2016-2017 was the first time HQ used volunteers.
4. The committee will be creating two new online slide shows—(a) a longer, more detailed tour; and (b) a historical look before and after the current building existed.

Suggestions to Chapters:

1. (a) We invite local chapters to take a Headquarters field trip. Members can enjoy a fun eatery in the area (for example, Fajita Pete's, Crossroads Diner, or Lekka) and stop by to meet our employees, tour the building, and/or do research. (b) Depending on its size, a chapter might reserve Headquarters for a meeting, an orientation tea, or other chapter activity. (c) Chapter members might consider becoming Headquarters volunteers.
2. We invite all chapters, whether located near or far, to plan a chapter program using the online virtual Headquarters tour and quiz.