



**State Annual Report  
2017-2018 Executive Committee  
Judy Mezick, Recording Secretary  
Kappa Gamma, Area 7**

- Goals:**
1. To assume and carry out the responsibilities of the Texas State Recording Secretary
  2. To assume role of mentor in Areas 5, 6 and 7, as assigned by the state president, to assist area coordinators in helping chapters strengthen membership
  3. To attend state and international conventions and area workshops in assigned areas
  4. To compile and update all coordinating council information and meet with all council chairs at TSO convention
  5. To compile and collate materials for the state president's biennium

**Accomplishments and activities related to goals:**

1. I attended TSO Leadership Orientation for State Personnel, the executive board retreat, and the executive board committee meeting, taking minutes for each. I also participated in the Leadership Development for Chapter Presidents committee meeting, helping to plan training for incoming chapter presidents. For LDGP I worked with other committee members to prepare a handout and a PowerPoint presentation for the TSO convention.
2. In addition to correspondence with area coordinators and chapter presidents in Areas 5, 6 and 7, I served as guest speaker for an Area 5 tri-chapter brunch and worked with the state president to present the recruitment plan to four other chapters in that Area. I have met with two chapters in Area 7, one chapter in Area 18, and I have fielded numerous questions from all three areas concerning membership and DKG procedures, especially concerning the TSO recruitment plan and the area workshops.
3. I attended the kickoff meeting for the 89<sup>th</sup> TSO Convention in Waco and will co-present (with TSO corresponding secretary) at convention a 15-minute Info Blast on the office of chapter secretary.
4. I have compiled for state headquarters an updated list with contact information for TSO coordinating councils and will meet with coordinating council chairs at the TSO convention.
5. I am in the process of compiling and digitizing TSO committee meeting minutes, programs and other pertinent materials for the state president's first year of the biennium.

**Suggestions to Chapters:**

1. Be supportive of new chapter officers by attending chapter meetings, carrying out committee responsibilities, and recruiting new members of diverse ages, ethnicities and workplaces.
2. Keep accurate records through your chapter minutes so that you will have an authentic chapter history.
3. Distribute chapter minutes in a timely fashion so that all members are informed of chapter actions and activities. The better the communication, the more actively engaged members will be.
4. Encourage chapter members to read DKG publications, to visit DKG websites, and to be involved beyond the chapter level.