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| APPENDIX M |  |  |
|  | GEORGIA ALPHA DELTA KAPPA |  |

A green and yellow circle with purple flowers and a purple heart

Description automatically generated

**Officer/Committee Chairman Report**

**Name: Lynn Cato**

**Position: Augusta District Chair**

**Date: September 21, 2024 – May 1, 2025**

**Officer/Committee Chairman Tasks and Activities Completed to date:**

* Attended district chair meeting with state president, state president-elect, immediate past state president, and state altruism chair to discuss Fun Day (virtual) – January 2025
* Conducted second district executive board meeting (December 2024)
* Set up third executive board meeting – May 2025
* Edited district executive board meeting minutes and forwarded to executive board and state president
* Prepared and sent monthly district newsletters (September – May)
* Reviewed and filed minutes and newsletters from the five district chapters (as available from chapters)
* In concert with State President Terri Thompson, rescheduled the fall district meeting for spring due to effects of Hurricane Helene and inaccessibility of venue
* Communicated with Gamma Gamma chapter president (Sandra Bailey) regarding altruism, meals, altruism, registration, ways and means, and speaker for spring district meeting
* Sent invitation for spring district meeting to state advisory council, state executive board, chapter presidents, and sustaining members
* Prepared program, script, and other materials for spring district meeting
* Facilitated spring district meeting, including initiation of new Alpha Epsilon sister
* Prepared gift of appreciation for spring district meeting speaker
* Prepared and donated items for district ways and means table at spring meeting
* Sent correspondence of appreciation to state president, chapter presidents, district executive board, and guests for spring district meeting
* Texted and corresponded via email with chapter presidents regarding chapter-specific questions
* Emailed chapter altruism chair names and contact information to state altruism chair
* Reminded chapter presidents of bylaws and altruism report deadlines as well as required officer training
* Coordinated with chapter presidents the district’s donations for Fun Day altruism (washcloths) and registration (water and crackers/nuts)
* To alleviate cost to chapters, donated, along with immediate past district chair (Angela Hobby), books for Fun Day altruism C2O project
* Sent correspondence (emails and letters) regarding chapter Cornucopia Award status
* Corresponded with two Augusta District sisters (Margaret Wiggins and Jeanie Butler) regarding chairing committee for the Anita Nichols Scholarship for Augusta University music students
* Notified state chaplain and state president of Georgia Sustaining sister (formerly of Augusta District’s Alpha Zeta chapter) who joined the Omega chapter
* Registered for Fun Day and international convention; encouraged participation among district
* Assisted Sigma sister in applying for disaster relief funding in wake of Hurricane Helene

**Conferences/Conventions Attended in Current Biennium to date:**

* Since June 1: Gulf Region Conference in Dunwoody, Georgia

**Other AΔK Activities Participated in this Biennium:**

* Serves as Sigma chapter’s historian and scholarship committee member, selecting this year’s recipient
* Provided district meeting, Fun Day, and international convention updates at Sigma chapter meetings
* Led the program on McDuffie County’s new elementary school’s construction at the April Sigma chapter meeting
* Presented report on Augusta District spring meeting at April Sigma chapter meeting
* Presented report on Georgia Alpha Delta Kappa state convention at September Sigma chapter meeting
* Selected book for Sigma’s Alpha Delta Kappa Month donation to school libraries in honor of past chapter presidents
* Prepared district chair’s donation for Fun Day silent auction