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**Minutes of Parthenon Chapter General Membership Meeting  
of  
The Links, Incorporated**

**Matthew Walker Comprehensive Health Center**

**Monday, March 21, 2016  
6:00 p.m.**

A meeting of the Parthenon Chapter of The Links, Incorporated was called to order on Monday, March 21, 2016 at 6:00 pm CST by the Parthenon Chapter President with Link Carolyn Qualls, President, in the Chair, and Link Marcya A Carter-Sheats, Chapter Secretary, present.

A quorum of the following chapter members were present: Links Ann Hellum Haynes, Ann T Green, Carolyn Piphus, Cathy Bender, Charlotte Ann Mann, Cheryl Adams, Christie H Sheats, Daphne Ferguson-Young, Genma Holmes, Glory T Scretchen Jubilee, Gwendolyn Harris, Harriet Vaughan-Wallace, Ingrid Frazier Collier, Janice Woodard, Jan-Née B Sheats-Mathis, Joy Smith Kimbrough, Judith A N Presley, Karen E Shaw, Kim A Smiley, Lacie K Dunn, Linda Coleman Spears, LoLita Toney, Nedra Clem Jackson, Patricia Bailey, Patricia Mitchell, Paula Coates, Paulette Coleman, Phyllis Crawford Cain, Portia T Jordan, Rhonda Cantrell Dunn, Saletta Holloway, Sharon Peters, Sheila R Peters, Shindana Feagins, Stephanie Bellard Chase, Valencia McShan, Veonie T McKinnie, Virginia Wilson McClain, Wendy Belinda Hellum and Yvonne Current.

President, Link Carolyn Qualls opened the meeting and welcomed the chapter members to the meeting.

The Chapter recited the Links Pledge then sang the Links Song.  
Link Portia Jordan provided the LINKSPIRATION – “Grateful and aware of God’s love”.

**MINUTES** – Recording Secretary, Link Marcya A Carter-Sheats

- After the roll call, the agenda was adopted and the minutes were approved with corrections.
  - o Corresponding Secretary, Link Nedra Clem Jackson, asked for clarification on the Scott Hawkins mention in the minutes. President, Link Carolyn Qualls, said that an email sent to all members who qualified for Scott Hawkins. This was strictly voluntary and that during the last meeting during the President’s report, we announced the member who agreed to go through the process.
  - o Link Portia T Jordan made the motion to approve the minutes with corrections.
  - o The motion was seconded.
  - o The motion passed.

1 President, Link Carolyn G Qualls requested a motion to move Correspondence up on the  
2 agenda.

- 3 - Link Sharon Peters made the motion to move Correspondence up in the
- 4 agenda.
- 5 - The motion was seconded.
- 6 - The motion passed.

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8 **CORRESPONDENCE** – Corresponding Secretary, Link Nedra Clem Jackson

- 9 - Read a letter stating that she was resigning from her term as Corresponding
- 10 Secretary. She will remain in position until another one is in place.
- 11 - Read an email from Representative Gilmore about the Kids and Kites National
- 12 Hookup
- 13 - On April 3, 2016, the NHBW Gala, with Representative Brenda Gilmore
- 14 present, will be held from 6:30pm – 10:30pm at the Maxwell House (cocktail
- 15 attire). Tickets are \$55.
- 16 - Read a thank you card from Link Cathy Bender.
- 17 - Certificate presented to Link Nedra Jackson from NHBW, Inc. Despite Any
- 18 Challenge Award - Outstanding Service to the Community - March 19, 2016 -
- 19 Rep. Brenda Gilmore- President.

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21 **PRESIDENT'S REPORT** – President, Link Carolyn G Qualls

- 22 - Since January meeting was not valid, we have to have a make-up meeting.
- 23 The Executive Committee recommended Monday, April 11, 2016. This meeting
- 24 is in addition to regularly scheduled monthly meeting scheduled for Monday,
- 25 April 25, 2016. The committee proposes that we have dinner at 5pm and
- 26 commence the meeting earlier, at 5:30pm.
  - 27 ○ Link LoLita Toney made the motion to schedule a make-up meeting on
  - 28 April, 11, 2016.
  - 29 ○ The motion was seconded.
  - 30 ○ The motion passed.
- 31 - The Nashville Chapter is hosting a financial workshop, led by the Central Area
- 32 Treasurer, Link Sheila Brown, at 9:00am in the multipurpose room at the
- 33 University School of Nashville (USN) on Saturday, April 2nd and it is hosted by
- 34 Nashville Chapter. This event is open to everyone, but it is recommended that
- 35 the financial leadership attend. She will review the information that she
- 36 presented at the Financial Webinar. Please reach out to President, Link
- 37 Carolyn G Qualls, if you would like to attend.
- 38 - On March 3, 2016, President, Link Carolyn G Qualls, attended the President's
- 39 chat. Spring is the time for elections for both the local and national chapter.
- 40 - Nationals have hosted several webinars. They are open to everyone even
- 41 though it specifies who should attend.
- 42 - Scott Hawkins leadership – completed the interview process and selections
- 43 have been made. Link Harriet Vaughan-Wallace did submit her name and go
- 44 through the interview process. She did not make it but we appreciate her being
- 45 our representative.
- 46 - Recording Secretary, Link Marcya A Carter-Sheats submitted our necrology
- 47 report to National. We did not have anyone on the report.
- 48 - At the February Executive Committee meeting, we voted to refund \$560 to
- 49 each of the 10 most recent inductees. Fixed fees are in place per National that
- 50 we can only charge an inductee the National dues, National Foundation dues
- 51 and fees multiplied by two. The last class paid \$2,000 and we had to refund
- 52 the difference. This is reflected in the chapter financial report.

- 1 **VICE PRESIDENT REPORT** – Vice President, Link Jan-Née B Sheats-Mathis
- 2 - Link Louise C Jones is returning
- 3 - Read letter from Link Barbara Jones-Bah requesting alumna status. She has
- 4 filled out the appropriate form and President, Link Carolyn G Qualls has
- 5 signed.
- 6 ○ There is an alumna ceremony and we will complete this at the induction if
- 7 Link Barbara Jones-Bah is available.
- 8 - 4 letters read from members to request a leave of absence. The letters were
- 9 read in alphabetical order:
- 10 ○ Link Phyllis Crawford Cain requests one year leave of absence for the
- 11 2016-2017 program year.
- 12 ▪ Link Paulette Coleman made the motion to accept the leave of
- 13 absence request.
- 14 ▪ The motion was seconded.
- 15 ▪ The motion passed.
- 16 ○ Link Sharon Carter request to extend her leave another year
- 17 ▪ Link LoLita Toney made the motion to accept the extended leave of
- 18 absence request.
- 19 ▪ The motion was seconded.
- 20 ▪ The motion passed.
- 21 ○ Link Stephanie Ballard Chase requests one year leave of absence for the
- 22 2016-2017 program year.
- 23 ▪ Link Sheila R Peters made the motion to accept the leave of
- 24 absence request.
- 25 ▪ The motion was seconded.
- 26 ▪ The motion passed.
- 27 ○ Link Judith Presley requests one year leave of absence for the 2016-2017
- 28 program year.
- 29 ▪ Link Saletta Holloway made the motion to accept the leave of
- 30 absence request.
- 31 ▪ The motion was seconded.
- 32 ▪ The motion passed.
- 33 - We only have five spots available for a leave of absence, so we have only one
- 34 more spot to request and the request should be made prior to this meeting.
- 35 However, we do have to the ability address leave if extenuating circumstances
- 36 appear.
- 37 - President, Link Carolyn G Qualls approved that members could count three
- 38 hours for the February meeting.
- 39 - Service Hours – There was a recommendation from the Executive Committee
- 40 to end service hours at the March meeting. We may need to include Links Day
- 41 on the Hill. This applies to all members paying dues on time. Motion to have
- 42 service hours dates for April 1, 2016 – March 31,2017.
- 43 ○ Link Linda Coleman Spears made the motion to end the 2015-2016 year
- 44 on March 31, 2016 to allow members to gain hours for Links Day on the
- 45 Hill.
- 46 ○ The motion was seconded.
- 47 ○ The motion passed.
- 48 - Let Vice President, Link Jan-Née B Sheats-Mathis, know if you have
- 49 completed your hours.
- 50 ○ Reminder: you cannot prorate hours. Any hours required after April 1, 2016
- 51 will be assessed a late fee.
- 52 ○ Members can gain a total of twelve service hours for participating in Links
- 53 Day on the Hill (i.e. eight hours on Monday and four hours on Tuesday).
- 54
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- 1 - New Member Orientation:
- 2 ○ Dates for the upcoming new member orientation sessions are on Track it
- 3 Forward. Those who need to present information have been contacted. If
- 4 you would like to attend, RSVP via Track It Forward or with the host the
- 5 Wednesday before.
- 6 ○ Orientation was great and our candidates are very excited. We had a great
- 7 first session.
- 8 ○ If you plan on attending April 3, 2016 session at Link Cathy Bender's
- 9 house, RSVP by Wednesday, March 30, 2016.
- 10 ○ Each new member will get a mentor for one year – Vice President, Link
- 11 Jan-Née B Sheats-Mathis will reach out to individuals who can mentor in
- 12 the chapter.
- 13 ○ Induction date is Saturday, May 28, 2016 at 11:00am at Cal Turner.
- 14 - Ten people went to Sip N Strokes – Special thanks to Link Valencia McShan
- 15 for organizing.
- 16 - Saturday's Black Women's agenda event counts as three hours.
- 17 - Go Red for Women had all Link Chapters listed as Community Sponsors –
- 18 This was forwarded to President, Link Carolyn G Qualls for review.
- 19

20 **TREASURER REPORT – Treasurer, Link LoLita Toney**

- 21 - Last meeting we approved the budget, which accounted for the amount
- 22 reimbursed to the new members.
- 23 - Treasurer, Link LoLita Toney, presented a report of the funds deposited and
- 24 disbursed.
- 25 - Link Genma Holmes asked if we will order an audit for the new election.
- 26 Treasurer, Link LoLita Toney said no because if balance is below a certain
- 27 amount, we do not have to have an audit.
- 28

29 **PARLIMENTARIAN REPORT – Parliamentarian, Link Paula Coates**

- 30 - The Bylaws Committee has met 5 times.
- 31 - On Saturday, March 12, 2016 they compiled the bylaws and completed the
- 32 proposed bylaws on Friday, Mar 18, 2016.
- 33 - On Friday, Mar 18, 2016, the following was emailed to membership:
- 34 ○ Links Bylaws – Parthenon – Revised 2013 (2)
- 35 ○ The Links, Incorporated Bylaws Checklist 2015
- 36 ○ Manual of Procedures 2013 Revision-Links, Inc.
- 37 ○ Constitution and Bylaws 201-2016 – amended July 2014- Links, Inc.
- 38 ○ The Links Financial Handbook 2015-2015
- 39 ○ Parthenon Chapter Bylaws Revisions
- 40 - The bylaws are colored coded:
- 41 ○ Black-National Documents (National Bylaws Check List, National
- 42 Constitution & Bylaws or Financial Handbook)
- 43 ○ Green-Recommendations made by Parthenon Constitution & Bylaws
- 44 Committee
- 45 ○ Red-Current Parthenon Bylaws Different colors – black gleaned from Nat'l,
- 46 green recommendations from committee, red is current
- 47 - The bylaws can be changed at any meeting as long as the request is
- 48 presented in writing and we can address as a chapter in the next meeting
- 49 - Central Area Parliamentarian, Link Sarah Brown-Clark said that we have a
- 50 deadline of Friday, April 1, 2016 to approve the restructuring and realignment
- 51 of our bylaws. This means that the bylaws must be aligned with the National
- 52 bylaws checklist as well as the National bylaws. Central Area Parliamentarian,
- 53 Link Sarah Brown-Clark is pleased with our progress.
- 54 ○ Corresponding Secretary, Link Nedra Clem Jackson made the motion to
- 55 approve the restructuring and realignment of our bylaws.

- 1           ○ The motion was seconded.
- 2           ○ The motion passed.
- 3         - Corresponding Secretary, Link Nedra Clem Jackson did not receive the email
- 4           with the bylaws nor other recent emails pertaining to the chapter. Please
- 5           resent and make sure she is on the distribution list.

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7         **PROGRAM – UPDATES** – Program Chair, Link Janice Woodard

- 8         - Caldwell Enhanced Option Elementary school is in dire need of volunteers to
- 9           monitor the upcoming events. Please let Program Chair, Link Janice Woodard,
- 10          know if you want to volunteer for the following activities:
- 11           ○ Field Day, Friday May 13, 2016 from 8:30am – 12:30pm.
- 12           ○ Last Day of School, Wednesday, May 25, 2016 from 8:30am – 12:30pm.
- 13         - **FACET REPORTS**
- 14           ○ The Services to Youth report was provided by Link Gwendolyn Harris,
- 15           Chair, on behalf of the Committee:
  - 16                 ▪ Saturday, April 9, 2016 - Sister Strut Walk with the Daughters of
  - 17                 Destiny at Bicentennial mall at 8:00am
  - 18                 ▪ Saturday, April 23, 2016 – The Health and Human Services facet
  - 19                 will discuss what they will do with the Daughters of Destiny
  - 20                 ▪ Saturday, May 14, 2016 – the International Trends facet will discuss
  - 21                 what they will do with the Daughters of Destiny
  - 22                 ▪ Saturday, June 11, 2016 – The annual Mother and Daughter Tea
  - 23                 with the Daughters of Destiny.
- 24           ○ The Arts report was provided by Link S.Simone Sheats, Chair, on behalf of
- 25           the Committee:
  - 26                 ▪ Wednesday, April 6, 2016 is still on target with Fisk
- 27           ○ The National Trends report was provided by Link Ingrid Frazier Collier,
- 28           Chair, on behalf of the Committee:
  - 29                 ▪ Monday, March 28th & Tuesday, March 29th 2016 – Links Day on
  - 30                 the Hill
- 31           ○ The International Trends report was provided by Link Charlotte Ann Mann,
- 32           Chair, on behalf of the Committee:
  - 33                 ▪ Special thanks to the members for donating and assembling the
  - 34                 Linking with Haiti - Women's Survival Kit (250 bags) – The
  - 35                 committee will have a conference call to discuss shipping items to
  - 36                 Haiti.
- 37           ○ The Health and Human Services report was provided by Link Virginia
- 38           Wilson McClain, Chair, on behalf of the Committee:
  - 39                 ▪ Start walking – The Central Area wants us to start walking to Vegas
  - 40                 (pedometers brought and distributed to 15 members). Please start
  - 41                 counting your stops and bring the total to the next meeting. We will
  - 42                 continue to track until the National Assembly in Vegas.
  - 43                 ▪ In celebration of National Oral Health Month, Central Area asked to
  - 44                 share something with members. Parliamentarian, Link Paula
  - 45                 Coates, gave a brief education on oral health, submitted a brief Oral
  - 46                 Health quiz to members and read the answers.
  - 47                 ▪ April is AIDS month.
  - 48                 ▪ On Saturday, April 2, 2016 there will be a Financial Aid event at
  - 49                 Fisk in Park Johnson Hall.

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51         **COMMITTEE REPORTS** – Link Veonie T McKinnie

52         Amenities –

- 53         - Continue to prayer Link Ingrid Frazier Collier's daughter.
  - 54         - Continue to prayer for Link May Alice Ridley.
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**LINKS DAY ON THE HILL** – Link Paulette Coleman

- Monday, March 28th & Tuesday, March 29th 2016.
- Deadline to register was Saturday, March 12, 2016.
  - o Link sisters are still signing up.
  - o Corsages have been made already and those that reserved late will not receive one, so please bring your own.
- Link Christie H Sheats read the following:
  - o 22 members registered at last count prior to this meeting.
  - o 2 signed up today.
  - o Several chapters have said they are interested but have not completed the form.
  - o 62 members will be present if these chapters sign-up and 57 members will be present if they do not sign-up.
- Name badges are printed and ready to go.
- 24 people registered and ideally members should have an appointment with their legislator, but it is not required.
- Revised schedule will be sent out:
  - o Registration is at 9:00am.
  - o From 12:00pm – 1:55pm President of TSU will be the speaker at the luncheon.
  - o The schedule has to be adjusted and there will be a photo with the Mayor.
  - o 5:00pm Legislature
  - o 6:30pm – 8:00pm Dinner
  - o Service project – stocking TSU
- Special thanks to the Committee for their hard work.

**NEW BUSINESS** – Link Virginia Wilson McClain

**Nominating Committee – Election of Officers**

- Link Virginia Wilson McClain had a conversation with Joyce Carter, Central Area Nominating Chair, to ensure we have everything we need in order to proceed with the elections.
- Our current Bylaws state that in even years, chapter elect the President, Recording Secretary and Treasurer.
- On Wednesday, March 9, 2016, we requested nominations from all members.
- President, Link Carolyn G Qualls, and Recording Secretary, Link Marcya A Carter, were eligible for re-election.
  - o These positions will be filled for one year and then we will follow the new bylaw guidelines moving forward.
- At this time, two members been nominated and we will vote at the April general membership meeting:
  - o President, Link Carolyn G Qualls will not run for election.
  - o Vice President, Link Jan-Née B Sheats-Mathis, has been nominated for President and has accepted.
  - o Recording Secretary, Link Marcya A Carter, has been nominated for Recording Secretary and has accepted.
  - o Link Veonie T McKinnie has been nominated for Treasurer, but declined. We will need to nominate someone for the position.
- At the April general membership meeting, we will be presented with the bylaws and we may have 3 new additional positions open per the new bylaws: Vice President, Corresponding Secretary, and Financial Secretary.
  - o Send your nomination to Link Virginia Wilson McClain.
- Received Correspondence Link Nedra Clem Jackson resignation as correspondence secretary. Since the elections are going to be held, will the resignation stand? Link Virginia Wilson McClain to verify.

- 1 - Link Virginia Wilson McClain has to call members and secure their agreement  
2 to run. She will give the general members three chances to nominate a  
3 member per the existing bylaws.  
4 - At the April meeting, Link Virginia Wilson McClain will ask for nominations as  
5 per the new bylaws. We will have a vote to close the nominations at the  
6 second April meeting.  
7 - Link Harriet Vaughan-Wallace asked Parliamentarian, Link Paula Coates,  
8 when we should have the bylaws complete. Parliamentarian, Link Paula  
9 Coates said by the end of the year.

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11 **ANNOUNCEMENTS – Link Sisters**

- 12 - Link Saletta Holloway – Meharry Inauguration Scholarship Gala for Dr. James  
13 E. K. Hildreth will be held Saturday, April 16, 2016 in the Grand Ballroom of the  
14 Renaissance Nashville Hotel.  
15 - Link Lolita Toney – Dues are due by the end of March 2016. Please give  
16 checks to Link Christie H Sheats or mail to PO Box 353, Brentwood, TN 37214.  
17 - Link Harriet Vaughan-Wallace – Please visit [www.parthenonlinks.org](http://www.parthenonlinks.org).  
18 ○ You can pay your dues online, but select “send money to friends or family”  
19 so the chapter will not be charged a convenience fee.  
20 ○ On the MEMBERS ONLY page, you can set your own password and user  
21 name.  
22 ○ You can also find pertinent information like the Treasure reports and  
23 chapter meeting minutes.  
24 - Link Harriet Vaughan-Wallace – Please like our Facebook page!!!

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26 After closing remarks from President, Link Carolyn G Qualls, the meeting adjourned at  
27 7:34pm.

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30 Link Marcya A Carter-Sheats  
31 Parthenon Chapter Recording Secretary