OMICRON DELTA KAPPA

The University of Maryland Baltimore County Circle of OΔK

OΔK was founded in 1914 at Washington and Lee University

OΔK Executive Board Meeting
Friday, October 16th, 2026
Webex Virtual Meeting – 2pm

MINUTES

I. Officers in attendance: Hareem Malik (President) & Makayla Washington (Secretary)
II. Circle Advisors in attendance: Jen Ewig Fox (Circle Coordinator)
III. Important Updates
    1. The event name has been changed from *Trunk-or-Treat* to ***Give and/or Treat*** due to logistical challenges associated with securing parking lot space.
    2. The event will also focus on collecting other nonperishable food items for Retriever Essentials.
IV. Discussions
    A. Give and Treat Event Planning
        1. Proposed Date, Time, and Location
            a. The event is tentatively planned for October 29, 2026, from 2:00–5:00 p.m., pending confirmation of space availability.
            b. The proposed location is the Breezeway and two chairs will be placed at the table to support event activities.
            c. Two 90 minute time slots are being considered to accommodate student participation:
                - ❖ First session: 2:00–3:30 p.m.
                - ❖ Second session: 3:30–5:00 p.m.

    B. Promotional Materials and Member Communication

        2. Hareem will create a promotional flyer and distribute reminders through GroupMe during the following week.

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3. Final promotional communications will be coordinated with confirmation of the event's location and logistics during next Friday's meeting.
    1) Candy Budget and Supplies:
        1. The total candy budget will be capped at $100.
        2. E-board members will browse Amazon for candy options and send the relevant links to Jen for review.
    a) Volunteer Coordination
        1. Makayla will create a Google Form to identify members available to volunteer during each time slot.
        2. The volunteer form is expected to be distributed by the following Wednesday or Thursday, after confirmation on the Commons space from Jen.
        3. Ideally six volunteers are desired, with three volunteers assigned to each time slot.
        4. When possible, at least one Executive Board member should be present during each time slot.
    b) Possible Extension for Collection Period
        1. A crafting General Body Meeting (GBM) will be organized to allow members to decorate collection boxes for the traditional food drive around campus.
        2. The food drive may continue throughout November to support UMBC's Hunger and Homelessness Awareness Week.
        3. Extending the collection period will allow additional opportunities to gather donations for UMBC students and provide flexibility in the event of weather-related disruptions or other logistical challenges.

V. Action Items & Follow-Ups

4. Hareem

a. Creating the Give and/or Treat flyer to distribute.
b. Post GroupMe reminders for the upcoming week.

5. Makayla
    c. Create a volunteer sign-up Google Form
    d. Distribute it once the event location is confirmed to the myumbc and GroupMe pages.
6. All e-board members
    e. Once things are finalized we will coordinate volunteer assignments, finalize event logistics, and plan the crafting GBM for the traditional food drive.

VI. Adjournment