

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

ALUMNI ASSOCIATION

MEETING MINUTES

JUNE 10, 2009

The June 10th Alumni Association Meeting was attended by Pete Yanok, Holly Martin, Jim Zilvitis, Andrea Carey, Sarah Marggraff, and Kathy Chapman.

Holly Martin called the meeting to order at 6:12 pm. The April 15th meeting was an unofficial meeting, therefore the minutes were not required to be reviewed and accepted.

The following items were discussed:

Treasurer's Report:

The treasurer's report was submitted via email by Cyndie Phillips. The report was reviewed, indicating an ending balance as of 6/10/09 of \$2633.34 in our account. We spent \$95.00 on the cards for graduation and \$54.00 for a wooden plaque for the Alumni award. The \$500 Alumni scholarship has not yet been deducted from the account. This will leave a balance of \$2133.34.

Alumni Scholarship Report:

The \$500 Alumni scholarship was presented to Barbara Faulkner of Torrington. She is a 2009 graduate of NCCC. The scholarship was presented to Barbara by Holly Martin, Alumni Chair, at the NCCC Awards Ceremony on May 27th, 2009. Barbara sent a letter of thanks to the Alumni Association. Sarah Marggraff read the letter at the meeting. Sarah will seek Barbara's permission to print her letter of thanks in the next Alumni newsletter.

Commencement Report

Alumni of the Year Award Report:

The Alumni of the Year Award was given to Chris Hanley. Tom Hodgkin, Professor of English at NCCC, introduced Chris, and Holly Martin presented her with the award at the 2009 Commencement ceremony. Holly Martin also gave a speech to the graduates on behalf of the Alumni Association. Chris was recognized for her work with the Mekele School (for blind students) in Ethiopia. More details will be made available in the Alumni newsletter.

Pins & Congratulatory Cards

Colette Papageorge & Sarah Marggraff presented the Alumni pins and cards to each graduate as they left the stage after receiving their diploma.

There were 128 class of 2009 graduates. Those who did not attend the ceremony may pick up their pins and cards in the Registrar when they pick up their diplomas. After the pick-up period, graduates will receive notice in the mail to pick up cards and pins in Student Activities.

Honorary Members

All 2009 graduates have been made Honorary members of the Alumni Association for the 2009-2010 academic year. Honorary members may come to meetings and participate in any Alumni events/activities. They do not have voting rights and cannot run for office. Honorary members who wish to vote or run for office should pay the \$5.00 fee for the 2009-2010 academic year. An email will be sent to all 2009-2010 Honorary members explaining this information.

Annual General Meeting

The annual **General Meeting of the Alumni Association** will be held on **Wednesday, September 23rd at 6pm*** in the Student Activities office.

Two notices will be mailed:

Notice 1 of the General Meeting will come out the week of August 5th, 2009. This announcement will include the meeting date (*) and request nominations for officers of the Alumni Association. The nominations will close on Friday, August 21st, 2009. Voting may take place in person or by mail via the proxy ballot form that will be posted on the web and included in Notice 2. Nominees and voters must be paid active members.

Open seats: Vice Chair
 Secretary

Notice 2 of the General Meeting will come out the week of August 26th. This will announce the meeting date (*) and include a proxy ballot for those who cannot make it to the meeting to vote. Proxy votes must arrive in the Student Activities office by 6pm on the meeting date (*).

Voting will take place at the General Meeting (*).

There will be a meeting in the summer to discuss the agenda for the General meeting in detail. As of now, the agenda includes discussion of the annual event, new events, new marketing ideas to promote the event(s), and the annual report.

Mailings

Sarah Marggraff will create letters for the General Meeting Notice mailing. There are three categories: Regular, Honorary, and expiring Honorary. The letters will be created by June 26th, 2009. The mailing will also include renewal forms or new application for membership depending on the recipient.

Membership:

Jim Zilvitis brought up the idea of having a lifetime membership option. The group discussed this and decided it would cause problems in the budget (i.e. the budget would need to be projected into the future).

Dues: Payment deadline is September 23, 2009 for the 2009-2010 academic year.

Newsletter: Sarah Marggraff will create the first Alumni Association newsletter and Logo to be included with Notice 1 or 2 of the General Meeting.

Jim Zilvitis made a motion for \$250 to be used towards paper/printing of the newsletter from Goulet or AdComm (both in Winsted). Sarah Marggraff 2nd the motion. All were in favor. Holly Martin will contact AdComm for pricing to be compared with Goulet.

Newsletter items include: Alumni Scholarship info, Alumni of the Year Award info, Facebook info, Meet the Officers section, and current NCCC info.

Facebook: The “Northwestern Connecticut Community College Alumni” Facebook group now has 81 members. Pete Yanok, Cyndie Phillips, Holly Martin, Colette Papageorge and Sarah Marggraff all have administrative rights to the Facebook page. Meeting times and important info will be added as necessary.

Facebook now has a discussion board for members to post ideas.

Website: Colette Papageorge, Kathy Chapman, and Sarah Marggraff will meet before the next meeting to discuss the website.

Database:

Jack Tesell is continuing to perfect the technical issues with the MS Access Database. Sarah Marggraff has added all of the unique identifiers. The tables include: Regular/Active/Paid members (current & lapsed) and Honorary members. Sarah Marggraff added a table for unaffiliated NCCC staff members (alumni who are staff at the college who have never paid dues), and a table for important contact info (including award recipients who are not members).

Individuals who do not have Banner ID numbers (Kris Kennedy in the Registrar's office could not locate in the Banner system) have been assigned an arbitrary number.

Kris Kennedy in Registrar will provide a banner report of the 2008 graduates who are ending their Honorary membership and 2009 graduates who are starting their Honorary membership. Sarah Marggraff will add these individuals to the database.

NCCC College President, Barbara Douglass, is an Associate member. Sarah Marggraff will add her to the database.

The group discussed adding a "date of graduation" column to the database. Everyone agreed this is a good idea. Sarah Marggraff will add this column and get all the graduation dates from Kris Kennedy.

Next Meeting(s)

The next meeting will be held on **Thursday, July 9th at 10:30 am** in the Student Activities Office, GW 110.

Sarah Marggraff made a motion to adjourn the meeting. Jim Zilvitis 2nd. All were in favor. The meeting adjourned at 8:17 pm.

Respectfully submitted,

Sarah Marggraff
NCCC Alumni Association Secretary