

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

ALUMNI ASSOCIATION

MEETING MINUTES

OCTOBER 9, 2008

The October 9th Alumni Association Meeting was attended by Holly Martin, Pete Yanok, Cyndie Phillips, Colette Papageorge, Sarah Marggraff, Jim Zilvitis, Jack Tesell, and Kathy Chapman.

The meeting was called to order by Holly Martin, Alumni Chair, at 6:05pm.

All members in attendance reviewed the minutes of the September 24th General Session meeting. Cyndi Phillips made a motion to accept the minutes. Pete Yanok 2nd. All were in favor.

Database:

Jack Tesell created an Alumni Association database in MS Access. The database currently holds the names and addresses of all Alumni Association members. Jack is looking into using “unique identifiers” (i.e. Student ID #s) to categorize all individuals in the database; this would be helpful in organizing, extracting & exporting member information. Jack is also looking into the possibility of using the database to keep track of dues paid up to five years in advance. Jack is currently working on adding members’ email addresses into the database. Kathy Chapman will give Jack a list of the 2008 graduates, who are considered honorary members for one year after graduation. These names will also be added to the database. Kathy Chapman is looking into the possibility of keeping the database on one of the College’s shared drives. Jack Tesell, Sarah Marggraff and Kathy Chapman would have access to the shared drive and the database.

Membership:

Alumni Association members who work on campus will talk to NCCC faculty/staff members who are not current with their dues, and we will also identify faculty/staff alumni who are not current members.

Fundraisers:

We discussed the possibility of selling knives as a fundraiser. Holly Martin mentioned that this was very successful last year (approximately 50% profit). Holly will call on October 10th to request the fundraising books. They should arrive in 3-4 days. Holly will bring the books to the next meeting. Orders for knives will be “pay upon order”.

Social Events:

2nd Annual Potluck Dinner: We are planning on Saturday, November 22, 2008 for the Potluck Dinner in the Art & Science Building Atrium. The doors will open at 5:30 pm; dinner will be at 6:00 pm.

The event will be BYOB (beer and wine only), and it will feature music by professional DJ Pete Yanok, a raffle for door prizes, icebreaker bingo, and possibly a guided tour of the ASB. Kathy Chapman will find out if staff will be available on that date to give the tour.

Jim Zilvitis suggested that we do a food drive simultaneous with the Potluck Dinner. All guests will be asked (in advance) to bring a non-perishable food item to the dinner. The food items will be donated to a local food bank such as the Salvation Army or the Winsted Soup Kitchen. We will also have a donation can available for monetary donations.

We discussed the possibility of having a dance floor this year. The food tables could be moved after we eat, and that space can be converted into a dance floor.

We discussed the possibility of having a theme this year, such as “Give Thanks”, “No Turkey” (because the event is so class to Thanksgiving), or a repeat of last year’s Italian theme. Everyone agreed that the Italian theme was a success, and that guests are not limited to bringing an Italian dish. The invites/flyers/ads will read, “Bring an Italian dish, or other favorite to share”.

Alumni Association members will donate plates, cups, napkins and utensils. The College will provide tables, chairs, and linen tablecloths.

An invitation will be emailed to all members with an email address. Those who do not have an email address will be mailed an invitation. Everyone agreed that word of mouth works best – tell everyone! Colette Papageorge will look into local advertising (e.g. newspaper ads). We will try to have the event advertised on the marquee outside the Library.

We need volunteers for this event. Sarah Marggraff agreed to contact all the Alumni Association members who indicated that they would like to volunteer for the Alumni Association, to see if anyone would like to help with the Potluck Dinner. Holly Martin will contact Lucy LaMere and Donna Wheeler, who both helped with last year’s dinner.

Members can ask for donations from local businesses for the raffle. If you do this, you must let everyone know, so that we do not ask the same business twice.

NO GUESTS UNDER 21 will be admitted because there will be alcoholic beverages available.

Kathy Chapman will make sure that the Art & Science Building Atrium is available on this date. If not, then we will wait until the spring semester to hold the Potluck Dinner.

The purpose of this event is to promote growth of the Alumni Association membership, and to reconnect and have fun!

Public Relations

Colette Papageorge is our new Public Relations officer. She has been in touch with Gail Hoxie regarding contacts for PR. Colette mentioned that the Republican American had advertised the October 9th Alumni Association meeting.

Holly Martin mentioned the possibility of having past faculty members endorse the Alumni Association. Colette Papageorge mentioned having links to faculty endorsements on the Alumni section of the NCCC website. This led to a discussion of a possible Alumni Reunion, including past faculty members, to be held in the spring semester.

Newsletter

We discussed the possibility of creating a bi-annual newsletter to be distributed in the fall and spring semesters. We discussed potential ideas for the newsletter such as blurbs about student/graduate/department successes, program info, and a possible “where are they now” section. Sarah Marggraff will work on a rough draft of a newsletter to possibly be distributed by the date of the Potluck Dinner.

Next Meeting(s)

The next meeting will be held on Thursday, November 13th at 6:00 pm in the Student Activities Office, GW 110, to discuss/finalize the Potluck Dinner. There will also be a short daytime meeting regarding the Potluck Dinner on Thursday, October 23rd at 12:10 pm in the Student Activities Office.

Jim Zilvitis moved to adjourn the meeting. Pete Yanok 2nd. All were in favor. Meeting adjourned at 7:04 pm.

Respectfully submitted,

Sarah Marggraff
NCCC Alumni Association Secretary