

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

ALUMNI ASSOCIATION

EXECUTIVE BOARD MEETING MINUTES

OCTOBER 19, 2006

The Executive Board meeting of the Alumni Association was attended by Kathy Chapman, Don Macleod, Darcy Abbott, Holly Martin, Gail Hoxie, Cyndie Phillips, and Jim Zilvitis. All Officers were present.

The General session minutes were reviewed. Cyndie made a motion to accept the minutes as amended. Darcy seconded. Five were in favor. One abstained.

Treasurer's Report: Cyndie reported that the account balance is now \$2101.20.

Discussion: Two signatures must be on all checks. Those able to sign will be Don MacLeod, Darcy Abbott, Cyndie Phillips and liaison Kathy Chapman.

Committee Reports: None at this time.

Unfinished Business:

Discussion for fundraisers – Scarpelli's – Sell tickets for dinners on Mon, Tues & Wed nights for \$10.00 with \$5.00 going to the Association. Details: no money up front, good for one year, tickets printed up free of charge, fundraiser goes approx. one month in length. Ideas – stocking stuffers, gifts for helpers, and a place to have our meetings. A decision to order 250 tickets to start and evaluate after two weeks was made. Dinner includes choice of meatloaf, ziti, and baked chicken, with a tossed salad, roll, non-alcoholic beverage and ice cream. Fundraiser dates Approx Nov. 7th – Dec. 7th. Cyndie will be chairing this fundraiser. For tickets contact Cyndie at the cashier's office at the college.

Jim made a motion to accept the Scarpelli's fundraiser. Gail seconded. All were in favor.

Lapel Pins: Cyndie made up a design and forwarded it to a company that will make them for \$1.42 each with a minimum of 300 for a total cost of \$426.00. All thought the design was beautiful. It will be a nice gift to give to the graduates at graduation ceremonies as well as members who join the association. Cyndie is going to take care of ordering these.

Darcy made a motion to buy 300 pins. Jim seconded. All were in favor.

Letterhead: Cyndie also took the logo design from the pin and attached it to make a wonderful looking letterhead for the alumni association.

Jim made a motion to allow Cyndie to buy a ream of paper, envelopes and an ink cartridge not to exceed \$100.00. Gail seconded. All were in favor.

Bulb Fundraiser: Holly showed a flyer for the bulb sale. The association will make 50% of what we sell. The bulb sales are either done in the spring Feb/Mar or fall Aug/Sept. Holly will chair this fundraiser.

Darcy made a motion to do the bulb fundraiser in February/March. Cyndie seconded. All were in favor.

Graduation Roses: A discussion regarding selling roses for graduation was tabled until next meeting due to more information being needed. Don, Gail and Kathy will work on this together. Gail to investigate procedures we need to follow.

Beef Jerky Fundraiser: This idea was tabled for now.

Overnight Trip: This fundraiser was tabled until next meeting so Don could discuss ideas with Valerie who was unable to attend. Late summer was one of the suggestions for a timeline.

Gala: Need to wait until next year.

New Business:

Web page: Gail asked Cyndie to email her the new logo so she can download it to the website. Ideas for the website were the mission statement, newsletters, minutes, form to become a member, current events, proxy ballot, fundraisers, constitution & by-laws and our new logo. Kathy will follow up with a former student who is now a webmaster to see if he would be interested in helping out and give us some ideas for the website.

Membership: So far we have a total of 16 members who have paid their dues and also the class of 2005 who are honorary members.

Newsletter: From the last meeting Sarah, Ruth, Valerie, Gail and Kathy volunteered to put a newsletter together. They will be working on getting this together soon.

Transfer of Responsibilities: Kathy will look into getting Holly an email address so she can take over the secretary duties and send out notices, newsletters and anything else she can take off Kathy's hands.

Next meeting date: January 11, 2007 Student Activities 6:00 p.m.

Darcy made a motion to adjourn. Jim seconded. All were in favor.
Meeting was adjourned at 7:58 p.m.

Respectfully submitted by,
Holly B. Martin, Secretary