

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
ALUMNI ASSOCIATION**

BOARD MEETING MINUTES

JANUARY 11, 2007

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

The Meeting Agenda and Executive Board minutes were reviewed. Gail made a motion to accept the agenda and minutes. Jim seconded. All were in favor.

Treasurer's Report: Kathy received a report from Cindie. The account balance is now \$2385.86. The association now has 22 paid members. The Scarpelli's fundraiser raised \$680.00. Jim made a motion to accept the treasurer's report. Lucy seconded. All were in favor.

Unfinished Business:

Scholarships: Discussion: A decision to form a committee with Gail and Jim to head and come up with criteria for the scholarship or academic award.

Alumni Award: In discussion we decided to buy the plaque this year to hand out at the commencement ceremony. Don the chairman for the Alumni association will have a presence at the commencement ceremonies.

Newsletter: Sarah is working on the header for the newsletter. Ruth, Valerie, Gail and Kathy to help get the newsletter up and running. Supplies will be needed. Jim made a motion to have a cap of no more then \$150.00 for supplies for the newsletter. Darcy seconded. All were in favor.

Website & Email: Gail no longer does the website. We have a webmaster that does all the changes. Gail will still receive the information and pass it on to the webmaster. The website and email are still not up to our expectations. Kathy needs to meet with Rick to see what we can do regarding the email. Security issues are the major factor that will not allow us to do the email process we would like to. Holly, Gail and Kathy will meet to discuss the email issues.

Bulb Fundraiser: Holly brought flyers for the bulb sale. The association will make 50% of what we sell. The bulb sales will be done now until April 4th. All orders need to be handed into the Business office of Cindie Phillips no later then April 4th. All checks can be made out to the NCCC Alumni Association. You can pick up order forms from Deb Payne in the faculty office, Cindie Phillips at the business office 46 Park Place, the information center in founders hall or at the Student Activites office with Kathy

Chapman. If anyone has any questions you can contact Holly Martin at 860 379-1235 or email her at hollyb5681@yahoo.com.

Social Event/Casino Trip: Discussion on when and what we would like to do. The casino seems to be the way to go. We are looking at June for this trip. Lucy made a motion to table this till next meeting. Gail seconded. All were in favor.

New Business:

Recruitment: A committee of Darcy, Holly and Jim was formed. The committee will meet and come up with ideas to bring to the next meeting.

Data Management of existing contacts: - we don't have any. Need to work on these issues as mailings do not work.

*Access vs Excel – all agreed that excel was easier to work with.

*Info to collect – have data on past grads (last year). Chris Kennedy is data entry person and can put in data for us. Kathy to check with Chris to see about email addresses on banner.

*Groups _ high Profile Grads, etc. – need to get people that have excelled in their careers to be members and get involved. Example: Roberta Willis & Phil Prelli.

New Recruits: This goes along with recruitment and the committee of Darcy, Jim and Holly will be working on this.

Progress on Arts & Science Building: President Douglass informed Kathy that the new building should be ready by May 1st. There will be a ribbon cutting ceremony in the fall. Hopefully this will give us time to do something with the Alumni Garden. The president hopes to include an Alumni reception.

Commencement: Graduates are honorary members and will receive a pin. They can't vote until they pay the \$5.00 in dues. The Alumni Association would like to sell roses for the graduates. Gail will check into the permit issues and look into getting information about the sale in the award ceremony booklet.

License Plate Fundraiser: Monica Adorno had an idea regarding this fundraiser. It was discussed and the minimum cost would be \$185.00. Right now we have many other fundraisers in our plans and have tabled this one for now.

Next meeting date: February 22, 2007 Student Activities 6:00 p.m. GW110 please bring a potluck dish to share.

Darcy made a motion to adjourn. Jim seconded. All were in favor.
Meeting was adjourned at 8:26 p.m.

Respectfully submitted,
Holly B. Martin, Secretary