



MWCC Alumni Network Monthly Meeting – June 7, 2018

PRESENT:

- President - Mark Geoffroy
- Vice President - Lawrence Nfor
- Secretary - Briana Nobrega
- Board Member - Amanda Curtis
- Board Member – Philip DeCharles
- Board Member - Marianne Geoffroy
- Board Member – Karen Greenwood
- Board Member – Caitlin King
- Board Member – Kathy Matson
- Board Member – Amanda Melanson
- Guest – Tammy Goodgion

ABSENT:

- Treasurer - John Day
- Board Member - Stacey LaPlante
- Board Member - Phillip Stan
- Alumni Liaison - Karl Hakkarainen
- Alumni Liaison - Joanne Davidson
- Alumni Liaison - Carrie DeCosta
- Alumni Liaison - Renee Eldredge
- Alumni Liaison - Elizabeth Reiser

Discussion

1. Minutes from Previous Meeting

- Reached quorum, approved.

2. Dine for a Cause/Dough Raiser Update

- Briana reported that we made \$90 cash from the table raffles and \$163.06 from the dining proceeds, totaling \$253.06.
- The check will have to be made to the Foundation since they are the verified non-profit. This will be mailed to Briana and she will give both the cash and the check to Carla for deposit once received.
- **ACTION ITEM:** Try to get back on the Ale House schedule for next year. Briana has put calendar reminders in her calendar to start checking in with them around September.

3. Board Contact Information

- We realized between this and last meeting that we do not have a master list of contact information for all board members. Briana passed around a sheet for everyone to write in their information.
- **ACTION ITEM:** Briana will type up list and disperse with the minutes.

4. Financial Status

- Lawrence and Mark met with Carla to review our history of transactions to see where we stand financially. Carla sorted things out and determined that \$7,447.26 belongs to the Alumni Network.
- **MOTION:** Karen made a motion that we accept the funds. Phil seconded. All were in favor.

- **MOTION:** Lawrence recommended that we do our due diligence and make sure that the money we are accepting is rightfully ours and is not being subtracted from any promised scholarships. He made a motion that Mark check in with Carla about this and also ask how we can get involved with the Alumni scholarship recipient selection. Kathy seconded. All were in favor.
- Carla said that we are able to become an affiliate of the Foundation and use their tax ID#.
- We will need to open a checking account...where? Worker's Credit Union was suggested by a few people.
- **MOTION:** Lawrence made a motion that we require THREE signatories on the account to cover us in case something happens:
 - Foundation Executive Director
 - Alumni Network President
 - Alumni Network Treasurer
 Marianne seconded. All were in favor.
- Foundation Board won't meet again until September, so we are not sure what part of this plan needs to be approved by them and what is ok with just Carla's approval.
- Once we get things squared away, we will have to determine a process and procedures protocol and determine how to establish spending priorities. Phil recommended we develop a budget to keep us on track throughout the year.
- **ACTION ITEM:** Mark to double check with Carla that all scholarship monies have been entered before we transfer the money to make sure they have what they need for promised scholarships. Mark will also ask Carla if we can see the criteria of the Alumni scholarship and ask how we can get involved in that selection process. He also will ask if this needs to be done by the end of this fiscal year and if any of our plans need to be approved by her Board.

5. Subcommittees

- Mark recommended that we use our summer months to break into two subcommittees to come up with financial procedures and one to revisit and edit by-laws.
- **MOTION:** Kathy motioned to establish these two committees. Briana seconded. All were in favor.
- **Financial Subcommittee:** Amanda M. (Chair), Marianne, Karen, Phil, Lawrence, Mark (Determine new financial procedures, priorities, and budget)

- **By-Laws Subcommittee:** Kathy (Co-Chair), Briana (Co-Chair), Amanda C., Caitlin, Mark (Add financial-related information, review and make other suggested edits due to our new direction as a Network.)
- Subcommittee chairs are responsible for getting things going and communication among their members.
- Each committee can determine how/where they meet on their own.
- Committee work should be done by our September meeting.
- **ACTION ITEM:** Subcommittees to meet and complete their work by our September meeting.

6. Election of Officers

- Mark noted that he is willing to continue to serve as president unless anyone else is interested in taking over.
- **MOTION:** Lawrence made a motion to vote Mark in as president. Kathy seconded. All were in favor.
- **MOTION:** Kathy made a motion to vote Lawrence in as vice president. Marianne seconded. All were in favor.
- **MOTION:** Marianne made a motion to vote Karen in as treasurer. Amanda M. seconded. All were in favor.
- **MOTION:** Kathy made a motion to vote Briana in as secretary. Caitlin seconded. All were in favor.
- **ACTION ITEM:** Mark to check in with John to see how things are going, he's been out for a while and we don't want to lose him as a member.

7. Support of a Student Service Organization

- Mark brought up the idea that we "adopt" a student service organization that we can help whether that be through monetary donations or volunteer work. He mentioned the new food pantry as something we could talk about supporting. Other ideas included: Student Emergency Loan Fund, Holiday Food Baskets, other Brewer Center services such as SOS (helps students with anything from finding housing, applying for food stamps, etc.).
- **MOTION:** Lawrence motioned to put our activity and support goals on the agenda for a larger, future discussion. Karen seconded. All were in favor.

8. Other Business

- How can we connect with the people who filled out our form after graduation? We will have Carla turn our Constant Contact account back on. Briana has already entered them all into the database. Kathy said that she could go through and make note of those who were involved in specific things or received specific awards.

- Mark suggested we just send them a welcome email. No pitch. Just welcome and congratulations. All were in favor.
- **ACTION ITEM:** Mark to ask Carla to turn our Constant Contact account back to active status.
- **ACTION ITEM:** Mark and Briana to develop a short welcome email.
- **ACTION ITEM:** Briana to export the database and send to Marianne with the Commencement program.
- **ACTION ITEM:** Kathy will send her the Evening of Excellence program and she will plug in programs and awards.
- **ACTION ITEM:** Kathy will review final list and add any notes she can think of.
- **ACTION ITEM:** Next regularly scheduled Board meeting will be held on Tuesday, September 4. All are encouraged to attend.

9. Adjournment

- Adjourned at 7:18