Executive Board of Directors Telephone Conference  
September 10, 2013

I. Attendees
   a. Mary Nebus, Marjorie Hale, Jackie Sandy, Gail Milgram, Elaine Warga-Murray, Shelley Wasilewski, Debbie Williams, Alice Velez, Barbara Yuson, Stephanie Coutros

II. Agenda Topics

1. Approval of minutes last meeting (8/14/13)
   a. Motion to approve -Elaine, Gail 2nd

2. Report from Office of Institutional Advancement (Alice)
   a. Search for new Alumni Engagement Officer
      i. Had interview today so hopefully will have an update within the next day or two
         and will have someone come on board within the next few weeks
   b. Revitalization of Social Work Club
      i. Holiday Gathering – Sunday December 8, 2013 – The Mansion – met w/ Joan Hogan who is working with the Social Work Dept – gave Alice everything for the event and a spring event and retreat is planned
   c. Past Events
      i. New Student Orientation
      ii. PNC Arts Center Summer Concerts
      iii. Opening Men’s Soccer Game – well attended, great reaction, high energy
   d. Fall Phonathon/Annual Giving
      i. Pre-call mailing
      ii. Call in schedule – week of 9/10 and calls begin week of 9/15
         1. Sundays 2:00-7:00 pm M-Th 5:45-9 PM
      iii. ABoD Appeal – not part of the traditional calling so there will be a separate appeal sent to ABoD members
         1. ABoD participation – will invite Alums to come and thank the donors and phonathon team – more info to come
   e. Upcoming Events
      i. ABoD Retreat – 9/14/13 9 am to 4 pm
      ii. Girls’ Night at Laurita Winery – Sept 18th 6-9 PM – no preregistration required
         1. For future events that don’t require registration, for those who do indicate they are coming to have some type of drawing for prizes
      iii. Faces @ The Court – Casino Ballroom – September 19th 7 PM
      iv. Mercy Day Mass – University Community Chapel – September 24th 2 PM
      v. Middlesex Chapter Kickoff Meeting – Perkins September 24th 6:30 PM
      vi. OIA Retreat – Oct 2nd & 3rd – office won’t be available these 2 dates
      vii. Homecoming 2013 Oct 5th 12-5 PM
      viii. Open House Oct 26th
   f. Presence at Athletic Events
      i. One home game/per sport – Schedule to be determined by athletics

3. Committee Reports of Action since 8/14/13 meeting
   a. Alumni Engagement (Shelley/Elaine)
      i. Shelley met with Alice in August to figure out what to do to enhance Chapters and agreed interest groups is something to pursue, work with current Nursing
students to encourage participation after graduation, looking at geographical chapter activities

ii. Finalized Florida Alumni visits Sat March 1st moving West to East across Florida (West coast) Island Country Club event – Central Florida athletic teams having spring breaks and then east coast – event TBD

b. New Alum

i. Ladies’ Night at Laurita – Keri is contact person
ii. Breakfast with Santa December 14th – conference call after Laurita event – details to be determined – possibly Sept 23rd
iii. Financial Planner in February 2014 date finalized; working on date at Monmouth Race Track

c. Professional Development (Debbie)

i. Met with Kate Moore – 3 objectives
   1. Need to expand committee, especially on local front
   2. Need younger alums (15 yrs out) to give advice for events and professional development/career tips
      a. New software – challenge of informing alumni about availability of tools (job board)
   3. Goal is to bring people back to campus for some certification/continuing ed to keep alums connected

d. Stewardship – no report

i. Alice met w/ Yanci – gave her list of ideas but haven’t heard back yet

e. Reunion 2014 (Marjorie)

i. Teleconference last Thursday for preliminary steps in order
ii. Got in touch with 4/9 class agents and got positive response from those agents for participation and involvement
iii. Discussed evaluations from Reunion 2013 – very successful, got some pointers about things to keep (welcome reception), improved (food at luncheon) and most people were in favor of the BBQ,
   1. Blue Claws not well attended nor Sr. Maria’s reading – looking at other options Sat evening and Sunday morning, more time for mingling
iv. Theme is getting put together for artwork and invitation layouts;
v. Working with class agents for key anniversary years 25, 45 and 50 – letters from agents to boost appeal for classmate attendance

f. Awards – Mary is coming to campus on Friday for Saturday meeting – finalizing forms and notifications

4. Old Business

a. Use of Social Media and Discussion Forum

i. New Alumni has discussion forum, reunion has forum, officers and ABoD

b. Strategic Plan Update

i. Board meeting on Saturday – asked committee chairs to think about plans for overall strategic plan
ii. Alice will present on how to go about formulating strategic plan at the meeting

c. Mercy Garden

i. Up and growing – they are harvesting
ii. Facebook has some great pictures
iii. Men’s basketball helped this past weekend
iv. Looking to get meditation garden set up soon
v. Still need someone to take the lead on this project

d. Increased Transparency – Minutes, Awards, etc.
   i. Positive response to posting minutes – executive committee meetings should be posted after approved –
      1. Should be open to all alumni – would possibly engage alums
      2. Alice can put them on the Alumni page as either a document you can see when you log in (restricted to those who registered) or open as a public document
      3. Debbie motioned to have it a public document, seconded by Elaine – unanimous vote

ii. ABoD retreat
   1. If we wait until they are approved at the next meeting, they will be out of date
   2. Alternative idea – summary recap of agenda ideas and topics discussed, not the actual minutes
   3. Approval by email to get them published faster - time limit to respond by members
   4. Motion – summary of board retreat will be prepared and published within a reasonable time after the time
      a. Debbie – moved
      b. Gail 2nd
      c. Unanimous approval

5. New Business
   a. Monmouth and Ocean County Chapters and Clubs – Sr Rosemary asked for our help to get more active involvement – to keep in mind for strategic plan
      i. Should publicize to target more focus/affinity groups – Alum Engagement to come up with great plans
   b. Constitution Change Recommendation – contact person for Office of Institutional Advancement
      i. In June, office title changed Director of Alumni Engagement to Alumni Engagement Officer – the wording for the Constitution needs to changed to have more generic title to prevent future issues/additional changes
      ii. Will be in agenda for Saturday to vote

Next Meeting – Tuesday October 8, 2013 7PM