

MEETING MINUTES OF:

DATE: 12-7-11

PRESENT: Maureen Greene, Kathy Schroeder, Pat Schroeder, Ann Porreca, Barb H-H, Terrie Garcia, Patrick McNally, Mary Ann Mosley, Diane Dressler, Patti Varga, Mary Polchert

ABSENT: Kathy Lendosky, Margaret Callahan, Mary Darling, Carol Sabel

HELD:

SUBJECT	DISCUSSION	ACTION FOLLOW-UP DATE
Strategic Planning	<p>Strategic planning facilitated by Maureen Greene</p> <p>Maureen provided an overview of general guidelines for strategic planning including chapter key award criteria, as well as several examples from other chapters.</p> <p>Concerns were raised about the time commitment involved in developing a strategic plan. Maureen stressed the importance of developing strategic plan. Progressive involvement to get DDG engaged. Barb stressed the importance of having this award and ensuring we have a quality chapter. Patti indicated how this is a record of chapter health and chapter vitality. Barb HH what we found as a board, we take on more than we can do; this gives us an opportunity to engage membership in meaningful ways. Having a strategic plan helps us stay accountable.</p> <p>Program, who did public speaking, reaching out to vulnerable populations are among the things we should be keeping track of.</p> <p>Brief evaluation, call to action, and</p> <p>Patti indicated that the call to action was very focused on including students. In addition supporting members to attend conferences and engaging membership.</p> <p>Pat indicated there were several different components that may need to be aligned that may require further conversation and preliminary discussions before the next board meeting.</p> <p>Pat suggested that someone conduct a brief evaluation of what we've done to date and include it in DG strategic plan draft and send out to board members for review in order to make recommendations.</p> <p>Barb proposed that we begin looking at what has been accomplished to date at this meeting.</p>	Barb HH to review
	<p>Mary Darling on phone</p> <p>The current balance to date : \$34,831.54</p> <p>Mary highly recommended we reconsider doing alcohol because of the increased cost for events. Barb mentioned that it was a special event, however, in the past we've done cash bars.</p>	

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	<p>Auditor will have completed report in ~ one week and submitted to the board via email.</p> <p>Treasurer proposed we invest \$25,000 in a 13 month CD because we aren't incurring interest in the current checking account. Pat indicated that she didn't see an advantage to tying up funds for that short period of time and furthermore stressed that it doesn't give us any control. Barb indicated how uncomfortable she felt about having that amount of money sitting in the bank and asked if the auditor offered any recommendations. Mary indicated that she asked the auditor, but hasn't provided any recommendations to date.</p> <p>Mary indicated the approximate numbers of dues per year are roughly \$6,000-7,000/annually. Barb mentioned the biggest expense has been the change in terms of communication via email/online. This merits further exploration to see what we are going to do and how we are going to fund it. Discussion revolved around cost related to website and webmaster. Ann and Barb have explored other avenues and have stressed how reasonable the cost of the current webmaster is.</p> <p>Barb stressed the importance of the budget playing an integral part in the strategic planning and asked Mary to be present to assist with this component at the next strategic planning meeting.</p> <p>The topic of account signature transferability was raised. Barb indicated that part of the treasurer's responsibility is to make sure signatures are transferred this also includes the President's signature.</p> <p>Barb also asked Mary to explore investment options in order to make recommendations to the board as well as calling International about alternatives/options for investments. Mary indicated she had contacted International of which a setting up a foundation or a CD was suggested. Barb recommended that Mary continue to explore options with International about the ease of accessing funds. Barb mentioned how other chapters kept their money at other institutions through philanthropy. Mary Ann Mosley suggested investing into an annuity.</p> <p>Barb stressed two important priorities:</p> <ol style="list-style-type: none"> 1. What's the projected income 2. How to retain members so they don't leave because our attrition rate is substantial. <p>One of our strategic initiatives with Alverno was to sustain the chapter financially. New members bring a viable increase for our chapter. That's some of the forecasting we need to use from a values perspective and strategic thing to do and should not to lose sight of that.</p> <p>Pat indicated that the presence of the re-chartering ceremony demonstrated that more people are paying attention in a way they haven't before. Alverno did a forecast about potential numbers, MU did not, but we do know we didn't induct a sufficient number of members. As well as keeping them active and involved.</p> <p>Pat stressed the importance of a shorter window such as 2-3 years and be as active as we</p>	

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	<p>can be.</p> <p>Board discussed various ideas about planning for activities and casting a wider net beyond board members to engage members to assist/participate with activities.</p> <p>The percentage of member dues that goes to DG is 12.50 and 25.00 per year.</p> <p>Mary Ann Mosley suggested we look at other avenues such as engaging members in committees to keep members engaged and the foot on the ground.</p> <p>Patti stressed that will work as long as it's not a requirement and cannot take on another thing and will be very supportive...your marketing people.</p> <p>Mary Ann asked how much we are doing for the year things that are strategically set to do on an annual basis. In order to have a calendar of events to keep members engaged. Mary Darling suggested we could have a separate calendar. A message may get out quarterly and there is a calendar on the website to keep members abreast.</p> <p>Pat stressed these ideas are very powerful and begin capturing ideas.</p> <p>Pat suggested we develop a plan for the whole year. Additionally, it would be important to inform members in a timely fashion about upcoming events. Barb loves the idea and but we haven't cast a big enough net to get more membership support. We have members who want to do things. We also haven't mentored new board members either. We have too few people doing this. These are some of the strategies to engage.</p> <p>We should also revisit some previous key events that are no longer being offered. Diane mentioned what are the some key events that DG is doing. Barb indicated we have to have 2 events, a business meeting and educational program. Pat stressed the great time it is for us and thanks the things people did and capitalize on new ideas.</p> <p>Diane indicated we need a person who has time and commitment to implement programs. Maureen O'Reilly indicated to stay until next election cycle, but does not have the time commitment. Barb is open to new ways of doing business. Pat thinks the more we do the more people come engaged ...</p> <p>Kathy asked about what counts as participating such as the building bridges. The date for the building bridges is May 10th, 2012. The joint chapter meeting is March 14th at Alverno...preliminary call made and next conference call will be in January. Pat recommended we can do this as an in-kind contribution for Alverno.</p> <p>Induction is April 29th, at 2:00 p.m.</p> <p>Diane D. stressed we need to plan something for fall. Carol Sabel can help with this. Pat mentioned the potential for joint student and research connected program. She had this discussion with Margaret Callahan. The research people are doing at the respective</p>	

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	<p>campuses.</p> <p>Mary Darling to let them know what we are doing. Which is a requirement for Kathryn Schroder's thoughts about consideration about scholarship money and how we are going to do from a funding perspective. We need to figure out how to decide this.</p> <p>Research award and scholarship award plans need clarification according to Pat S.</p> <p>Diane mentioned we invite students in March so this discussion has to be done and determined. The research outstanding student awards are going to be given by the college</p> <p>If we have 3,000, each one gets 1,000...the 2 colleges and the community. Pat S. personally make a recommendation that 2 awards for 1500 with a totally blind review and not place conditions on who gets it. A totally blind review.</p> <p>Mary D. made a total of 4,000 last times.</p> <p>MU has not made a commitment to making financial awards, but has made a commitment to making other awards.</p> <p>Barb stressed that we did not have a good process and structural perspective we needed to get that clearer. Barb said if you look at the bylaws we have a fiduciary responsibility to review...the board was a decisional body and the president made a decision b/c no one was available.</p> <p>Another consideration (PAT) that we keep awards at 3,000 and just not grant student financial awards this year and save 1,000 to reconsider as we go forward. This amount however, it may not be sufficient to conduct research unless you are a faculty member with more resources.</p> <p>Barb stressed the importance of tightening up and looking at our resources and be clear about what our roles are.</p> <p>In the past the criteria for selection was included in terms of how we would be scored. Kathryn will take a look at this again.</p> <p>Ideas about upcoming events:</p> <ul style="list-style-type: none"> • Pat said that part of our commitment to scholarship to grow in their skills. It would be great to have a guide for applicants to improve/enhance their applications. • Marylyn Bratt got the award and she does have to loop back such as presenting at the fall meeting. 	

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	<ul style="list-style-type: none"> • Mary Polchert suggested having annual two events. • Pat suggested having a ‘meet and greet’ in fall to engage students. Perhaps offering two meet and greets sessions in September and October. • Pat early on in the meeting to ask consideration to review our ideas and strategic plans and revisit this. • Terrie suggested we create save the date cards for membership of all upcoming events. <p>Next scheduled board meeting: February 8th</p> <p>Patti suggested we have a strategic planning meeting beforehand in order to accomplish the necessary preliminary prior to the scheduled meeting. All agreed on the January 4th 1-4 in Christopher Hall at Alverno with snacks.</p> <p>Documents/topics for next strategic planning meeting:</p> <ul style="list-style-type: none"> • Maureen Greene’s document • Existing strategic plan • Kathryn’s Schroeder’s document on research • Student scholarships and if they will be eliminated or not. Diane to talk to MC about what the plans for MUCN are on this. • Plan about the chapter key award <p>Barb and Pat will put an agenda together and send it out to board.</p> <p>Patti will represent board at BEYOND meeting.</p>	

Respectfully submitted,



Name