

**TWCAA Quarterly Business Meeting
January 26, 2008**

Draft Copy—Preliminary Meeting Minutes

Attendance

Nancy Butterfield, Judith Brown, Dianne Calhoun, Betsy Clark, Debra Haynes, Kathy Hoover, Penny Mastin, Karen Mauler, Marguerite Purchio, Janet St. John, Emita Samuels, Amelia Sapp, Pauline Van Buckley and Millie Wilson

Call-to-order

The meeting was called to order at 1:35 p.m., directly following the TWC lunch in the Garden Room.

Introductions

Introductions were made giving name, graduation date and the question, “Name the one big thing you would like to do or have done”.

Meeting Guidelines

Janet went over the meeting guidelines that include being respectful of what others are saying, limit sidebar conversations, stay focused on the agenda and limit summarization reports to 5-10 minutes per committee, if possible.

Approval of Previous Minutes

After corrections were made to the November 17, 2007 minutes, Nancy Butterfield moved that we approve the minutes. Kathy Hoover seconded, and the motion was passed.

DU Alumni Council Updates

The DU Alumni Council Update is a standing agenda item, but the council doesn't meet regularly. A report will be given at the next TWCAA by Amelia, who is on the Alumni Officer Board, after their meeting at the end of January.

TWC Update (Amelia Sapp)

A World Café Summit was held on Wednesday, January 23rd on the DU campus. Several members of the TWCAA Board attended along with approximately 100 stakeholders to participate in strategic planning to formulate a future vision of TWC. Thoughts were then harvested from the group for consideration. Dean Gangone is interested in doing a follow-up event for TWC alumnae and asked that we think about such an event that would involve those who attended as well as those who were not there and what format we would like to have it in. Board suggestions included involvement of CWC alumnae as well as TWC students. There is a possibility of a follow-up event in a year to let the stakeholders know what has occurred. Having Dean Gangone address us would be appreciated in order to get her interpretation of what was learned. Dean Gangone had wanted to be at today's meeting, but she had a conflict due to an out-of-town conference.

Nametags are being ordered for the TWCAA board members including elected officers and Committee chairs/co-chairs.

The Hanging of the Greens event was a lot of fun with good food, good music and a great set-up/clean-up crew. A senior gift of a video of the event will be given to all seniors in attendance. Additional copies will be available to any Board members who would like one.

The number of those present who used a parking pass was noted due to the need to keep track for budgeting purposes.

Committee/Activity Updates

- Update for TWCAA (Janet St. John)
 - Results of Strategic Planning Meeting. The meeting was held on December 8th and was run in a “World Café” format. The meeting focused on how we can improve alumnae participation at TWCAA events, and there was a lot of discussion on finding out where the rest of the alumnae are. We currently have good contact information for about a third of the 1000+ graduates. Michelle Herd-Fetch is chairing the Alumni Student Relations Committee and will be heading up the effort to update the entire alumni contact list, which the Secretary currently keeps. Michelle works on campus and has access to what is being used to contact the greater DU alumni. Hopefully this connection will provide access to that information and allow for a more comprehensive TWCAA list. Updates and changes submitted through the Web site would then flow into that list. Presently, changes are sent to Amelia, who then updates **Banner**, then forwards information on to the Secretary. Another focus of the meeting was how to increase involvement by getting more TWC seniors involved. There is a need to market TWCAA schedule of events to grab the attention of graduating seniors. There is also a need to pass along alumnae information to seniors at the rehearsal for the Hanging of the Greens. This was not done at the 2007 event due to the newness of the idea and lack of an opportunity to implement it. Another suggestion is to include a notice in the weekend announcements, especially prior to graduation. Also, every senior could receive a personally signed invitation to an induction brunch or other special event while attending the Graduation Breakfast. Increased participation at spring and fall events is needed. Discussion included changing the format from brunch to a tea or to a wine and cheese event. It’s important to increase interest in being inducted into the TWCAA. This could involve rewriting the ceremony to make it more meaningful. Use of another on-campus venue that is special could also be implemented. Increasing visibility of alumnae on campus when students are here would likely increase interest in the Alumnae Association. One of the considerations is the budget and the timing. Holding other meetings on campus, including possibly the Booklovers meeting, may also be helpful. Publishing our events calendar in **Voices** would heighten visibility because students can then see that alumnae are engaged and involved. Moreover, it shows a way to continue relationships with students

still on campus. There were several notes made during the meeting regarding offering a membership fee, which would provide alumnae with a list of what benefits the alumnae association offers as well as discounts on TWCAA events. It was pointed out that in order to increase scholarship support, we need to “pass the basket” at every event. Perhaps a special event needs to be planned in order to generate funds for the scholarships.

- TWCAA Budget. Historically, TWCAA would go to Lorni and get financial approval for events. She kept a binder of all expenses that Amelia now has. We weren't given a specific amount to spend, but we were spending about \$5,000 a year. When Dean Gangone came onboard, there was no justification for budget items, though costs had been noted. Therefore, the budget was cut in half for TWCAA as well as for the entire TWC community. Cuts were even apparent at this year's Hanging of the Greens, as seen in the budget (copies available at the meeting). The fiscal year runs July 1st to June 30th and \$2,400.00 is what we were given to spend by July 1, 2007. TWCAA has used 64 parking passes at \$5.00 (for more than 3 hours) and 107 passes at \$3.00 (under 3 hours). The food for the Fall Induction Brunch was \$368.00 and the postage, printing and artist setup for the invitations was \$512.00. We're currently cutting costs by using a template for mailings. The Fall Induction Brunch participation was down. A cost cutting consideration of only doing email invitations was suggested, with CWC alumnae receiving written invitations. Another idea was to hold a tea instead of a brunch, which would be less costly yet still appropriate because the focus of the event is the celebration. It is additionally important to only order as much food as RSVP's received. Currently there is about \$1,100.00 remaining in the budget through the end of the fiscal year. DU Alumni has given us additional funds for food and mailings. To address these issues more thoroughly, a meeting will be held on February 16th from 10 a.m. to noon at in the Ballentine room (in the entryway) at the Chambers Center to address the budget. Committee heads whose committees need funding should make an effort to attend. The meeting will entail a plan of what events will be occurring over and above the currently planned events. One final suggestion for increasing funds is to couple up with DU for fund raising.

- Secretary Updates (Betsy Clark and Penny Mastin)

Janet asked the Corresponding Secretary (Penny) to send a card to Maggy Traynom, who has just landed a new job at Lockheed Martin.

- Events (Millie Wilson)

Annual events include the Fall Induction Brunch, the Hanging of the Greens (to a limited degree), Girls Night Out, the Spring Brunch and, as a point-of-contact, the Graduation Breakfast and Philanthropy Fair.

Between 1998 and 2004, Sally Muller used to offer a retreat class for TWC juniors and seniors. In a similar fashion, co-chair Cindi Remley, who owns Tanglewood Arabian Ranch, has offered her property for a similar retreat. Her home can sleep a lot of people,

so everyone would stay there. They're looking for feedback for planning a social weekend event, possibly in August, that would include arriving Friday night, having a Saturday morning breakfast followed by a seminar, lunch, afternoon and evening seminars, Sunday breakfast, then final seminar before departing.

The Spring Brunch will be held on April 26th, before the next scheduled TWCAA Quarterly Meeting that will be held on May 17th.

- Communication (Dianne Calhoun)

Colorado Booklovers continues to update their pages on the Web site and other committees need to, as well. Dianne can create HTML emails to send out to the Listserve for events with flyers or for any committee that wants a nice email to distribute. Dianne now has a template she uses. She would like to have a newsletter ready to go out the first week in February, so the deadline for submissions is Thursday, January 31st.

Additionally, the *Voices* publication has an alumnae corner, so if you send submissions to Dianne she'll send them on to Margo or Enya, who are both on the Editorial Board.

Dianne's opinion is that mailings/postcards sent to all alumnae are still important because these have historically generated attendance at events. Currently, TWCAA only has about one third of alumnae email addresses and when emails are sent out they may end up in spam. One suggestion is to send one or two postcards a year that would have updates of upcoming events then follow those up with phone calls, as necessary. Several other Board members agreed that cards are an important method of communication and more affordable if the lowest possible postage is used. We presently have over 1000 graduates who need mailings. Another suggestion was to put a check-off box on these mailings requesting a preferred method of communication—email or snail mail.

- Mentoring (Marguerite)

The Editorial Board, as discussed previously, is meeting on Monday evening, January 28th at 6:30 p.m. in room 210, Margo's office, to begin preliminary planning for the next issue of *Voices* that will come out in late spring/early summer. Anyone from TWCAA is welcome to attend and it might be beneficial to have our representation at those meetings.

The Mentoring Committee is in need of funds, so they are planning to create another event. Events have been pared down to three a year—orientation that pairs partners up, a social event with a speaker and a final closing ceremony event with a speaker. Loretta Davis, an alumna, suggested using her facility. However, the hours didn't work with her company. Friday evenings are preferred (the 29th this month) because time is not usually so limited for attendees. Scheduling is usually a problem for this group. Inquiries were made with Amelia and she suggested meeting on Wednesday, February 27th in the Garden Room at The Chambers Center. A speaker is being sought from a speakers' pool through the Women's Vision Foundation. Any suggestions would be helpful. For future reference, rooms at The Chambers Center can be booked through the Dean's office.

- Community Involvement (Dena Miller)

Dena is out sick and did not submit a committee report prior to the meeting.

- Scholarships (Nancy Butterfield)

The scholarship application deadline is February 18th. Once applications are received, a packet of nominees is sent to the committee to review. Selections are then made on March 29th and then followed up with interviews and a final decision given on April 5th. The Spring Brunch is on April 26th, when honorees will be announced. Notice was sent out to the students on January 16th. An event will be held on February 5th by Carol Zak-Dance to get students prepared for submitting scholarships. One alumna present did a scholarship program for another organization using the TWCAA format. This organization gave two \$1,000.00 scholarships and used an essay format. She appreciated using the TWCAA format and plans to do it again this year. Another scholarship offering is by the United Methodist Merit Scholarship. If anyone is interested in learning more about this scholarship they should contact Nancy.

- Colorado Booklovers (Kristene Elmore)

The February selection is Lady Chatterly's Lover. More information is available on their Web page. Subsequent to the meeting, Kristene forwarded the following schedule to be submitted in the Minutes:

For 2008 calendar, the Colorado Book Lovers Club, sponsored by TWCAA, will be meeting the 2 nd Saturday afternoon of each even-numbered month at 1:30pm at 1901 Asbury Street; The Women's College.				
Month	Book	Author	Facilitator	Movie of the book will follow our book-discussion.
February 9 1:30	Lady Chatterly's Lover	D.H. Lawrence	Group	No
April 12 1:30	Leap of Faith: Memoirs of an Unexpected Life	Queen Noor	Millie Wilson	Documentary
June 14 1:30	Water for Elephants	Sara Gruen	Penny Mastin	No
August 9 1:30	Huckleberry Finn	Mark Twain	Kristene Elmore	Yes
October 11 1:30	A Thousand Splendid Suns	Khaled Hoseini	Maria Tobias	No
December 13 1:30	Little Women	Louisa May Alcott	Kathy Hoover	Yes
Call Kristene Elmore on 303-659-6743 if you have questions.				

- Alumnae/Student Relations-Recruitment (Michelle Herd-Fetch)

Presently they are working on updating the alumnae list, as discussed in the TWCAA update recorded earlier in the minutes.

- Outstanding Alumnae Awards (Karen Mauler)

Karen is presently heading this committee, but they need a new committee head. Nominations are being accepted and will be due by April 11th. There will be a link in the newsletter as well as an application online. Awards will be presented at the Spring Brunch. She encouraged everyone to vote often and nominate as many fellow alumnae as desired.

Round-Table Discussion/New Business

Janet pointed out to the attendees that TWCAA's Bylaws state that membership includes TWC graduates, past and current faculty, administrators and others on whom TWCAA would bestow honorary membership. It is important to keep this in mind for future events. Bob Melvin suggested a roast, which would be particularly fun for the faculty and administration. In the past, TWCAA has extended honorary membership to Lorni Sharrow and Susie Pearce. Based on this information in the Bylaws, both of them would already be considered members. We will need to determine how to "induct" faculty and administration members into TWCAA; a special (separate) induction ceremony was suggested.

A query was made as to whether the Gathering Place was involved in last year's Philanthropy Fair. If not, they wish to be a part of it. If any other organization wants involvement in that fair, they need to contact Amelia.

Lambda Pi Eta is having a kickoff meeting to start a Toastmaster-style speakers club for students and alumnae. The meeting will be held on Saturday, January 27th at The Chambers Center. To give an idea of what a speakers club would be like, they will have an initial five-minute prepared speech and some improvisation. Marguerite will be doing a five-minute speech on TWCAA, our membership, mission, how to get involved, committees, etc.

Any questions about the budget will be addressed at the budget meeting on January 16th.

The next quarterly meeting will be held on Saturday, May 17th in the Garden Room of The Chambers Center. The meeting was adjourned at 3:25 p.m.

Respectfully Submitted,

Betsy B. Clark
Secretary