

TWC ALUMNAE Quarterly BUSINESS MEETING

FINAL: APPROVED MINUTES

9/23/06

Opening: The regular *TWC Alumnae Quarterly Business Meeting* was called to order at 1:05 p.m. on Saturday, 9/23/06 in the Garden Room at the Chambers Center by Dianne Calhoun, Meeting Chair.

Present: Dianne Calhoun, Betsy Clark, Flo Day, Kristene Elmore, Debra Haynes, Kathy Hoover, Penny Mastin, Karen Mauler, Marguerite Purchio, Angela Quast, Lorni Sharrow, Janet St. John, Maggy Traynom, D. J. Tschetter, Carolyn Washburn, Liz Withers

- I. Call-to-Order and Welcome** Dianne Calhoun called the meeting to order at 1:05 p.m. and welcomed everyone to our 4th business meeting.
- II. Introductions** Those in attendance introduced themselves, stated the year of graduation, and shared something fun since our last meeting.
- III. Meeting Guidelines** Dianne reminded everyone of the following meeting guidelines: 1) Be respectful of others when they are talking, 2) Limit sidebar conversations, 3) Stay focused on the agenda, *and a new point:* 4) Limit time to 10 minutes per committee update if possible. Updates should be a summary of what committees are doing; leave details for the committees.
- IV. DU Alumni Council Updates** (*Carolyn Washburn*) Dianne reported that the DU Alumni Council has not met; therefore, there is no update. Dianne and Lorni will be meeting with the Council on Monday night to find out more details surrounding Steve Calvert's departure.
- V. TWC Update** (*Lorni Sharrow*) Lorni thanked everyone for coming to the luncheon. She reported that one of our biggest efforts at the Women's College is a *Market Research Study*. We know there is a market out there; the market research will give us the tools. The purpose is to find out "how to talk to that market" and to determine "what are the educational needs of women," so that we can help to fulfill that broad spectrum. Additionally, Lorni mentioned that Mike Bloom has completed the 5-year plan. The University is an exciting place right now, (e.g., it is the Chancellor's second year; it is the Provost's first official year; we are searching for a new dean; we are looking forward to the *Fall Induction Brunch*, we are helping support the *Race for the Cure*, we are speaking and handing out buttons at the *Women's Vision Success Forum* which will be held on Tuesday, 10-17th at the Colorado Convention Center).

VI. Committee/Activity Updates (Sub-Committees)

- **Update for TWCAA** (*Dianne Calhoun*) Dianne reported that she has recruited 2 new Mentoring Co-Chairs. They are Vicky Gonzales, Mentoring Chair, and Marguerite Purchio, Mentoring Co-Chair. The Alumnae/Student Relations/Recruitment position is new. Flo Day is the Chair and she has recruited 3 new graduates on her committee. Their purpose is to get people's enthusiasm up so they will come to the events and also help all of our other committees. Dianne has also recruited Bonnie Armstrong as Chair of the Archives Committee. As mentioned previously, we do not have an update for the DU Alumni Council because that meeting will not be held until Monday.
- **Secretary Updates** (*Liz Withers and Betsy Clark*) Liz covered the current procedures on how minutes are reviewed and approved. She also reviewed the new procedure that will be used effective 9/23/06.

Past Procedure: 2005 – 2006

1. The Secretary takes the meeting minutes.
2. The Secretary prepares the minutes and sends out via e-mail to the Board for review.
3. Board Members review the minutes.
4. Board Members forward all recommended changes to the Secretary.
5. The Secretary receives changes and reviews for accuracy.
6. If changes are not agreed upon, additional discussions take place with the Chair and/or Board Member(s).
7. The Secretary makes all appropriate changes and sends out corrected minutes to the Board.
8. If there are additional changes, the process begins again until all Board Members approve the minutes.
9. The Secretary then forwards the approved minutes to the Chair to place on the TWCAA website for viewing.

NOTES: *This process can take up to 1 – 1 ½ months.*

The meetings are now being recorded to ensure accuracy of information.

New Procedure: Effective 9/23/06

1. The Secretary takes the meeting minutes.
2. The Secretary prepares the “Preliminary Meeting Minutes” and sends to the Chair to place on the TWCAA website.
3. The Chair adds the following item to the agenda: “Approval of Minutes.”
4. The membership reviews the minutes prior to the next meeting. Since preliminary minutes are available for review on the TWCAA website prior to the meeting, there is no need to have the minutes read during the meeting. Instead, the members can quickly move to approve them.
5. During the next meeting, following the agenda, the Chair says, “Are there any corrections to the minutes? Hearing none, if there is no objection, the minutes are approved as printed”. If a member suggests a correction to the minutes, the Chair says, “Is there any objection to making that change? Hearing no objection, the change will be made.” If there is an objection, the change is handled by a majority vote.
6. The Secretary then makes the appropriate change(s) if any and forwards the “Approved Minutes” to the Chair to place on the TWCAA website for viewing.

Betsy Clark reported that since she has not had to perform secretarial responsibilities, she has been involved in Corresponding Secretary duties. If you know of anyone within our association that needs support or has something to celebrate, contact Betsy directly: betsy@sbclarkinc.com. She will send a card indicating that our association cares. Betsy also commented on her attendance at the *TWC Philanthropy Fair*. She found the fair impressive and inspirational, for there are amazing things happening around the world supporting women. It was noted there would be more participation at this event, if members received sufficient notification. Betsy offered to write and forward a summary of this event to Janet St. John for our newsletter.

Dianne Calhoun reminded everyone at the meeting that if they did not want something recorded in the minutes, then they were to indicate to the Secretary that it is “off the record.”

NOTE: Dianne Calhoun pointed out that we would go out of order from our agenda since Carolyn Washburn, Angela Quast, and Karen Mauler needed to leave early.

- **Reunion Scrapbook** (*Carolyn Washburn*) The reunion scrapbook is complete and it came in *under budget*. Deb Johnson and her daughter helped with the craft part of the book. There are a couple places in the book where a name is misspelled; Carolyn requested correction of that name. There are also unidentified photos. Let us know if you recognize some of these individuals. The scrapbook will be presented at the *Fall Induction Brunch*. Carolyn asked if there was going to be a new board presented at the *Fall Induction Brunch*. Dianne Calhoun indicated that it had only been a year for the current board.
- **Events** (*Ruth Glenn and Angela Quast*) A survey was e-mailed to the membership. Approximately 39 - 40 members responded; this is a very good response and members can still respond. From the survey, the interests are: *night at the theatre, travel, cooking class, and dancing*. We will be focusing on these items for the coming year. If there are interests in volunteering on one of the committees, please let us know. Some of the possibilities include *a cruise, ladies night out in the spring, the Seasoned Chef, and going out dancing*. More information will be sent to you.

The Events Committee is currently focusing on the *Fall Induction Brunch* to be held on *October 14, 2006*. Volunteers are needed for activities such as running the front desk, readings, introductions, personal invitation follow-up calls, etc. If you are interested, contact Angela Quast: asdoe@msn.com. Angela is organizing a conference call on September 28, 2006 at 5:30 p.m. to talk about details and to assign duties. The committee will probably meet 30 - 60 minutes before the brunch; these details will be confirmed on the conference call. Give Angela a call and she will provide you with the call-in telephone number.

- **Book Club** (*Karen Mauler & Dana Conroy*) Karen reported that we are on our eighth book this year. The next two books are listed on our website. There is a correction for our October book; the name of the book is: *There Are No Accidents*. The e-mail information was correct. Our November reading is: *Wicked*. The group is having a great time reading and discussing the selected books. Some of the members have been introduced to the author, James Patterson. The group has grown to include others outside of The Women's College. We had 14 attend our last meeting. Dianne Calhoun requested an updated picture of the Book Club for our website. Karen has agreed to provide.
- **Communication** (*Janet St. John*) As Betsy Clark mentioned previously, she will write a summary of the *TWC Philanthropy Fair*. Janet asked for a volunteer to write an article on the *Fall Induction Brunch*. Ruth Glenn or Angela Quast will write an article after the brunch has taken place. Janet also reminded the committee chairs to send their updates to her on their committee activities and/or any special message they want to convey to the Alumnae. All articles for the newsletter must be sent to Janet by

Monday, October 16, 2006. Dianne Calhoun reminded the attendees to think ahead, since the newsletter now comes out four times a year (e.g., activities, networking opportunities, request for Outstanding Alumnae Award nominations, etc.). For additional information, refer to our website at: <http://womenscollege.du.edu/alumnae>. Recently, Janet received feedback from a student regarding the impact that Janet had on her during an Orientation Meeting. Janet came to the conclusion that “you never know how you can affect someone’s life”. Those in attendance recommended that Janet include her story in the upcoming newsletter.

Karen is still accepting nominations for the *Outstanding Alumnae Awards*. Karen asked that we continue to highlight Alumnae nominations in our newsletter. The nomination form is on our website. For more information go to the following website: <http://womenscollege.du.edu/alumnae/>.

- **Community Involvement** (*Maggy Traynom*) *The Race for the Cure* is Sunday, October 8, 2006. It is too late to sign-up on-line, but you can still register the morning of the race at the Pepsi Center. All are invited to join the team. We have eight people on our team this year. A couple of years ago Deb Johnson’s husband made a big sign that we carried; unfortunately, it was thrown away at the end of the race. Last year we carried very small TWC flags. This year Maggy was involved with the *Knit for the Cure* out in Lakewood; 300 shawls were made and they are on sale for \$100 each. Last year pink scarves were made and priced at \$15 each; this year they are available for \$10 each. Maggie was hoping that this year these scarves could be purchased to help identify our team. Unfortunately, prior to our meeting, she was discouraged from getting them and collecting the money. Just a few details before the race: Our team will be meeting at the Pepsi Center under the big “W” located around the perimeter of the parking lot. The race moves through Federal, around Mile-High, down Colfax, and back into the Pepsi Center. Goodies are provided before the race. If you are interested in the *Survivors Program*, be aware that it will begin before all participants have finished their race/walk.

On November 11, 2006, we will be involved in the *9Cares Colorado Shares* food drive located at Speer and Logan. We have an invitation to again participate this year and will be joining other DU students at this event. We are asking 2 hours of your time to collect food. If you are interested, send Maggy an e-mail at mtraynom@yahoo.com. Maggy will send an e-mail reminder closer to the event date.

Dianne Calhoun encouraged all attendees to personally invite others to get involved in TWCAA activities.

- **Scholarships** (*Shirley Seitz & Patricia Howard*) The Co-Chairs were unable to attend this meeting and no new information was received. If you are interested in volunteering on this committee, send an e-mail to Dianne Calhoun: DPEACH2959@aol.com. Dianne will forward your information to Shirley Seitz. Janet St. John will put an article in the newsletter about encouraging the Alumnae to donate to the scholarship fund. If you have any ideas on how we can build-up the scholarship fund, send them to Shirley Seitz via e-mail: Roundup54@comcast.net.
- **Archives Committee** (*Bonney Armstrong*) The Chair was unable to attend this meeting. Dianne Calhoun reported that Bonnie will be putting together collages for different events, something similar to what we did at the reunion.
- **Alumnae/Student Relations/Recruitment** (*Flo Day*) Flo and her committee met with Dianne Calhoun to understand their part. Dianne would like them to focus on being the beginning-to-end in building relationships: Alumnae to Alumnae, Alumnae to Students, and Alumnae to the Community. She also asked the committee to think of ideas in getting people involved with this year's theme, *Re-Connecting*. Additionally, Dianne requested that they maintain a pool of volunteers; they be a liaison between the Alumnae and students; they devise guidelines and processes; they participate in the TWCAA quarterly meetings, and they be involved with the other committees, such as the Event Committee. The members of Flo's committee include: Veronica Berry, Eliza Stroker, and D. J. Tschetter. All are invited to join their committee. Their first meeting will be held next month; Flo is currently working on a convenient location for the committee.

Dianne noted that Angela Quast forgot to mention that October 9, 2006 is the deadline to RSVP for the *Fall Induction Brunch*. To register and to get additional information about this event, go to: <http://womenscollege.du.edu/alumnae>. Then, click on the link: *Fall Induction Brunch*.

- **Outstanding Alumnae Awards** (*Karen Mauler*) This agenda item was previously covered under: VI. Committee/Activity Updates (Sub-Committees)/Communication. See above for more information.
- **Mentoring** (*Vicky Gonzales & Marguerite Purchio*) Marguerite reported on her current activities. Vicky Gonzales sent Marguerite an e-mail list, but unfortunately, Marguerite was unable to open it. A number of protégés have filled out applications; however, Marguerite does not know who has the applications. Dianne Calhoun responded that Danielle Ferioli had the list; but Danielle is out until the 1st of October. Since orientation is scheduled for September 30th, Lorni Sharrow suggested that she call Debi to assist her. So far, Marguerite has received little response from

members who are interested in being mentors. Interested mentors should complete a profile form.

Liz Withers suggested that a possible reason for low participation was due to not having a closing ceremony this past year. Liz had been told that none of the protégés were able to attend the ceremony; therefore, it was canceled. Liz noted that her protégé had informed her that she was never contacted. Dianne Calhoun responded by reviewing her understanding of the situation: the people who were in charge last year quit, she was not told in a timely manner, an e-mail was sent to the protégées, but no one responded. Dianne is very committed in getting the program back up. She will continue to assist Vicky and Marguerite. Dianne will be meeting with Marguerite following this meeting.

Marguerite will be making personal phone calls to get people on-board for the Mentoring Program. Since the orientation date is near, Dianne suggested that they consider changing the date. Other members recommended signing-up mentors after the *Fall Induction Brunch*, then moving the orientation to the following weekend. After much discussion, the orientation date will be changed and Marguerite will begin making calls about the change. Any correspondence that needs to be sent out should be sent to Dianne; she will then forward it to Liz Withers for e-mail distribution.

- VII. New Events – Volunteers** (*Ruth Glenn & Angela Quast*) This agenda item was previously covered under: VI. Committee/Activity Updates (Sub-Committees)/Events. See above for more information.
- VIII. Plan Spring Reunion Brunch** (*Ruth Glenn & Angela Quast*) There was no report on this agenda item.
- IX. Update of Operating Guidelines** (*Kristene Elmore*) Kristene informed us that a handbook was being put together for each committee which includes purpose, goals, responsibilities, and procedures. This idea originally came from other women's college websites. This handbook will assist our association as the board changes and new committees are formed. Kristene reported that she had 7 committee templates and she still needed templates from the Alumnae/Student Relations/Recruitment Committee and the Events Committee. Dianne, Lorni, and Kristene will meet to review. If anyone is interested in assisting, just let them know. After review, the contents will be placed in a handbook and on our website. Once we have the basic information, this process will be on-going. Kristene stated that we have made great progress and thanked everyone for their information. She will send out the requested templates to the two committee chairs listed above.

X. Round Table Discussion-New Business (*Everyone*)

Debra Haynes volunteered last year for the *Ammi Hyde Interviews*. DU is again asking for Alumni volunteers. The interview is part of the application process for incoming freshman in the traditional college. A series of questions are asked, rated, and forwarded to the Admissions Office. The following website will provide you with more information:
<http://www.du.edu/admission/Alumni/>.

XI. Adjournment/Parking Pass Count The meeting was adjourned at 3:20 p.m. by Dianne Calhoun, Meeting Chair.

12 attendees used parking passes.

The next *Alumnae Association Quarterly Business Meeting* will be held on December 2, 2006 from 1:00 – 4:00 p.m. in the Chambers Center /Garden Room.

Submitted by: Liz Withers, TWCAA Secretary 10/11/06

APPROVED

2/3/07

ATTACHMENT 1

ALUMNAE ASSOCIATION EVENT CALENDAR

EVENT	DATE	COMMENTS
Komen Denver Race for the Cure	October 8, 2006	<ul style="list-style-type: none"> • Pepsi Center parking lot • Meet under letter "W"
Alumnae Association Fall Induction Brunch	October 14, 2006	<ul style="list-style-type: none"> • 10:00 a.m. - Noon • Chambers Center/ Garden Room
Women's Vision Success Forum: <i>The Courage to Lead</i>	October 17, 2006	<ul style="list-style-type: none"> • Colorado Convention Center 700 14th Street
TWCAA Book Club	October 28, 2006	<ul style="list-style-type: none"> • <i>There Are No Accidents</i> by Robert H. Hopcke • 1:30 – 3:00 p.m. • Grant Street Mansion: 1115 Grant Street (11th & Grant)
9Cares Colorado Shares <i>Food Drive</i>	November 11, 2006	<ul style="list-style-type: none"> • 2 Hour Commitment • 9 News: Speer & Logan
TWCAA Book Club	November 18, 2006	<ul style="list-style-type: none"> • <i>Wicked: The Life and Times of the Wicked Witch of the West</i> by Gregory Maguire • Time: TBD • 8400 E. Crescent Parkway, Greenwood Village (Clock Tower Building)
Alumnae Association Quarterly Business Meeting	December 2, 2006	<ul style="list-style-type: none"> • Lunch at Driscoll Noon (R.S.V.P. to Dianne) • 3 Hour Meeting: (1:00 – 4:00 p.m.) Chambers Center/ Garden Room
TWC Resource Fair	To Be Announced	<ul style="list-style-type: none"> • Future TWC Event

