

College of EMS Alumni Chapter Board Meeting Minutes

10 June 2009: 5:07 PM

Strand & Assoc., Madison, WI

Present:

Tammy Salmon-Stephens, President
Joe Bunker, Director
Mark Shubak, Director
Ben Collins, Co-Executive Secretary
George Hellert, Secretary
Jeff Hoerning, Co-Executive Secretary
Barb Boldt, Director
Kim Schmelz, Director of Alumni Services
Tom Wisnowski, Director (via telephone)
Matt Thalmann, First Vice President
Geri Klein-Shank, Second Vice President
Jim Almquist, Theta Tau Advisor

Absent:

Rayelle Miller, Treasurer
Laura Fenley, Past President
Rich Schultz, Dean of EMS College

1) Call to Order (TS): President Tammy Salmon-Stephens called meeting to order at 5:07 PM

2) Agenda: Motion to approve by Barb seconded by Joe. Carried

3) Introductions: All in attendance.

4) Board Position Appointment (TS): Welcome to Geri Klein-Shank who was formally appointed to fill Anne Saylor's position as Vice President for the balance of Anne's term (2008 – 2011)

5) Secretary's report (GH):

- Geri Klein-Shank – please forward contact information to GH for the EMS Alumni Chapter web site.
- Pictures of George, Rayelle, Barb, Jeff, Ben, and Joe are ready for posting with the Board contact information on web site. All other Board members – please forward photos before 1 September.
- Student Liaison position needs to be filled. See agenda item #6 - 3rd bullet below.
- Corrections to web site have been made as brought to my or Tammy's attention. Board members are requested to review the web site periodically and advise of suggestions/corrections.
- March 14th meeting minutes have been posted in draft with unintended tracked changes showing. Hellert will address and arrange for reposting without tracked changes after Board approves of the 14 March 2009 minutes.
- 14 March 2009 Meeting Minutes: Motion to approve by Joe with second by Matt. Carried.
- Tammy requested Web Development to update the committee roster. More changes may be needed after today's meeting.

6) Chapter Business (TS)

- **Next Board meeting:** Saturday, Oct 10, 2009 in conjunction with Homecoming. 0800 – 0945
Location TBA
- Parent Alumni Association: next meeting is scheduled for July 24/25 and will be held in a retreat format. Friday 4:00 PM start. 0800 to ~1400. Tammy cannot attend. Mark volunteered and will represent the EMS Alumni Chapter.
- **Student Liaison:** Each year we provide a ~ \$500 stipend for a student in EMS to assist with meeting minutes, web page update, and act as liaison between the EMS alumni and EMS students. Discussion. Tammy will appoint Stephanie Salm to the position. Stephanie Salm is a transfer student from Oshkosh who is enrolled in Engineering.
- **Committee Assignments:**
 - **Constitution and Bi-laws (TS, MT, LF): Issues/Responsibilities include:**
 - Maintain and enforce constitution
 - Review and revise as necessary every 2 to 3 years
 - Submit for legal review every 4-6 years.
 - Include current president, past president, and one director.Consensus: change responsibility verbiage to require constitution and by-laws to be submitted to parent Alumni Association for 4-6 year review. Submit for review this year.
 - **Finance Committee (RM, JK, RE, MT, LF, KS): Issues/Responsibilities include:**
 - Prepare and present annual budget and report
 - Maintain connection with supporting members program committee
 - Provide definitions and understanding of budget report.Discussion:
 - Rayelle is treasurer.
 - It is difficult for Rayelle to deal with finance from 4-hours away.
 - Matt, Laura, Kim listed as committee members.
 - Suggest we add a faculty liaison to review the financial books annually.
 - Jeff and Ben agreed to help with the review.
 - Committee to connect with Brian Day; our finance has to mesh with the parent Alumni Association.
 - Develop an understanding of what does parent chapter does
 - Consider implementation of parent chapter best practices
 - What was paid when, who to, etc... needs to be a collaboration with Kim. Committee to do this.
 - Set Budget.
 - Need to improve communication.
 - Separate meetings (phone or otherwise) in Dec and May to establish the budget and review the books.
 - Ben and/or Jeff to phone/email/discuss with Rayelle.
 - **Nominating committee (GH, TS): Issues/Responsibilities include:**
 - Maintain a list of potential board/committee members with assistance from the alumni office and College of EMS Dean's Office
 - Contact prospective board/committee members with the assistance of the alumni office
 - **Membership Committee (MS, KS, BB, LF, TW). Issues/Responsibilities include:**
 - Develop strategy for increasing the number of members in the Chapter
 - Connect with and inform current board about the UWP Parent Chapter membership initiatives

- Write a membership article for the GEODE
- Develop and implement marketing strategies for increased membership
- Define and provide student/faculty support.
- Discussion:
 - Goals and objectives of Membership Committee are similar to and overlap with the Supporting Member Committee.
 - Mark/Joe - Start with individual members & then bring firm along as supporting membership.
 - Includes student/faculty support aspects.
 - Membership relates as student/faculty/alumni liaison more than Supporting Members.
 - Membership also relates to special events.
 - Consider combining or realigning the two committees.
 - Need to verify no conflict with Bi-laws.
 - Include a write-up of a communication program/(sub)committee.
 - Need to be visible to and support students.
 - Tammy long-term vision is to have small grants program to support projects such as concrete canoe, field trips, etc.
 - Mark and Joe to collaborate on a plan/proposal for consideration at Oct Board meeting pursuant to the best approach to combining/re-aligning Membership and Supporting Member committees for Board review/approval at October meeting. Consider/develop a list of issues, pros and cons, define details. Significant part of this is communication.
 - Share plan/proposal with Board prior to October meeting to expedite discussion.
- **Special Events Committee (BD, JH, Mary Kurth, Kim Schmelz, Student Liaison).**
Issues/Responsibilities include:
 - Organize and coordinate activities for Homecoming, Alumni-Senior Fish Fry, and Brat/Beer Gathering. Note that M-Ball is no longer being held.
 - Organize and coordinate other special events as they develop.
 - Discussion:
 - VECTOR/hog roast: The hog roast following the spring FE exam was a success. The event was put together quickly with little time to advertise. The EMS Alumni Chapter helped sponsor the event. Discussion. The Special Events Committee is requested to collaborate with VECTOR to enhance the event in the future including earlier planning and advertising of the event. It was suggested that the Special Events Committee propose/encourage VECTOR to consider coordinating a golfing event during the spring FE test day. The golfing event should draw alumni and faculty during the day followed by the hog roast to which all EMS students will be invited.
 - Collaborate/work with/guide/support VECTOR on all special events that include EMS students.
- **Supporting Member Committee (JB, RE, Bill Gardner, KS, MS, GKS).**
Issues/Responsibilities:
 - Recruitment, retention, and recognition of supporting members
 - Define supporting member benefits
 - Develop/revise supporting member brochure
 - Provide annual report to supporting members
 - Plan for fund utilization

- Provide plan for student/faculty support
- Discussion – see membership discussion above
- **Honors and Awards Committee (MT, BB, TS, KS, TW, GH). Issues/Responsibilities:**
 - Coordinate recognition of emeriti faculty and college Deans
 - Provide nominations to the UWP Parent Chapter Outstanding Recent Alumnus and Distinguished Alumnus awards
 - Coordinate Chapter awards
 - Honors and Awards Nominations Sub-Committee (GH, JH, BC, Abulkhair Masoom). Issues/Responsibilities
 - Solicit and coordinate nominations for the EMS Outstanding Alumni and Emeriti Faculty Awards
 - Submit 2 to 3 nominees each year for the EMS Outstanding Alumni and Emeriti Faculty Awards
 - Discussion
 - There is a growing spreadsheet with names of nominees for both awards
 - BB and GH in collaboration with other members of the sub-committee and TS are working up what amounts to a marketing campaign aimed at identifying qualified candidates from a wide variety of sources.
 - Discussion
 - Added Geri Klein-Shank to this committee.
- **Geode Committee**
 - The GEODE is in need of increased support/direction/coordination now that Theta Tau, our previous GEODE coordinator, is not able to continue its work on the GEODE.
- **Treasurer's Report**
 - Updates at June meeting to create a balanced 2009-2010 budget.
 - Reduce Homecoming invite and mailing expense from \$3k to \$1k this year
 - Eliminate \$3k graduation gift line item for this year. This initiative needs to be revisited to see if it is accomplishing what we would like it to
 - Reduce Geode printing & mailing expenses from \$2500 to \$2000.
 - Reduce Awards expense line item from \$250 to \$100.
 - Set 2009-2010 Student & Faculty support to \$0.
 - Reduce supporting member expense line item from \$500 to \$100 for 2009-2010.

UW-Platteville EMS Alumni Association Budget (July 1-June 30)										
Income										
Month	Income	Details	07-08 Budget	Actual 0708	08-09 Budget	Actual 0808 YTD	PROPOS ED 09-10 Budget	Updates @ June Meeting	Change	Comments
July	Eng Alumni Inc.	Foundation excess in cash pulled in	\$6,548.00	\$6,548.00	\$1,500.00	-	\$0.00	\$45.00	\$45.00	Take this out of spendable when info comes out
Oct	HC:Brats		\$500.00	\$538.00	\$750.00	\$831.00	\$500.00	\$500.00	\$0.00	
Oct	HC: Fish Fry	Tkts this year 15 each	\$2,000.00	\$1,235.00	\$1,350.00	\$1,532.78	\$1,500.00	\$1,500.00	\$0.00	
Oct	Alum Bd - Dues (20% cut)		\$3,100.00	\$2,464.00	\$3,100.00	\$2,812.58	\$2,500.00	\$2,500.00	\$0.00	* Dep in December so far added in what is coming for May
	Invest Life Int (Life Dues)	Alumni group interest on life members	\$450.00	\$3,378.53	\$2,000.00	\$6.00	\$1,000.00	\$1,000.00	\$0.00	All amounts zero because of market not sure if we should budget for this
All Year	Supporting Members		\$5,000.00	\$3,266.00	\$4,000.00	\$2,800.00	\$3,000.00	\$3,000.00	\$0.00	*Industry is going to have tough year with economy
All Year	Check Interest		\$27.00	\$34.57	\$30.00	\$38.10	\$35.00	\$35.00	\$0.00	*Depends how much we keep in savings...
	Total Income		\$17,625.00	\$10,651.56	\$12,730.00	\$8,672.38	\$8,535.00	\$8,580.00	\$45.00	
Expenses										
Oct	HC: Brat Fry		\$800.00	\$450.85	\$800.00	\$258.85	\$800.00	\$800.00	\$0.00	*4 HC boxes to left is about 841.85
Oct	HC: Alchemist					\$100.00				
Oct	HC: Technology					\$246.00				
Oct	HC: Beer Tent + Soda/ice					\$236.00				
Oct	HC: Fish Fry		\$3,000.00	\$1,824.00	\$2,500.00	\$2,846.00	\$2,500.00	\$2,500.00	\$0.00	Tickets were 15 a plate
Oct	HC: Invites & Mailing		\$2,500.00	\$2,158.73	\$2,500.00	\$2,555.56	\$3,000.00	\$1,000.00	(\$2,000.00)	
Dec/ May	EMS Grad gift of 1st gear		\$3,000.00	\$1,120.00	\$3,000.00	\$2,750.00	\$3,000.00	\$0.00	(\$3,000.00)	dec & march payments
Nov	Geode	(Printing & Mailing)	\$4,000.00	\$1,671.33	\$4,000.00		\$2,500.00	\$2,000.00	(\$500.00)	
Nov ?	Theta Tau? (VECTOR?)	(Stipend for Geode Work)	\$1,000.00	-	\$1,000.00		\$0.00	\$500.00	\$500.00	Is this taken out of another account?
Mar	Donation	(Pioneer Your Future)	\$100.00	\$100.00	\$250.00		\$100.00	\$100.00	\$0.00	
Mar	Scholarship	(for Tau Beta)	\$250.00	\$250.00	\$250.00		\$250.00	\$250.00	\$0.00	
April	M Ball/Hog Roast in 09	(Theta Tau/VECTOR)	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$0.00	
	Awards	(Emeritus & Chapter)	\$300.00	\$152.58	\$300.00	\$141.03	\$250.00	\$100.00	(\$150.00)	
	Student & Faculty Support		\$500.00	-	\$500.00	\$6.00	\$500.00	\$0.00	(\$500.00)	
	Supporting Member Exp.		\$800.00	\$426.01	\$800.00	\$56.36	\$500.00	\$100.00	(\$400.00)	
	Supporting Member Initiative		\$500.00	-	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	Did we do anything extra this year here?
All Year	Meeting Expense		\$150.00	\$54.85	\$150.00	\$65.68	\$100.00	\$100.00	\$0.00	1 payment this year
All Year	Misc. Supplies	Check binder and stamps	\$25.00	\$35.45	\$50.00	\$30.00	\$30.00	\$30.00	\$0.00	
	Total Expenses		\$17,525.00	\$8,845.50	\$17,200.00	\$10,823.54	\$14,130.00	\$8,580.00	(\$5,550.00)	
Summary										
Summary	Total Income		\$17,625.00	\$10,651.56	\$12,730.00	\$8,672.38	\$8,535.00	\$8,580.00	\$45.00	
	Total Expenses		\$17,525.00	\$8,845.50	\$17,200.00	\$10,823.54	\$14,130.00	\$8,580.00	(\$5,550.00)	
	Difference		\$100.00	\$1,806.06	-\$4,470.00	-\$2,151.16	-\$5,595.00	\$0.00	\$5,595.00	WANT THIS TO BE NEAR \$0

- **New Business:**

- **Communication Committee.** Barb floated the concept of establishing another committee focused on communication. Somebody would write up a proposal for a communication committee.
 - Geri advised that Kimberly Clarke has a formal communication committee but in the end, communication is everyone's job.
 - Each committee is to define what their communication responsibility/plan is and be prepared to discuss same at the October EMS Alumni Board meeting.
- **VECTOR/hog roast:**
 - The hog roast following the spring FE exam was a success.
 - The event was put tighter quickly with little time to advertise.
 - The EMS Alumni Chapter helped sponsor the event.
 - Discussion.

- The Special Events Committee is requested to collaborate with VECTOR to enhance the event in the future including earlier planning and advertising of the event.
- The Special Events Committee is to propose/encourage VECTOR to consider coordinating a golfing event during the spring FE test day. The golfing event should draw alumni and faculty during the day followed by the hog roast to which all EMS students will be invited.
- **SWE Fundraiser Proposal:**
 - The Society of Women Engineers proposed a fundraiser based on providing apparel (shirt/blouse) with logo for students entering a CoOp. The proposal requests financial support from the EMS Alumni Chapter. Discussion. The consensus of the Board was to collaborate with SWE for another, preferred approach. Examples:
 - Have SWE representatives contact Sustaining Members and write articles on their behalf for publication in the GEODE and/or the EMS Alumni web site. A financial stipend could be awarded by the EMS Alumni Chapter. This approach would recognize/credit sustaining member organizations, get students constructively in contact with potential employers, provide a fundraising mechanism without the risks and effort associated with apparel.
 - Have SWE sponsor an EMS Alumni membership campaign for graduating seniors and recent graduates for which a financial stipend could be awarded by the EMS Alumni Chapter.
 - Tammy will share the Boards' ideas with SWE and help SWE stimulate additional ideas that the Board would better support.
- **Board membership expectation:** Each Board member is expected to dedicate a minimum 5 to 10 hours of work outside of board meetings each year. (could make this weekly or quarterly... but suspect we would have to do a lot of fancy dancing to coax anyone into candidacy for the Board...)
- **Committee Challenge.** All committees are challenged to review and propose revisions to Issues/Responsibilities. Example is special events committee has responsibility to coordinate M-Ball. There is no M-Ball any more – so need to re-write.