

MSU Alumni Club of Mid-Michigan, INC.
Minutes of Meeting Held March 12, 2008
At the Michigan State University Alumni Association

Board Members Present:

Board Members Excused:

- I. Call to Order 5:38 pm
- II. Board Introductions
- III. Welcome New Board Members
 - a. Rhonda Abood
 - b. David Tyler
- IV. Additions to Agenda
 - a. Clothing sales email
 - b. MSUAA Advisory Board nominations
- V. Approval of February Minutes
 - a. Charnita recommended edits with her comments regarding SAF Lunch.
 - b. Carole Sorenson shown as present and was excused
 - c. Kim Kittleman motioned to accept minutes with suggested edits. Barbara Sawyer-Koch seconded
 - d. Rhonda Abood asked that the record show two abstentions since they were not present at the February meeting.
- VI. Report from Executive Committee
 - a. Did not meet on Monday
 - b. Did not have pending business except the information about the clothing web site which will be discussed tonight.
 - c. Carole Lick stated that she would like to mention that Barbara Sawyer-Koch was nominated for a MSUAA service award.
- VII. Corresponding Secretary Report
 - a. Marcy was unable to join us for the meeting
 - b. Committee Minutes were forwarded
 - c. Marcy did do some of the layout work for the newsletter in an effort to save money.
 - d. Marcy still does not have access to our club email. She will continue to gain the information from the retired corresponding secretary
 - e. Kim Kittleman will check what the MSUAA has listed on-line
 - f. Jeff received notice yesterday that Bonnie Knutsen's husband has been diagnosed with cancer. They are cautiously optimistic with the prognosis
 - g. Jeff Hicks motioned that the club send flowers or make a donation.
 - h. Barbara Sawyer-Koch asked if the Knutsens had a scholarship established.
 - i. Carole made a motion to make a donation of \$100 to an organization TBT. Barbara Sawyer-Koch seconded. Motion passed
 - j.
- VIII. Treasurer's Report / Budget Introduction
 - a. Not much movement with the accounts

- b. A tax attorney was consulted regarding our accounts. He recommended that we eliminate the miscellaneous budget line. All money should be allocated.
- c. Nathan stated you will see slight changes in budget line names and notations to make the tax process easier
- d. The tax accountant recommended we work with a book-keeper to make the process easier once the information is given to the tax accountant.
- e. The Board set aside \$1000 to cover tax expenses.
- f. Barbara Sawyer-Koch asked a question regarding the Texas Hold-em event if the Club would incur costs?
- g. Mike Schuchaskie responded that there would be licensing fees per day.

IX. Committee Reports

- a. Sporting Events
 - i. Price for the event for Dean Transportation Bus Trip to Northwestern \$375.
 - ii. Texas Hold-em Opportunity
 - 1. Jeff Hicks notified Board for full disclosure that Mike Schuchaskie has a tie to the company so he will remove himself from the vote.
 - 2. Upfront cost for event is licensing fee of \$50 per day.
 - 3. At the end of the event the Club will be invoiced for a percentage of your net. The club would take home 60% the company would take % 40.
 - 4. The web site is: acesgamingsupply.com
 - 5. Rhonda Abood has been involved in the past. Rhonda stated that it is important to remember that the person on the license must be present at all times. It will be important to list more than one person on the license.
 - 6. Peter asked that the club supply two to three person per shift.
 - 7. Jeff stated that the sporting committee would like to participate and is willing to take the lead in participating.
 - 8. Jeff suggested other committee's consider participate.
 - 9. Peter asked if the days must be consecutive. Mike stated yes.
 - 10. Rhonda asked when the club would be able to schedule an event.
 - 11. Mike stated most likely June.
 - 12. Kim clarified that the committee that participate would expect that the money earned would go into their budget line.
 - 13. The sporting events committee wanted to bring it to the board.
 - 14. Jeff Armstrong asked if the inspectors have visited. Mike stated yes and the inspectors ensure the company is not

doing the work of the volunteers and make sure rules are followed.

15. Rhonda stated that St. Vincent Catholic Charities investigated this opportunity prior to participating and was comfortable.
16. Jeff Hicks motioned to pull a license for participation. Peter seconded
17. Jim Goodheart asked if the certain day's brought more of a return. Motion passed

b. Non Sporting Events

i. Ronald McDonald House

1. Thank to Charnita for leg-work
2. March 29th 9-1
3. Peter asked what the tasks will be for the day\
4. Charnita responded that the tasks may be anything from laundry or cleaning to meals
5. We are the group that will volunteer in the morning. Another organization will come in for the afternoon.
6. Marcy is putting together a shopping list for the event.
7. Carole Sorenson stated there will be a Habitat build later in the spring
8. Kim Kittleman stated that it would be wise for the club to purchase a banner with the club name.
9. Carole will get a key next week from Jeff.
10. Charnita encouraged spouses and children of appropriate age can also participate
11. Angela volunteered to produce a sign if we do not have a banner
12. Liz also stated she has a contact through SAF for a discounted banner
13. Charnita suggested that participates wear MSU gear
14. Jeff stated we are purchasing name badges but is unsure if they will be in by the event.
15. Mike suggested Dream Dinners. Jeff turned it over to the committee for the decision

c. Membership Development / Outreach

- i. Peter spoke with Bev VandenBerg (MSUAA) regarding new membership
- ii. Peter is hoping to meet with her in the future regarding what the MSUAA has planned.
- iii. Peter states we need to do better as a club and there will be more to report at the next meeting
- iv. Jeff stated that it was discussed in executive committee to create a poster or board to highlight membership and what you can save.
- v. The MSUAA would like all events present a membership promotion.

- vi. Peter stated that to receive a textbook scholarship that one parent must be an MSUAA member.
 - vii. Peter stated we need to be creative to get MSU out of the bottom of the Big 10.
 - viii. Jeff Hicks asked if the first year after graduation is free. Kim Kittleman stated yes with a reduced fee for the following two years.
- d. Member Communications / Publicity
- i. Did not meet this month
 - ii. Will meet next month to discuss advertising rates
 - iii. Kim Kittleman suggested they contact Chicago for their information
- e. Meetings
- f. Endowed Scholarship / Crystal Ball
- i. Estimated that our scholarship to award this year will be approximately \$1500
 - ii. The committee will decide whether to do one or two recipients and whether to consider last year's recipient
 - iii. Barbara Ball-McClure is working to improve information provided on candidates
 - iv. April 19th meeting schedule for the committee
 - v. Committee is in need of sponsors
- g. Undergraduate Teaching Excellence
- i. Nothing to report
- h. Textbook Scholarships
- i. Peter forwarded to the Board the packet that will be sent to the high schools.
 - ii. Packet is similar to previous years.
 - iii. Everything will be sent out by Friday.
 - iv. Information will also be posted on the web site.
 - v. Peter will provide information to Marcy to load on the web site.
 - vi. Jeff suggested that the document be converted to pdf and loaded to the site.
 - vii. Peter asked if the timeline was appropriate or if we could shorten the time-frame to notify winners before their graduation
 - viii. Barbara Sawyer-Koch stated a shorter time may encourage a sense of urgency to complete the application.
 - ix. Peter will adjust the schedule so notifications would go out the third week in May.
 - x. Peter asked if there was a freshman picnic scheduled
 - xi. Carole stated not yet. The committee is thinking early August.
 - xii. Peter clarified that this program awards seven textbook scholarships of \$750. This year the budget allotment is \$5000 which would lead to a shortage of \$250
 - xiii. Jeff stated that the sporting events committee would be willing to cover the extra expense.

- xiv. Kim Kittleman encouraged the non-sporting event committee to set the date. MSUAA and admission staff may want to attend and the summer schedule is filling quickly.
- i. Golf
 - i. MSUFCU pledged continued support of \$2000
 - ii. Brochures now printed and circulating
 - iii. Volunteers will be coordinated closer to the event
- j. Young Alumni
 - i. Harrison Roadhouse sponsored a game watch event
 - ii. Liz encouraged Board participation
 - iii. UofM approached us for a joint-event
 - iv. Facebook account started. Now has 101 members
 - v. Liz has also started a Linked-In account
 - vi. Jeff asked that we use these methods to promote MSUAA membership and the free first year
 - vii. Jeff stated the Chicago YA Coordinator and club was doing very well.
 - viii. Jeff emailed Stella Cash suggested a regional summit for Board members and YAC.
- k. Corporate Sponsor
 - i. It has been difficult to evaluate what has been done in the past and how to proceed
 - ii. Barbara Sawyer-Koch redrafted the document with the corporate sponsors once.
 - iii. Events listed Golf Outing, Spartan Crystal Award, Textbook Scholarship, Teaching Excellence.
 - iv. The level of donations named after campus building
 - v. Peter stated this committee was established to assist the multiple large club events efficiently approach sponsors.
 - vi. Barbara Sawyer Koch asked the Board to assist the Corporate Sponsor committee in recommending potential sponsors.
 - vii. Jeff raised question regarding the Teaching Excellence award if that would commercialize the awards.
 - viii. Carole Sorenson stated the Provost office may want a conversation regarding this matter
- l. University Assistance / Mini Grants
 - i. Everything is done electronically
 - ii. \$8000 budget this year
 - iii. Money awarded based on multi-cultural focus, non-revenue sports, and support services for students.
 - iv. Publicity has started to groups and clubs. We expect broad distribution
 - v. Application due at the end of the month
 - vi. April 8th is the meeting date.
 - vii. Rhonda requested a meeting date change to the next week due to spring break.

X. April Meeting Change to April 16th due to spring break.

X. Agenda Additions

- a. Tim Sambaer did accept the past president position
- b. Encouraged committee meeting minutes early to get information to the board 10 days prior to the meeting
- c. Merchandize opportunity. Jeff stated it is a way to promote our items without having to stock materials.
 - i. Rhonda stated she was not impressed with the color options.
 - ii. Jeff stated colors need to show our logo appropriately. We will hold on this project until we get a logo
- d. Nominations for MSUAA Advisory Board
 - i.

X. Meeting Adjourn