

John Carroll High School Alumni Association

Leadership Meeting

September 5, 2013, Cobb's Landing, 5:00 PM

1. Welcome
 - a. Thank you for coming!
2. Introductions
 - a. President- Kristen Trabulsy
 - b. Vice-President- JB Egan
 - c. Secretary- Natalie Westenhaver
 - d. Treasurer- Dr. John Carvelli
 - e. Historian- Becky Springsteen
 - f. Social Chairman- Veronica Tempone
 - g. Event/ Activity/ Project Coordinators- Nick Rains, Audrey & Will Willmot
3. Roles and responsibilities of leaders
 - a. Definitions of jobs:

-President: The chairperson shall preside at all meetings, plan and organize the agendas of the Alumni Association meetings in consultation with Director of Institutional Advancement, and see that the functions of the Alumni Associations committees are being properly performed.

-Vice-President: The vice-chairperson shall perform the duties and exercise the functions of the chairperson in his/her absence.

- Secretary: The secretary shall keep the minutes of all meetings and insure proper distribution of the minutes to all members. The secretary shall be responsible for the correspondence of the Alumni Association. In the absence of the President and Vice-President, the secretary shall perform their duties and exercise their functions.

-Treasurer: The treasurer shall work with the JCHS bookkeeper to keep records of the association, pay bills upon approval, and collect funds for various events.

-Historian: The historian shall take photos and maintain copies of printed collateral for a digital and hard-bound scrapbook. The historian may utilize social media outlets and various media platforms to promote and record news of the association.

- b. Terms of office: Officers of the Alumni Association shall be appointed by the Principal of JCHS with the concurrence the Director of Institutional Advancement. Each officer shall hold his/her position for one (1) year unless he/she resigns or is removed, or becomes unable to serve.
- 4. Update on JCHS today
 - a. Trifold, annual giving campaign brochure
- 5. Why we are here today
 - a. Mission Statement: The mission of the John Carroll High School Alumni Association is to help the alumni pursue of excellence, continue friendships formed in the high school, build strong and mutually beneficial ties between its diverse alumni, promote goodwill in the community, create a dynamic alumni program that will stimulate interests, build loyalty and unity, increase involvement, and generate support for the school among former students, faculty, and friends while always supporting the mission and development of John Carroll High School.
 - b. Create plan for September 23rd “kick off” meeting
 - i. Promotion to get alumni at the meeting
 - 1. Flyers at Back to School Night, home football games, facebook, website, emails, sign in front of the school, mail post cards to local graduates?
 - ii. Format of meeting
 - 1. Sign-in sheet
 - 2. Power point?
 - 3. Socialize for first 15 minutes?, mission statement, introduce board, self-introductions of alumni present, update on JCHS today, explain activities for the year, obtain ideas, ask for Decade reps at end of meeting
 - 4. Give-a-ways (cups)
- 6. Events/ Activities/ Projects for 2013-2014 school year
 - a. Alumni Association Kick-off Meeting (September 23rd, Cobb’s Landing)- Jennifer Trefelner
 - b. Celebration at Homecoming Football Game (September 20th)- Sarah Pride
 - c. Alumni Kickball Tournament and Luncheon (September 21st) - Will and Audrey Willmot
 - d. “Transitioning to Alumni Celebration” (May 2014)
 - e. All- Inclusive Reunion (May 2014), Semiformal, \$80 per couple?, Information collected by Phillis Castro-Seibenick

- f. Business Directory/ Job Database- Nick Rains obtaining information for best practices
 - g. Fall and Spring breakfasts for alumni at PGA, organized by Dr. John Carvelli, events to feature a message from Mr. Hopper, a guest speaker, to be held on Friday from 7-9 AM (November 1st- Wannamaker Room, \$15)
 - h. Ideas:
 - i. Recognize alumni at home football games?
 - ii. Apparel?
 - iii. Reunion box? (supplies for each class reunion, which can be utilized by the event organizers)
 - iv. Blog?
 - v. Future meeting dates?
7. Comments, suggestions, etc.

NOTES: