Meeting Minutes

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| |  | | --- | | **Alumni Weekend - Everyone**  - Theme-- Lunch and Learn, Thursday, October 25. From 11:30 – 2pm.  -brainstorm Ideas  -CEU on Ethics Speaker- Kristie as a backup speaker (Contact Dr. Drumm for potential speaker options)  - Venue  - White Oak Room (Abby will call to reserve)  -Fellowship Hall as a backup location  - Food  -Cater?- Natalie will contact Tricia Foster on catering options  -Salsaritas, Panera?  - Cafeteria?  - Misc.  -Gift  -Survey  -Raffle?  -Program  -Marketing  - Avenues with Evonne  - brochure  -website  -weekend program booklet, etc.  -SOCW  -website  -Newsletter  -Mailings – Postcard  -Facebook  - Fundraising- Determine purpose for the fundraiser  -Cost  -How much? Evonne/SOSW  - What for?  - Coordinate with Geovanny Ragsdale – Development Office –FILL OUT APPLICATION | |  |  |  |  |  | | --- | --- | --- | | **Summer Alumni Event- Wednesday, July 18. – Everyone** |  | Deadline: 10/27/11 | | - Budget  -$300 from Evonne.  - SOSW- what is needed to cover the cost  -Marketing  -Website- Lisa will work on updating the page  -Mailings –sent out ☺  -Facebook- Beginning of July Natalie will update  - E-vite – Goal Tues. 19th, no later than the 20th. –Lisa is working on creating  - Excel spreadsheet- to keep track of attendees (2 on email)- Natalie will create this  -Lead Host  -Tricia, Kristie (SOSW MSW program), and Lisa (Alumni Community involvement)  -Misc.  -Programs- Time outline- can be handed out to the attendees  -Raffle- Free attendance to Alumni Weekend Lunch n Learn/ Gift basket of goodies from the marketing department and Abby will pick up some additional items, also name tags.  -Survey – Natalie did a draft  -Gift – Drop by marketing |  |  |  | | --- | | **Technology - Lisa**  -will meet with Mr. Rusu this meet and go over the website. Will keep working on it.  - Learn how to do certain programs on the website with Natalie. | |  | | Additional Projects: - | |  | |  |  |  |  |  | | --- | --- | --- | | Attendees:  Natalie Montaldi, Abby Smith and Lisa Koffler |  |  | |  |  |  | |  |  |  | |

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