Meeting Minutes

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| Projects |  |  |  |  |

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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 |
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| **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 |  |

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| **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. |
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| Additional Projects: -  |
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| Attendees: Natalie Montaldi, Abby Smith and Lisa Koffler  |   |  |
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| Tasks  |  |  |  |  |

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