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| Minutes: Thursday, fEBRUARY 23, 2012 | | |  |  | |  | |
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| Meeting called by | | Lisa Koffler | | | | | |
| Type of meeting | | Update | | | | | |
| Facilitator | | Lisa Koffler | | | | | |
| Note taker | | Natalie Montaldi | | | | | |
| Timekeeper | | Natalie Montaldi | | | | | |
| Attendees | | Lisa Koffler, Abby Smith, Natalie Montaldi | | | | | |
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| **Agenda topics** | | | | | | | |
| **time allotted: 40min** | | | **topic: NewsLETTER, BYLAWS, ceu’s** | | | **presenter: Alumni COMMITTEE MEMBERS** | |
| Discussion | Newsletter almost completed.  Abby and Lisa met with Evonne on Tuesday, to continue open communication with her along the development of the alumni club. Send her meeting minutes; send her links to the Newsletter (QuickNotes). Sending flyers about the MSW program to recruiting events, chapter meetings.  Future goal: let Alumni use library database.  Abby and Kristie are taking charge of CEU’s and Certifications for alumni to have a catalog ready for fall 2012.  Bylaws- We need vision and mission statements.  Newsletter and bylaws are the two items that need to be done by the end of the month.  Alumni committee List serve is completed.  Create a timeline for Newsletters, bylaws, CEU’s catalogs. April 1st is the deadline for specializations to be completed.  March-Needs assessment, end of March a final draft of bylaws  April- present to faculty everything we have been discussing, specialization, CEU’s, website all need to be done. | | | | | | |
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| Conclusions | Next lunch meeting to do Vision and Mission statement, and discuss section of the bylaws. We’ll divide the articles for review. | | | | | | |
| Action items | | | | | Person responsible | | Deadline |
| CEU’S  Mission and Vision  Goals and Objectives | | | | | Abby  All members  Lisa | | 3/1/12 |
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