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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 bylawsApril- 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’SMission and VisionGoals and Objectives | AbbyAll membersLisa | 3/1/12 |
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