

**ALUMNAE ASSOCIATION OF MILLS COLLEGE**  
**Board of Governors Meeting**

October 5, 2011

6:30PM

Reinhardt Alumnae House

**I. INTRODUCTION**

President Jaquez-Fissori called the meeting to order at 6:30PM.

Those in attendance and constituting a quorum were:

***Present:***

President: Linda Jaquez-Fissori

Vice Presidents: Michelle Balovich and Lynda Campfield

Treasurer: Karlin Sorenson

Members: Rina Faletti, Cynthia Guevara, Lucy Do, Jennifer King, Viji Nakka-Cammauf, Bev Curwen, Darice Balabanis, Diane Kettle, Marge Nicholson, and Lillian Sahagun

Alumna Trustees: Julia Almanzan, Diana Odermatt, and Gayle Rothrock

Student Representative: Modesta Tamayo

***Absent:***

Stefanie Moreno

***Others Present:***

President Alecia DeCoudreaux

Senior Director of Alumnae Relations and Annual Giving: Laura Gobbi

**II. PRESIDENT'S REMARKS**

Alecia DeCoudreaux

- A. Thanked all alumnae volunteers especially the Reunion Committee and Guevara, Jaquez-Fissori, Faletti, Campfield, and Nicholson for all the events they helped to organize at Reunion 2011.
- B. Wants to strengthen the ties between the Alumnae Association and The College.
  - a. Was a volunteer and has been a member of the Board of Trustees at Wellesley College for 10 years. She appreciates the work our volunteers do on behalf of Mills College and understands the importance of this work.
- C. This is a time of transition for The College and the Board of Trustees.
  - a. Spending a lot of time thinking about how we're structured.
  - b. Focusing on enrollment management and established an enrollment task force.

- c. Facing budget shortfall and the Board of Trustees is addressing this.
- d. The Chair of the Board of Trustees is ensuring that we have the best governance practices in place.
- e. President DeCoudreaux will attend future Board of Governors meetings and keep us posted on upcoming changes and would like feedback from us.

### III. BOG MINUTES FROM MAY 2011

#### A. MOTION by Jaquez-Fissori:

- a. Move to make a correction on page 1, Item III, Section Ba of the May meeting minutes.
  - i. Change: *100% of the board must contribute to the Annual Fund.*  
to: *100% of the board must contribute to the AAMC Endowment Fund.*
- b. Seconded by King.
- c. **Favor:18;Oppose: 0; Abstain: 0.**

### IV. ALUMNAE RELATIONS REPORT

Laura Gobbi

#### A. Reunion 2011

- a. Fantastic attendance.
- b. All classes had their dinners on campus this year. Everyone liked the food. Alumnae Relations underwrote some of the cost of the dinners. Thanked Jaquez-Fissori for attending each class dinner with President DeCoudreaux.
- c. President DeCoudreaux attended the Points of Pride event and saw the student presentations.
- d. Reunion photos are on Facebook and on the web.

#### B. Plan to introduce President DeCoudreaux

- a. It's a five-part plan. See report.
- b. Will travel to Chicago next Friday. This is a pilot visit. President DeCoudreaux will have discussions with alumnae and talk about what is special about Mills.
- c. Making sure to have dialogue between alumnae and The College.
- d. Focusing on California events. We will have 10 events in the areas of California where we have the most alumnae and 10 events outside of California.
- e. Planning events around President DeCoudreaux's schedule. Lots of coordination.
- f. Visiting donors, alumnae branches, and corporate donors.
- g. **ACTION ITEM:** *Will bring President DeCoudreaux's itinerary to December's meeting.*

#### C. Alumnae Relations Advisory Committee (ARAC)

- a. Hoping to regroup in early November and set goals for 2012.
- b. Will discuss how its work could serve to introduce President DeCoudreaux and how it would help to forge a stronger partnership between the Board of Governors and The College.

- c. Results from the quantitative survey are 100 pages long. Jaquez-Fissori has a binder with all the survey results. Lots of statistical data. Had over 800 responses to the survey.

## **V. PRESIDENT'S REPORT**

Linda Jaquez-Fissori

- A. 81% of the BOG made a gift to the AAMC in fiscal year 2010-2011.
- B. During reunion, we sold \$2,275 of merchandise. \$600 is going back to the Orange County Branch, since we sold some of their merchandise.
- C. Continuing to do administrative work in the office. Leslie MacNeil is helping with some of the administrative work, but needs more volunteer help during the week.
- D. **ACTION ITEMS:**
  - a. *Looking for more volunteer help in the office.*
  - b. *Needs to understand how everything will work with regard to the possibility of hiring a work-study student and how we would budget for it.*

## **VI. FINANCE COMMITTEE**

Karlin Sorenson

- A. We currently do not have a manual on how our books were kept. Has been coming into the office on weekends to clean up and organize them.
- B. The budget for 2010-2011 was \$57,619 and we were \$800 over budget. Since we eliminated paid staffing, we will most likely not need to take money from the Admin Fund.
  - a. Finance Committee proposed to leave budget as is for now.
  - b. Looking for ways to save money. Have cut phone lines that are no longer needed.
- C. Mark Curtis joined the Finance Committee. Curtis manages investment accounts.
- D. AAMC Endowment Fund.
  - a. Might put the fund into an Index Fund.
  - b. Gifts to this fund for 2010-2011: \$20,331.
  - c. Drop in gifts since last year.
- E. **ACTION ITEMS:**
  - a. *Need to educate alumnae about giving to the AAMC Endowment Fund, in addition to The College. Might need to create a "script" so we can explain what is needed.*
  - b. *Will have conversation about fundraising at our next meeting.*
  - c. *Line items on our budget are old. Will need to change them.*

## **VII. ALUMNAE-STUDENT RELATIONS COMMITTEE**

Lynda Campfield

- A. Taco Tuesday went well.
  - a. 275 people attended. President DeCoudreaux and her mother attended.
  - b. Alumnae Relations paid \$5500 for the food.

- c. Thanked Curwen for donating the gift certificates for the raffle.
- B. Winter Celebration for New Alumnae- SAVE THE DATE!
  - a. Tuesday, November 29<sup>th</sup>, 2011.
  - b. President DeCoudreaux will be in attendance.
  - c. Graduating students will receive roses from the alumnae that attend the event.
  - d. **ACTION ITEM:** *It's important that all BOG members attend this event.*

## VIII. ALUMNAE AWARDS COMMITTEE

Lynda Campfield

- A. Three alumnae were honored this year.
  - a. Diana Chin '85- Distinguished Achievement.
  - b. Susan Penrod '71- Outstanding Volunteer.
  - c. Irina Dang '08- Recent Graduate Award.

## IX. EDUCATIONAL OUTREACH COMMITTEE

Michelle Balovich

- A. Upcoming Scheduled Event:
  - a. California Shakespeare Festival: *The Taming of the Shrew*, Saturday, October 8, 6PM.
    - i. 16 alumnae and friends are signed up to attend.
    - ii. Tickets are \$38 per person.

## X. ALUMNAE OF COLOR COMMITTEE

Cynthia Guevara

- A. Reunion
  - a. Committee worked over the summer to organize the 20<sup>th</sup> Anniversary celebration and events for Reunion.
  - b. Thanked Sahagun, King, Jaquez-Fissori, and Campfield for helping with the details while she was away on vacation.
  - c. On last day of reunion, had wonderful luncheon catered by Adrienne White and several performances in the Student Union.
  - d. Alumnae of Color from the class of '76 celebrated their reunion and are very excited about organizing and raising \$20,000 for The College by the end of the fiscal year.
- B. **ACTION ITEM:** *Will have next Alumnae of Color meeting on October 15<sup>th</sup> at the Solidarity Lounge.*

## XI. TRAVEL COMMITTEE

### Lucy Do

- A. Trip participation increased this year.
  - a. Peru- 4 people
  - b. Spain- 2 people
  - c. Italy – 2 people
  - d. Danube – 6 people
- B. Guevara proposed a trip to see the Dr. King Memorial.
- C. **ACTION ITEM:** *Guevara is planning a trip to see Beach Blanket Babylon*

## XII. ELECTION OF EXECUTIVE COMMITTEE MEMBERS

### Cythia Guevara

- A. Need three more people to join the Executive Committee (One trustee and two BOG Members). Committee membership always includes the President, two Vice Presidents, and the Treasurer.
- B. Is a very important committee in that it makes decisions on behalf of the board where appropriate and meets every so often depending on the need.
- C. The board nominated and voted on the following slate of candidates:
  - a. **MOTION** by Balovich:
    - i. Move to nominate Do.
    - ii. Do accepted
  - b. **MOTION** by Campfield:
    - i. Move to nominate King.
    - ii. King accepted
  - c. **MOTION** by Rothrock:
    - i. Move to nominate Odermatt.
    - ii. Odermatt accepted.
  - d. **MOTION** by Campfield:
    - i. Move for BOG to vote on slate by acclamation.
    - ii. King seconded.
    - iii. **Favor:18;Oppose: 0; Abstain: 0.**

## XIII. GOVERNOR ROLES AND RESPONSIBILITIES

### Jennifer King

- A. Advised all BOG members to look at the Board Member Job Description and the Goals and Objectives, which are included in our board manuals.

- B. It's important to actively serve on a committee.
  - a. If there is more participation, we can work smarter and not harder.
  - b. It means so much when all of us are present and supporting each other's events and committees.
- C. As a board, we're responsible for reevaluating ourselves. Is what we're doing helping our board/the AAMC and making it grow?
- D. It's important to make an annual gift to the AAMC Endowment Fund. It doesn't matter how big or small your gift is. We can't ask others to give to the AAMC if we do not give.
- E. **ACTION ITEM:** *All board members are to read and understand the Board Member Responsibilities document, which is included in our board binders. Please sign the document and give it to Linda.*

#### **XIV. PLANNING FOR 2011-2012**

Rina Faletti

- A. Board members were assigned to one of four breakout groups. Each group provided ideas on how each of the following AAMC committees should move forward in the coming year.
  - a. Alumnae-Student Relations.
  - b. Alumnae of Color.
  - c. Nominating.
  - d. Graduate.
- B. **ACTION ITEM:** *Each breakout group must submit a report of what was discussed/ decided to Faletti by October 16<sup>th</sup>.*

Meeting Adjourned at 9:00PM

Respectfully Submitted,

Michelle Balovich '03, AAMC Co-Vice President