

ALUMNAE ASSOCIATION OF MILLS COLLEGE
BOARD OF GOVERNORS MEETING
December 11, 2013
7:00 – 9:00 PM
REINHARDT ALUMNAE HOUSE

I. CALL TO ORDER AND WELCOME

President Lucy Do called the meeting to order at 6:48 PM. There were 16 members in attendance.

Those in attendance and constituting a quorum were:

President: Lucy Do.

Vice-Presidents: Viji Nakka-Cammauf and Jennifer King

Treasurer: Susan Thomas

Board Members: Darice Balabanis, Lilly Sahagun, , Pierre Loving, Gloria Fangon-Hitz, Marge Nicholson, Dawna Williams, Pamela Sufi, Marina Simenstand, Toni McElroy

Alumna Trustees: Diana Odermatt, Melissa Dile, Laura Gobbi (Senior Director of Alumnae Relations) and Mel Petricko (ASMC).

President Do began the meeting with a welcome to new Governor Mel Petricko who represents the Associated Students of Mills College. Do also announced that Governor Bianca D'Allesandro has resigned from the board. She thanked all the Governors for providing the food for the meal before the meeting in which the Governors hosted the staff from Office of Institutional Advancement for a holiday celebration.

II. APPROVAL OF MINUTES

The minutes from the October 16, 2013 meeting had been provided to the Governors in advance of the meeting. Vice-president King made a motion to approve the minutes, seconded by Trustee Dile. No discussion.

Vote taken to approve the minutes, approved unanimously.

III. COMMITTEE REPORTS

In an effort to save time, all Governors had been provided most of the committee reports in advance of the meeting.

President's Report (report provided in advance of meeting):

President Do went over the on-line survey that she would like each Governor to complete to assess the skill sets the Governors have and what particular areas we could use more representation. The data will be provided to the Nominating Committee so that they can select from candidates who complete our desired skill set needs.

Treasurer's Report

Treasurer Susan Thomas provided updated copies of the AAMC budget for '13-'14. There were two items that needed approval by the Board based upon recommendations from the Finance Committee. First item was the termination of the TIAA-CREF relationship with the AAMC, that vote was taken at October 16, 2013 meeting and the Governors approved. The Finance Committee approved the same motion at their recent meeting. The second item was the request from the Graduate Student Committee to increase their budget by \$1000. A proposal was received by the Finance Committee and they felt the increase was appropriate, Vice-President King made a motion to approve the request, Governor Balabanis seconded, vote taken and motion to increase Graduate Student Committee budget passed unanimously.

Event Evaluation Form

Vice-President Nakka-Cammauf provided an example of an Event Evaluation Form that was started last year for the purpose of assisting committee chairs with a way of determining if their event makes sense and provides value to the AAMC and the audience involved. As there are limited resources available to the committees events need to have value. There are frequently co-sponsors of our events so we need to connect the event to the goals of the organization. What was the goal is one question on the evaluation, how did the event connect to the mission of the AAMC? Trustee Odermatt provided some insight into the reason for the evaluation; to provide feedback to subsequent chairs of the committees so they don't have to start from scratch. Questions are things like did you get a return on the investment? The cost per participant, number of RSVPs vs number of attendees is included. The expectation is that all committee chairs will complete the form. Governor Sufi wanted to know if we might be able to store the results on line someplace for all committee chairs to view and use the data. President Do said we would definitely look in to that.

Report from the Office of Alumnae Relations (report provided in advance of meeting)

Laura Gobbi provided a schedule of upcoming Alumnae Relations events in the various tiered regions. President DeCoudreaux has been travelling to have small dinners with regional clubs in New York, Washington DC, Chicago, Orange County, she had to reschedule her Seattle dinner as she was ill and unable to make it. The faculty is also travelling all over the U.S. to visit with Mills alumnae. The ARAC pilot career networking brunches will begin this spring. The plan is that these will help with student retention and networking by having alumnae brunch with the students on several Sundays at Founder's Commons. The goal is to play on "Sharing Your Story" with alumnae telling how Mills helped them on their trajectory to the work force. The brunches are in addition to monthly career conversations with alumnae, how their career relates to their time spent at Mills. There is a planned "speed networking" event where students have limited time to present themselves to alumnae. The strategy is to support career networking.

IV. 2013/2014 BOARD OF GOVERNORS PRIORITIES

President Do provided an updated list of priorities to the Governors. The first two items were well under way. President Do emphasized we need to do what we can to support the Strategic Plan. Items 3 and 4 had to do with the establishment of Branch/Club Liaison and Communication Committee. Governor Sufi has been exploring a variety of methods of communicating to the alumnae community at large, either via Facebook or some other sort of media. She and Governor Loving have been researching ways to hold the next Trustee election electronically and have some cost estimates and proposals that will require meeting with the college. Doing the vote electronically will require access to Banner, the alumnae database, and there are security concerns as well as concerns about duplicating votes. They feel the cost will be around \$50.00 per month and will bring the matter back to the Board when more is known. Governor Sufi wanted to know if she could have the documents that were used to create the need for a Communications Committee; she will be provided the wrap-up documents from that meeting. President Do asked Governor Sufi to prepare a white paper. Governor Petricko mentioned that the ASMC has a Publicity Chair and that person slots events into the ASMC Facebook page. There is also a sandwich board in front of Suzanne Adams Plaza that lists upcoming events as well as Student News, which is an e-mail to all students.

BREAK

The meeting was called back to order at 8:20 PM

V. EVENTS FOR GOVERNORS TO ATTEND

President Do went over upcoming events and asked which Governors might be attending. The first one was the Candle Lighting ceremony to begin the spring semester, January 21, 2014 at 5:30 on Strike Plaza. There is a regular Board of Governors meeting on February 19 and a retreat on February 23rd from 2:00 to 5:00, followed by dinner. March 29th is an event sponsored by Educational Outreach in honor of Women's History Month. April 5th is Hey Day Play Day. April 13th Alumnae of Color spring potluck with students. April 16th Phenomenal Women of Color dinner. April 30th Pearl M dinner. May 5th ice cream social sponsored by Graduate Student Committee. May 14th final meeting of Board of Governors for 2013-2014 school year. May 17th is commencement and the annual meeting, Governors are really encouraged to attend both of these events as a quorum is required to make any decisions at the annual meeting.

VI. USEFUL INFORMATION FOR COMMITTEE REPORTS

Vice-president Nakka-Cammauf presented a possible format for committee chairs to use as a template when preparing their reports for the quarterly meetings. While not entirely mandatory having the mission statement and listing the attending members really helps for others reading the report. The template serves as a guideline.

VII. WHY MEMBERSHIP IS IMPORTANT TO THE SUCCESS OF COMMITTEES

Vice-President King reminded the Governors that their committees need membership in order to be successful. There are too many tasks for just the chairperson to complete and having more hands makes the job that much easier. Membership on the committees is not limited to the members of the Board of Governors; any member of the alumnae community is welcomed to be on a committee.

VIII. GOVERNORS TRAVEL SCHEDULES

Governor Nicholson presented a list of top tier regions with AAMC branches. Nicholson requested governors who might be travelling to these areas to let her know if they have time to visit with these branches. Nicholson and committee are developing a set of talking points for any governor making a visit with other branches.

Meeting adjourned by President Lucy Do at 9:09 PM
Submitted by Lesli MacNeil
December 13, 2013