



August 20, 2007 – MLTD Board Meeting Minutes Mesa Chamber of Commerce

Attendance

Present: Kate Ali'varius, Vicki Coe, Dale Easter, Kay Henry, Dina Higgins, Laura Hyneman, Maria Mancinas, Amy Ricks, Nathan Ricks, Linda Sullivan, Denise Traves
Excused Absence: Brian Sexton

Call to Order

The meeting was called to order by Chair Dale Easter at 5:32 p.m. Dale congratulated Linda, Denise and Amy for putting together the outstanding August 11th Class 2008 Orientation Day and Dinner.

Approval of 7/16/07 Board Minutes

Kate moved to approve the 7/16/07 board minutes as submitted and Denise seconded it. Motion passed unanimously.

Financial Report

The current balances are as follows: Scholarship Savings Account \$684.63; Program Checking Account \$18,917.24; Alumni Checking Account \$2,858.32; and Scholarship CD \$2,611.58.

August Expenses: The expenses as presented (\$2,421.91) had a duplicate charge of \$5.39 for a class camera purchased on 8/11 that lowered the total to \$2,416.52. Kate moved to approve the August Expenses as amended and Dina seconded it. Motion passed unanimously.

Action Topics

MLTD Vision Statement

Dale stated that the 2007-08 MLTD Vision statement that will be generated from the June 2nd Board Retreat inputs will be ready for the September meeting.

Board Mentoring Class Member Assignments Update

Dale e-mailed updated board mentoring assignments earlier that day. He advised board members to contact their assigned class members within the next week. He re-emphasized that the mentor's goal is to assure that class members understand and meet all of the graduation requirements. The mentor should also be available to answer any questions that might arise. To offset any individual mentor meeting expenses, Dina moved to reimburse mentors up to \$10 for each quarterly meeting with an assigned class member. Vicki seconded the motion and it passed unanimously. Dale stated if different mentoring assignments made better sense, board members could trade informally but let the rest of the board know.

MLTD 2007 Social

Amy led the discussion as to when the 2007 MLTD Social should occur. It was ultimately agreed to have a Holiday Social on December 8. It was suggested it start at 7:00 p.m. and heavy hors d'oeuvres plus wine/beer and other non-alcoholic beverages be served. It also was suggested to have a holiday costume theme and provide prizes for best costumes. Dina will host the party at her home. Two class members have already volunteered to serve on the Social Committee. Committee will meet, determine a budget dollar per person and plan the social's details.

Protocol for MLTD Communications

Kate asked about communications protocol regarding e-mails and getting needed responses. Dale stated everyone was empowered to perform their MLTD job, however, feedback should be requested regarding funding amounts not previously budgeted or publication releases that impact the entire organization. Denise suggested that "Action Needed" be put in the e-mail's subject line when feedback responses are required.

Web Site Design

Kay reported that Jane Martin (EVIT) involved in the March 2006 MLTD web site redesign was no longer there. Her replacement, Marianna Baidoon, a brand new EVIT employee, knew nothing about our web site and is going to her supervisor for information. Kay, Laura and Maria will meet with Marianna on 8/28 to discuss updating and maintaining the web site. MLTD has not been invoiced for the \$300 flat rate charge agreed to verbally last March. It was suggested that a memo of understanding or contract be generated between MLTD and EVIT regarding updating/maintaining the web site this year. If EVIT doesn't work out, Denise said she knows a web site administrator that charges reasonably.

Action: Kay to contact Pam Stapley (Mesa Chamber) about its web site link break with MLTD.

Job Descriptions

Kay sent out the latest MLTD job descriptions document via e-mail on 8/19. This project has been on-going since April 2006. Board inputs occurred in October 2006 and May 2007. Kay suggested an Executive Council meeting be called to review the latest August 2007 draft, make any changes as needed and then make a recommendation for approval at the 9/17/07 MLTD Board Meeting.

Action: Dale to determine date, time and place for Executive Council meeting.

MLTD 29th Class Member

One person accepted to the class missed the first meeting and still hasn't paid the \$500 tuition. MLTD Policies state that the tuition deadline should be adhered to but delays can be reviewed on a case by case basis.

After much discussion, Dina made a motion to give this person an absolute deadline of September 1st to pay the tuition or be dropped from the class roster after that date. Maria seconded the motion. It passed 10 Yes to 1 No (Nathan).

Monthly Board of Directors Activity Reports (Attachment A)

Attachment A contains the written July/August Reports submitted by the board members and the following additional dialogue occurred at the meeting.

Curriculum – Linda Sullivan & Denise Traves

Linda thanked Amy and Laura for helping put the class binders together. Denise stated she had e-mailed an updated class roster to the board.

Chair – Dale Easter

Dale will approach Chamber members to solicit class sponsorships and requested that the rest of the board approach other people and/or businesses for sponsorships.

Chair Elect – Dina Higgins

Has already started working on next May's graduation. She is considering the Mesa Country Club and Arizona Golf Resort as possible locations.

Program – Vicki Coe

Will be sending out the August class points spreadsheet as soon as she receives the information from Linda and Denise.

Recruitment – Kate Ali’varius

Kate has received inputs from Mesa United Way and the Southwest Shakespeare Company regarding possible class project ideas. It was suggested that arrangements be made to set up a MLTD recruitment table at the 10/27/07 Latino Hall. Denise (in charge of organizing Latino Hall) will sign MLTD up for a table and the charge will be \$50.

Secretary – Kay Henry

Kay thanked everyone who submitted articles for the August Newsletter and Maria for distributing the newsletter via e-mail and regular mail.

Social – Amy Ricks

Amy submitted her letter of resignation as Social Committee Chair. She is pursuing a degree from NAU in addition to her full time job and this impacts her ability to positively perform the Social Chair responsibilities. She did offer to help out through September.

Topics From Floor

MLTD Executive Sessions

It was agreed by everyone that future MLTD Board agendas would include a topic at the end of the agenda called “Executive Session”. This will allow the Board to discuss any sensitive topics regarding personnel, finances, etc. after guests leave the meeting.

Adjourn

The meeting was adjourned at 7:22 pm.

Respectfully Submitted,
Kay Henry
Secretary

Attachments:

- A – July/August 2007 MLTD Board Activity Reports
- B - August Expense Report