



November 19, 2007 – MLTD Board Meeting Minutes Mesa Chamber of Commerce

Attendance

Present: Kate Ali'varius, Vicki Coe, Dale Easter, Kay Henry, Dina Higgins, Maria Mancinas, Nathan Ricks, Linda Sullivan, Denise Traves

Excused Absence: Laura Hyneman, Brian Sexton

Class 2008 Guests: Fabian Cota, Dee Kepp

Call to Order

The meeting was called to order by Chair Dale Easter at 6:05 pm. Round table introductions occurred since two Class 2008 members were in attendance.

Approval of 10/15/07 Board Minutes

Denise moved to approve the 10/15/07 board minutes as submitted and Maria seconded it. Motion passed unanimously.

Financial Report

Current Account Balances: Scholarship Savings Account \$438.05; Program Checking Account \$7,722.32; Alumni Checking Account \$2,918.32; Scholarship CD \$2,640.65 and Program 6-month CD \$8,029.22.

November Expenses: Dina moved to approve the November Expenses of \$484.81 as presented and Kate seconded it. Motion passed unanimously.

Nathan distributed copies of the 2007-08 Budget, YTD to the entire board and individual budget sheets to the appropriate persons.

Mesa Bank sent MLTD a thank-you \$10 Target gift card. It was agreed Nathan keep the card himself as thanks for all the hard work he performs as the treasurer.

Action: Nathan to send out 2007-08 Alumni Dues Invoices via e-mail over the Thanksgiving weekend. (Note - 57 alumni paid 2006-07 dues.)

Action, Discussion or Communication Topics

December 8, 2007 Holiday Party

The November Newsletter announced the 12/8/07 MLTD Holiday Party to be held at Dina Higgins' home. Dina has designed postcards and plans to mail them over the Thanksgiving weekend. Maria supplied Dina with mailing labels. Maria suggested the MLTD logo appear on the invitation. Dina is planning the party budget based on 70 attendees and doesn't plan to exceed \$1,000. Wine, beer and non-alcoholic beverages and heavy hors d'oeuvres will be served. The board agreed that she hire a DJ at \$75 to provide the music. Hannah Bergman is the caterer.

Action: All board members are to call one or two alumni the week before the Holiday Party and extend a follow-up personal invitation.

Web Site Progress Report

Denise reported that Karen Hubbard has started the web site design for MLTD's new web site (www.mesaltd.org). The site will be visible to the public after the domain site bill is paid. She is able to transfer the existing pictures from the current web site and asked if we wanted additional pictures. It was

agreed that the navigation buttons remain at the top of each page. The following web site suggestions were made by the board members.

- Be able to fill out the Class 2009 Application on-line.
- Create Links to: MLTD Minutes; MLTD Bylaws, Policies & Job Descriptions; MLTD Newsletters; Class Tours; Class Points; Tour Reporting Forms; City of Mesa, Mesa Chamber and Mesa Arts Center.
- Include short bios on the Board Members – current occupation and other community activities
- List the Class 2008 members (similar to what appeared in the August Newsletter).
- Have an upbeat introductory article on the first page about MLTD.
- Future – include the MLTD alumni directory – accessed only with a password.

The site will have nine (9) free e-mail addresses that can be assigned to the board members. These addresses will be linked to our existing e-mail addresses. We will have to pay extra for additional addresses.

Action: Kay to collect bios from all board members and forward to Denise.

Action: Dina and Dale will write the introductory MLTD article.

Action: Denise to find out cost for additional e-mail addresses.

Alumni Outreach Plan Discussion

Due to lack of alumni RSVP's, the October and November MLTD town halls were cancelled. No additional alumni attended the class/alumni networking social at the Grill Square. The networking social was enjoyed by the class members that attended because it really gave them a chance to know each other better and the board members that attended. Everyone agreed to continue this social event after the remaining Friday classes (February, March and April).

With the 12/8 Holiday Social preparations in the works, it was agreed to concentrate on encouraging a good alumni turnout to this event. Dale stated that "active" participation versus "passive" participation is typically more successful. Each board member extending a personal invite via telephone to a couple of alumni should increase the social's attendance. Sending out mailers to MLTD alumni events in addition to e-mail notices should also improve alumni responses.

Action: Dina will manage the alumni outreach program and it will be on the December board meeting agenda for further discussion.

Monthly Board of Directors Activity Reports (Attachment A)

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

Curriculum – Linda Sullivan & Denise Traves

December's lunch cookout at the Police Training Facility is on with Saffron Catering who will also provide the grills. Dale will call Saffron on Tuesday to confirm and Denise will follow-up.

Program – Vicki Coe

She is bringing her tour comments notebook to each board meeting for anyone wanting to review them. Informed attending class members that this meeting counted as an individual non-profit board meeting. Each member needs to send an individual e-mail to Vicki to get their points.

Publicity – Kay Henry & Laura Hyneman

Kay stated she wanted to convert the newsletter to a PDF file but didn't have the software to do so and Adobe is very expensive. She will explore two PDF conversion suggested softwares (Cute.pdf and Paperport) for the February newsletter.

Recruitment – Kate Ali’varius

Kate requested purchasing two new large and two new small signs (plus additional easels as needed) for Recruitment and Curriculum since the current signs are out of date and looking shabby. The Board agreed she should do so. The Board also agreed she needs to purchase business cards for her recruiting efforts. Kate needs the Class 2008 application template to update for Class 2009 recruitment. It was suggested she contact Pam Stapley to get on the Chamber’s list for recruitment presentations.

Action: Dale to send 2008 application to Kate ASAP to update.

Action: Kate will update application and send to Maria by 11/30 and Denise for the web site.

Chair Elect – Dina Higgins

The Arizona Golf Resort has new owners and will undergo major renovations in the future. It is available for the May Class 2008 Graduation and MLTD Annual Meeting.

Chair – Dale Easter

Announced that Class 2008 member Steven Viramontes is the father of a brand new baby girl and suggested board members e-mail him congratulations. He encouraged all board members to contact potential class sponsors. Tom Rhodes and Dave Weir of Wells Fargo have agreed to sponsor class food/beverages. Westcor paid for all the food and beverages at the class networking social at Grill Square.

Action: Dale to send thank you note to Westcor for their sponsorship.

Topics from Floor

Class 2008 Project Ratification

Dee Kepp presented the proposed class project for Sunshine Acres for board ratification. On 11/24/07 the class will meet at the Sunshine Acres storage unit to clean out the unit and also decorate the hall (gymnasium) for the holidays. On the day after 1/1/08, the class will go back to Sunshine Acres and take down the decorations and put them back into storage. Kay made a motion to ratify the project and Kate seconded it. The motion passed unanimously.

Adjourn

The meeting was adjourned at 8:05 pm.

Respectfully Submitted,

Kay Henry
MLTD Secretary

Attachments:

- A - October/November 2007 MLTD Board Activity Reports
- B - November Expense Report
- C - November Class Points