



January 21, 2008 – MLTD Board Meeting Minutes – Final Draft Mesa Chamber of Commerce

Attendance

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

Excused Absence: Brian Sexton, Denise Traves

Call to Order

The meeting was called to order by Chair Dale Easter at 6:03 pm. Round table introductions occurred to welcome guest speaker Jen Rooney from Creative Consulting. Jen gave a brief overview of the type of workshops she facilitates. She said each 1-1/2 or longer workshop is designed specifically to fit the attendees' interests.

Approval of 11/19/07 Board Minutes

Dina moved to approve the 11/19/07 board minutes as submitted and Vicki seconded it. Motion passed unanimously.

Financial Report

Current Account Balances: Scholarship Savings Account \$440.24; Program Checking Account \$7,466.26; Alumni Checking Account \$2,684.28; Scholarship CD \$2,660.10 and Program 6-month CD \$8,087.01.

January Expenses: Discussion regarding the database recovery/compilation expense of \$225 occurred and the lack of previous board discussion or agreement that Yolanda Hindmarch be hired to do this work. Because 60 Holiday Party invitations were returned due to incorrect addresses, Dina had Yolanda make these address corrections to the current listing. The current database is in word format and needs to be converted to a database format. It was agreed that Dina obtain a quote regarding future work and expenditures needed. Linda made a motion to approve the \$701.03 expenses submitted for January and Vicki seconded the motion. The motion passed 8 Yes and 1 No (Maria).

Action: Research if other databases or mailing lists exist (e.g., information used to compile the 2007 MLTD directory) that can supplement or update the list currently in Dina's possession? (Dina, Maria & Nathan)

Action: Dina to present a "Request for Quote" to Yolanda Hindmarch regarding what future work is needed to update the existing alumni list and convert it to a database. Quote should include work scope, number of hours required to complete the work and a "not to exceed" total dollar amount.

2007-08 Alumni Dues: Nathan recommended offering lifetime memberships to the current class graduates and those other alumni wishing to do so. He suggested that it be ongoing for each graduating class in the future. Since the first year's alumni dues are included in the class tuition, it could present a problem collecting lifetime membership dues right after class members graduate. MLTD currently has 25 lifetime members (Attachment C). This membership was offered years ago but wasn't continued. Research needs to occur on why it was discontinued.

Action: Nathan to contact Lin Adams and Terry Benelli regarding MLTD's lifetime membership history and inform the Board of his findings prior to the Feb. meeting.

Action: Nathan to send out 2007-08 Alumni Dues Notices no later than 2/1/08 via e-mail and regular mail. He needs labels from Maria and Dina for the regular mailings. He will request help from the Board if needed.

Social Budget Status: Nathan expressed concern regarding the possible overrun of the social committee actual expenditures versus its budget. He raised this issue as an alert since there are still three class meetings remaining to occur, however, he believes MLTD has sufficient funds bottom line to cover this overage.

Action, Discussion or Communication Topics

MLTD Endorsement Request

A discussion occurred in response to a candidate's request for MLTD's endorsement in the upcoming mayor election. In the past, MLTD as an organization has not endorsed any political candidates; however, MLTD members have independently supported candidates without involving MLTD. Maria made a motion that MLTD Board of Directors will not make endorsements to any political candidate as a matter of policy. Vicki seconded the motion and it passed unanimously.

Action: Dale to inform candidate of MLTD's policy not to endorse political candidates.

Action: Since the current MLTD's Policies don't include wordage on this position, a new section needs to be written, approved by the Board and incorporated. Kay to draft wordage on this position. She will also review what other policy changes might need to occur and have ready for the 2/18/08 board meeting.

Recruitment Plans

Kate said that Class 2009 recruitment is gearing up rapidly. March 18, 2008 is slated for Recruitment's Open House at the Mesa Chamber. Discussion on whether breakfast and lunch should still be provided to class members at their all-day monthly meetings. The application states that it is. Maria made a motion that breakfast and lunch still be provided to the class. Dale seconded the motion and it passed 8 Yes and 1 No (Kate).

Action: Dale to contact RigaTony's and request a food donation for the 3/18 Open House.

Action: As part of the year end class survey, Linda will include a question regarding MLTD's providing breakfast and lunch.

Action: Laura will provide Channel 11 recruitment contact information to Kate.

Action: Dale will include recruitment information in his monthly Mesa Chamber Newsletter article.

Action: Kate to provide recruitment articles to the Arizona Republic, Mesa Tribune and Mesa's utility newsletter.

Class 2008 Project

Linda reported all Class 2008 members did not participate in the two day Sunshine Acres class project. Co-class chairman Craig Henry sent Vicki an e-mail stating that 12 members participated in the 11/27 storage clean-up and putting up Christmas decorations. On 1/6, class members took down the decorations and stored them. Vicki needs a listing of the 1/6/08 participants. The few class members that didn't participate in the Sunshine Acres class project must present a new proposal to the board in February to make up for missing the Sunshine Acres project.

Action: Linda to get list of 1/6/08 class participants to Vicki.

Action: Linda to contact class project non-participants and inform them that they need to put together a make-up class proposal and present to the 2/18/08 MLTD Board meeting for acceptance.

Website Contents Discussion

Kay led the discussion since Denise was absent. The new site is up and running. Kay e-mailed Denise all of the approved MLTD minutes and activity reports since July, the approved Job Descriptions and the August Newsletter to add to the site. New suggestions:

- Add a link to Pay Pal for alumni to pay their dues. Nathan has signed up for this link for MLTD's bank account.
- Have the ability to locate the site via "Google".
- Create Links to: Class Tours; Class Points; Tour Reporting Forms.
- Provide a Class 2008 picture.

Outstanding web site inclusions that haven't been added:

- 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 the rest of the board members and forward to Denise.

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

Action: Denise to ask Karen what future maintenance costs will be.

Action: Kay and Laura to meet with Denise and Karen in the immediate future to discuss the current site's status and how future update information should be communicated to Karen.

Action: Kay to contact Pam Stapley (Mesa Chamber) to change their link to the new MLTD web site and Class 2009 application.

Alumni Outreach Plan Discussion

A brief discussion regarding alumni involvement occurred. It was agreed that a "happy hour" occur after the 4/4/08 class meeting. Having an alumni workshop was also discussed.

Action: Dina will contact class members regarding an April "happy hour" after class and ask them for location suggestions. It will be "pay your own way". Each board member will invite another alumni member to attend the get-together.

Action: Dina will contact Jen Rooney regarding possible alumni workshops and what the cost would be for a 1-1/2 hour workshop. She will ask Jen if board members may attend one of her existing workshops and let the board know when and where.

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.

Placement – Laura Hyneman

Laura has contact Heidi Geist (City of Mesa) and requested a list of all open City board/committee positions occurring in June 2008 so she can include this information in the MLTD March Newsletter article.

Program – Vicki Coe

Two class members have missed three classes and are out. Bret moved out of state and is no longer a class member. All class members that have been dropped or dropped out from this year's class only have the opportunity to join Class 2009 to acquire the graduation points needed to become a MLTD graduate.

Publicity – Kay Henry & Laura Hyneman

It was agreed to have a newsletter published on March 1, 2008. This newsletter can be used to help recruit Class 2009 members. It will be available at the 3/18/08 Recruitment Open House. Possible articles can include number of points required to graduate; scope of classes, tours, shadowing, non-profit board attendance and class project; and positive outcomes of being a MLTD graduate.

Action: Kay to send out request to all board members for newsletter articles.

Action: Dale to write a lead-in newsletter article and mention all MLTD graduates running for Mesa political offices in the upcoming election.

Chair Elect – Dina Higgins

Approximately 65 to 70 people have attended past alumni/graduation meetings in the last two years. Suggestions for possible locations: Falcon Field, Arizona Golf Resort, SW Museum. A cash bar will be available.

Action: Dina to contact possible locations and present findings to February board meeting.

Chair – Dale Easter

Announced that Laura Hyneman had accepted chairmanship of the Nominating Committee. Three board members and two alumni will make up the committee.

Action: Kay to provide Laura and Board with Board term limitations and office limitations.

Action: Laura to formulate Nominating Committee membership and have meetings to put together Board 2008-09 candidates.

Action: Dale to meet with Charlie Deaton regarding MLTD's 501c3 status, youth programs and the possibility of his visiting with the current class.

Adjourn

The meeting was adjourned at 8:47 pm.

Respectfully Submitted,

Kay Henry
MLTD Secretary

Attachments:

A - December 2007 and January 2008 MLTD Board Activity Reports

B - January Expense Report

C - MLTD's Lifetime Members