

**MLTD Monthly Board of Directors Written Activity Reports  
6/18/07 to 7/16/07**

**Community Liaison – Brian Sexton – No Report**

**Curriculum – Linda Sullivan & Denise Traves**

Discussion Item:

Description of Class Project. The class project is a group effort that requires the involvement of all members of the class. Criteria for the project are:

- It should benefit the community
- It will require planning and organizing during class and outside of class
- It will utilize networking and leadership on the part of class members

Examples of past class projects:

- Support the MLK Celebration Events
- Forum for stakeholders of Mesa Grande Ruins
- United Food Bank – Build a hill of beans
- Save the Family
- House of Refuge – Build a library

Ideas for Class Project:

- Leadership classes from around the valley meet to network and talk about an issue
- Transit oriented development
- Fiesta District revitalization
- Community meeting or forum

Update on curriculum

Still working on confirming location and speakers for orientation on August 11. We will be putting binders together on 7/28 at 2:00pm at the Red Mountain Community Room 2007-2008 calendar attached

**Placement – Laura Hyneman**

Current and on-going activities:

- I have contacted all board identified on Pat Esparza's list.
- I have updated board meeting time, location and contact information. I have researched and added "mission statements" for those not previously part of the spreadsheet.
- I have separated the organizations into three groups: those organizations with open boards, other service/civic organizations and city boards.
- I have added links to each organization's webpage. I hope we can send this to class members electronically in addition to provide them with a paper copy in their binders.
- I am sending the spreadsheet to the board, separately.

Future/Planned activities:

I will compile lists of active board members and identify MLTD graduates.

Expenses:

I foresee no expenses for the month of July.

**Program – Vicki Coe**

1. Updated Class Notebook materials covering the following topics and distributed drafts to the Board for review and recommendations:
  - Requirements for Graduation - Class Days, Class Project, Shadowing, Individual Tours, and Group Tours
  - Description of Responsibilities - Class Historian, Class Representative, Class Social Representative, and Group Tour Leaders
  - Shadowing - Overview, Timeline, Guidelines, Suggestion List, Shadowing Preference Form, and Shadowing Report & Evaluation Form

- Tours - Tour Report & Evaluation Forms (Individual and Group Tours)
- 2. Revised Class Notebook materials to incorporate recommendations made by Kay Henry and Amy Ricks.
- 3. Submitted revised Class Notebook materials to Linda Sullivan.
- 4. Setting up Class of 2008 Points Tracking Spreadsheet and Graduation Status Report formats. I will need the final class roster and planned tour schedule, when available.

**Publications – “Vacant” – No Report**

**Recruitment – Kate Ali’varius**

One comment I had per the curriculum report is that we may wish to expand on the project summaries. I would include, as an example, how the project helped the community, who (self- and/or class-selected representatives/leaders) organized it, how much time it demanded from individual class members, where individual class members go to acquire more project examples, information, etc.

Have we thought about asking alum to submit their "wish list" for class projects? For example, Mike Hughes may have something for A New Leaf, graduates who serve as Rotarians may have service-calls, mayor and/or council may be in a position to identify needs for the class to fill as well. I think this could become advantageous for alum and give the class more direction and options.

As for my report for this month, I'm continuing to talk-up MLTD but have not yet begun the hard sell as it's still early in the year. I garnered some interest at a recent Rotary meeting, am meeting with a group of local business-owners and volunteer this evening to disseminate literature on MLTD, and am continuing to tout MLTD experiences through public/private email lists supplied by community members.

If anyone has recommendations on people/organizations to groom as well as needs for additional MLTD literature, please let me know. Does anyone know if we can get an announcement on MLTD in the voting literature that will be distributed soon?

**Social – Amy Ricks**

Expenses Submitted: 6/13/07 100.00 Landmark Restaurant deposit for August Class Dinner

I called the Landmark Restaurant and confirmed our August 11th booking for dinner. Do we have a sponsor for this event? I made preliminary arrangements with Paradise Bakery to caterer and deliver the food for the August class. I have appointment with them on July 26th.

**Past Chair – Maria Mancinas – No Report**

**Secretary – Kay Henry**

- Wrote and distributed 6/18/07 Board of Directors meeting minutes.
- Combined all 6/18/07 activity reports into one document and attached it to the 6/18 minutes.
- Updated and distributed MLTD Policies document to include changes approved at the 6/18 board meeting. They are: Para. 5. Removal of Officers or Directors - Deleted last sentence (5.B.4) containing the 2/3 vote requirement. Para. 8. Scholarship Criteria - Changed 8.A.1 to read: "Awards are made on financial need and must meet the 80% of Mesa's medium household income guidelines."
- Updated and distributed MLTD 2007-08 BOD Contact List.
- Sent out guidelines and solicited articles for the August MLTD Newsletter. Deadline for articles is 7/25.
- Sent out meeting announcement for 7/16 meeting and requested written activity reports.
- Solicited inputs for the 7/16 MLTD Board agenda and published agenda.

**Treasurer – Nathan Ricks**

Scholarship Acct	xxxxx0301	Savings		1,184.63
Program Acct	xxxxx0305	Checking		15,367.69
Alumni Acct	xxxxx0937	Checking		2,858.32
CD 6 Month	xxxxx0010	Certificate of Deposit		2,601.63

We have received a total of \$9600.00 in tuition payments. This means that we have received 19 full tuition payments. This does not include those who are eligible for scholarships. For an action item, we need to find out where the additional money from the class members is. We only have 19 full payments submitted and deposited, and the class is scheduled to have 29 members. The deadline for submitting payments was 6/30, and the Board decided to allow one extension. As far as I know, we have 2 members qualifying for tuition relief. As of now, we are missing a total of 10 payments (representing \$5000 in funds).

### **Chair Elect – Dina Higgins – No Report**

### **Chair – Dale Easter**

Most of the month was spent chasing down tuition checks. Here are some details on activities:

- 1) Reported on our Retreat results to Mesa Chamber of Commerce, they were very excited about class size, possibility of a youth leadership program, and long term (I stressed this point) project to get a national level leadership speaker to the MA
- 2) Received and processed 4 scholarship applications: MLTD Board approved Elizabeth Machado and Felipa Garcia's application-they were both very grateful and thank the board. Board declined Lisa Coleman's application due to her income level. Brenda Lee Day's application is in progress (2 exec board members have supported the recommendation to approve her application, need one more for approval.
- 3) Unfortunately 2 Class of 2008 invitees decided not to attend the class (Dana Pefferly, Debbie Driscoll).
- 4) As of Friday night (7/13), these Class of 2008 members are paid in full (23): Dee Kepp, Eric Kobet, Fabian Cota, Kyle Tilghman, Melissa Buxton, Stephen Viramontes, Virginia Saettone, Amanda Thorsen, Craig Henry, David Brannon, Elizabeth Machado ((1/2 scholarship), Felipa Garcia (1/2 scholarship), Jane Falkenstein, Lisa Coleman, Richard Yahrmarkt, Theresa Jepsen, William Norton, Brent Cope, Dorothy Shupe, Heather Scantlebury, Kimberly Nuzman, Lara Wibeto, Sophia Tesch.
- 5) There are 6 unpaid invitees left. Here is the status of each of them: Alberto Olivas - Pat Esparza has his tuition check; Brenda Lee Day - Scholarship application pending (needs one more exec approval); Francisco Ballesteros has promised a deposit and a proposal on how he will pay the balance by our 7/16 BOD meeting; Billy Warren - Southwest Ambulance (Ana Cadillo) promised his check will be delivered shortly; Teresa Pena - Original tuition check from Wells Fargo was lost in the mail, she is checking for the new check daily at her work; Frank Alger - Reconfirmed he would be joining the class on 6/29, I've left messages asking for status of tuition check w/o response

Propose we set a last chance payment date (July end or a date as long as this does not hold up the curriculum team). If there are exceptions we can work exception approvals thru email (like we did scholarship approvals).

Key learning from this: We need to make sure someone can devote their June/July MLTD time to collections (and not sacrifice other tasks)

### **Next Month's Plans**

- Finish tuition
- Enjoy the first day of class (I guess I need to a welcome, how about a program overview?)
- Get with new MAC director on working on a leadership speakers (anybody want to attend with me)
- Train Kate on Recruitment (any recruitment opportunities anyone?)