

**MLTD Monthly Board of Directors Written Activity Reports
7/17/07 to 8/20/07**

Community Liaison – Brian Sexton – No Report

Curriculum – Linda Sullivan & Denise Traves

- Thanks to Amy and Laura for helping with the binders at the library!
- September class agenda to be sent out by the City of Mesa
- Class Evaluations – summary below (5 is highest score)

“Interesting”			
<u>Score</u>	<u>Introductions</u>	<u>History Panel</u>	<u>Colors</u>
1			
2	3	1	
3	4	1	
4	8	7	7
5	11	17	19

“Useful”			
<u>Score</u>	<u>Introductions</u>	<u>History Panel</u>	<u>Colors</u>
1			
2	1	1	
3	6	7	1
4	4	6	8
5	15	12	17

Placement – Laura Hyneman – No Report

Program – Vicki Coe

- Set up the Class of 2008 Points Tracking Spreadsheet (attached in .xlr and .xls formats) and Graduation Status Report. (I will need the August class attendance list, when available, so the monthly update can be e-mailed to the class.)
- Contacted the class by e-mail to introduce myself and to forward electronic copies of the Shadowing, Tour-Individual, and Tour-Group Reports. (No e-mail address listed for Francisco Ballesteros or Brenda Day; "mail delivery failure" messages received for Brent Cope and Kyle Tilghman e-mail addresses.)
- Contacted class members assigned to me - Javier Cota and Sophia Tesch.

Publications – “Vacant”

- August Newsletter was published by Editor Kay Henry with articles submitted by the majority of board members. Maria sent out the newsletter via e-mail and regular mail to the alumni and class members.

Recruitment – Kate Ali’varius

- Filing recruitment notices with east valley publications, following document content approval from Dale
- Following-up with several 2009 prospects, including referrals from Dale, the Rotary Club, and non-profit organizations within Mesa.

- Will initiate personal meetings with 2008 assigned class member, following confirmation from Dale regarding new assigns.
- Would like to touch-on communications protocol at the next MLTD Board meeting for the purpose of expediting recruitment action plans.
- Following-up with the Mesa United Way per 2008 Class Project solicitation response.
- Would like to explore the possibility of using MLTD Alum to share inside information on boards/activities/events happening within the city .
- Would like to explore the potential use of a non-profit leaders list for sharing and supplementing resources/facilitate networking through MLTD.
- Would like to greatly improve MLTD’s web presence and increase awareness through Mesa Now.
- Will bring recent publicity on Gilbert’s LTD program to our August 25 meeting.

On a side note: I think it would be both interesting and helpful to review 2008 Class Colors designation (overview) as well as our own boards color make-up (re: colors inventory exercise).

Social – Amy Ricks

- Action Item - MLTD Social
- Assistance with September - Help Wanted. An eager volunteer to pick up the coffee pot and make the first batch of coffee for the September class. The coffee pot, cups, cream, sugar and coffee beans are in the back storage area at the Chamber.
- Just for your information:
 - 8-11-07 Attended Class Day
 - 8-07 Assisted Linda with the class binders
 - 8-07 Collected information from Marie Calendars and Delicious Deliveries
- Future Classes
 - September Class Day - I would like to use Marie Calendars for the lunch meal and a continental breakfast in the morning.
 - November Class Day - Mesa Public Schools has offered to cater I the lunch.

Expenses

Merchant	amount	Purpose	Description
Costco	23.88	Class Day Meals 8-11-07	bottled water, bottled juices, bag of candy for dishes
Paradise Bakery	509.03	Class Day Meals 8-11-07	Breakfast and lunch catered
Albertson's	5.39	Camera for class (Linda and Dale approved) Disposable camera to take pictures of the first day	
Landmark Restaurant	1004.14	Class Dinner 8-11-07	Appetizers, 22 Salad bar rooms, 12 Chicken Cordon, 6 Pot roast, gratuity, tax

Past Chair – Maria Mancinas

Listed below are Mesa LTD related activities performed lately

- Submitted Newsletter article
- Picked up Mesa LTD signs at the Chamber and delivered to Orientation
- Attended 1/2 day Orientation and dinner at the Landmark
- Emailed August Newsletter to alumni

My monthly meeting with the MPS Curriculum Advisory Committee is tomorrow at 5:00 pm. Therefore, I may be a bit late. I noticed that Mesa LTD Board meeting time has moved up to 5:30 pm.

Secretary – Kay Henry

- Wrote and distributed 7/16/07 Board of Directors meeting minutes.
- Combined all 7/16/07 activity reports into one document and attached it to the 7/16 minutes.
- Updated and distributed MLTD 2007-08 BOD Contact List.
- Collected board member articles for the August 2007 newsletter.
- Compiled and edited four page newsletter. Sent out for board review and revised as needed. On 8/18, e-mailed final version to Maria to distribute to alumni and class members.
- Attended 8/11 Class 2008 Orientation Introductions and Landmark dinner.
- Agreed to update MLTD's web site and contacted EVIT for help. New person is now in charge of this department and knew nothing about our newsletter. She'll do research and get back to me no later than 8/21. Laura Hyneman offered to co-chair this activity with me.
- Sent out meeting announcement for 8/20 meeting and requested written activity reports.
- Solicited inputs for the 8/20 MLTD Board agenda and published agenda.
- Revised MLTD Job Descriptions documents based on Board inputs in May and e-mailed draft document to board members on 8/19.

Treasurer – Nathan Ricks

- See Financial Report in the minutes.

Chair Elect – Dina Higgins – No Report**Chair – Dale Easter**Tuition Topics:

- Brenda Day scholarship approved.
- Received tuition payments for Day (\$250), Warren, Olivas, Pena, Ballesteros
 - Ballesteros last installment (\$250) needs to be deposited
 - 28 of 29 Class invitee's tuition has been paid (25 paid full tuition, 3 got scholarships)
- Finally got reply from 29th invitee (Frank Alger)
 - Last contact was June 29, at that time he confirmed he was joining the class and would miss the first class
 - Since that time he had a car accident and not answered my messages (I sent him a letter with return receipt)
 - Frank says he wants to join the class and says he can pay his tuition on or before Aug. 25.
 - Frank is aware from the June 29 conversation that he can only miss two classes
 - Recommendation from Chair: Admit Frank if he pays his tuition August end, reinforce with him again he can only miss one more class

Other Stuff:

- Found 5 interested students for next year, passed to Kate
- Wrote column for the newsletter
- Completed Board Mentoring assignments, forwarded to all board members
- Talked with Pam Stapley, Mesa Chamber link to our website is down

Next Steps

- Start working on class session sponsors (downside is that Aug Chamber meeting is cancelled)
- Start working on MAC function feasibility (any volunteers interested in meeting with MAC leaders)
- Finish the mission and vision stuff with Kay H.

Help Needed!!!

- All board members use your networks to get sponsors for class dates. If you need me to call someone let me know.