

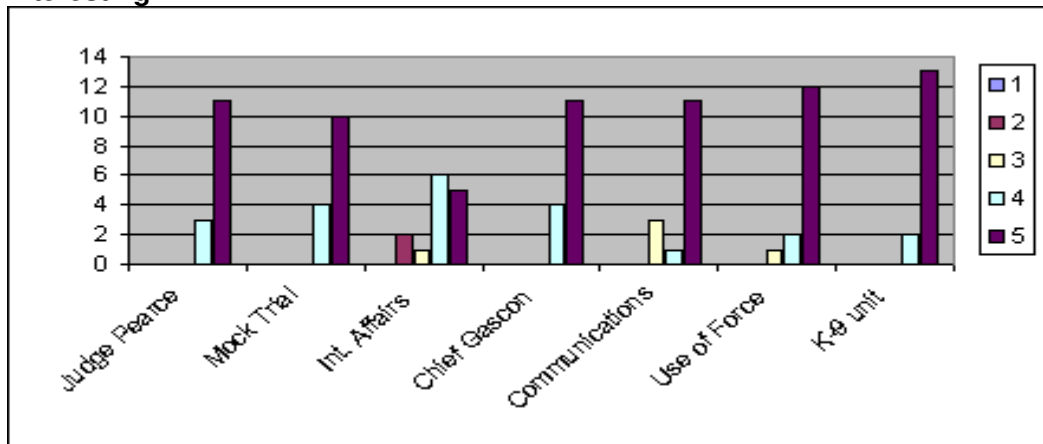
**MLTD Monthly Board of Directors Written Activity Reports  
11/20/07 to 1/21/08**

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

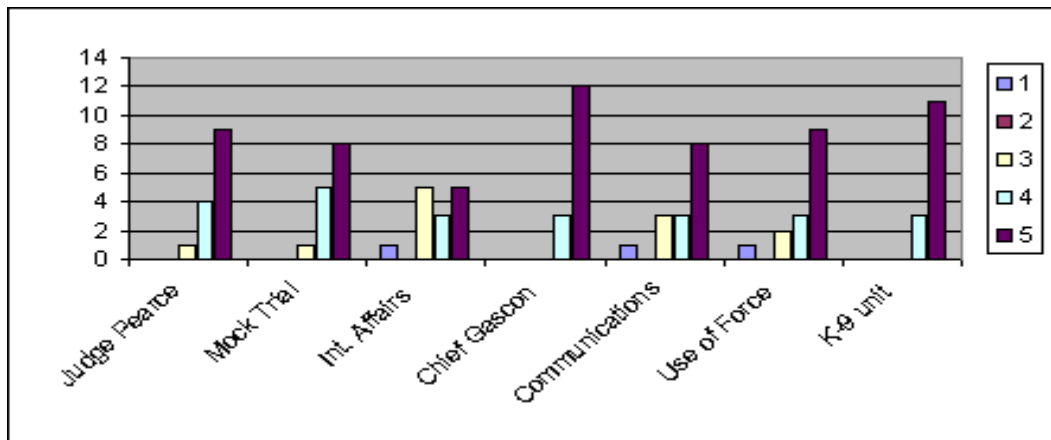
**Curriculum** – Linda Sullivan & Denise Traves

**12/1/07 "Justice Systems" Class Evaluations:**

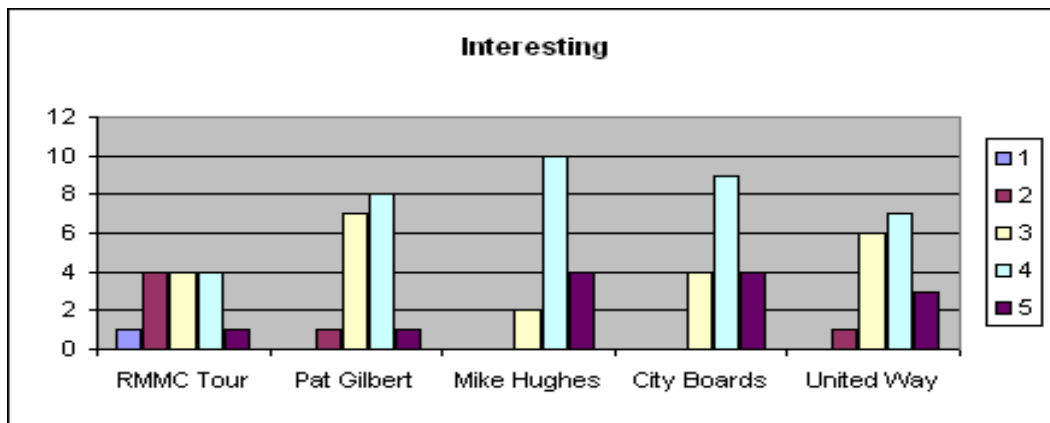
**Interesting**

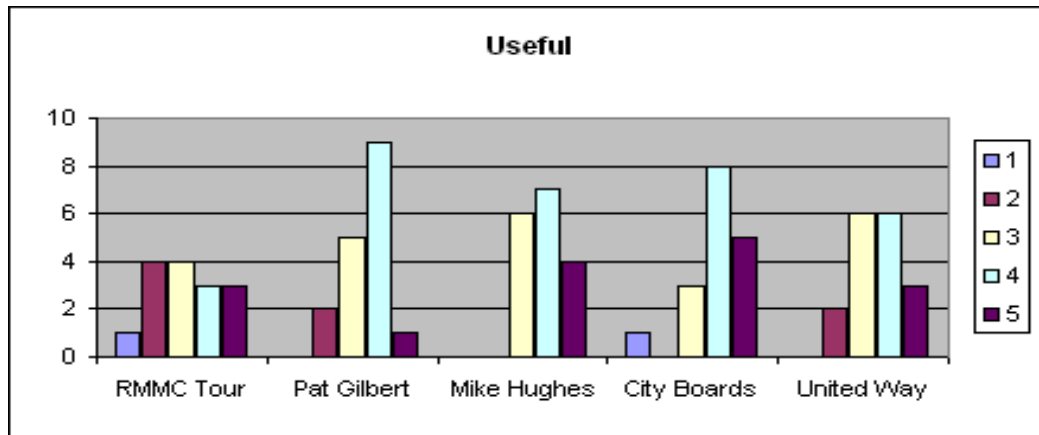


**Useful**



**1/5/08 "Social Services" Class Evaluations:**





**Placement – Laura Hyneman – No Report**

**Program – Vicki Coe**

1. Responded to e-mail and phone queries from class members regarding graduation requirements and reporting procedures.
2. E-mailed the *Mesa LTD Points Tracking Spreadsheet - January* to the class and Board members; sent a copy of the spreadsheet and cover memo to Brenda Day via USPS mail. Mailing to Brenda Day was returned as undeliverable.
3. Class Attendance: **Two class members (Brent Cope and Richard Yahrmarkt) have missed three (3) class meetings; referred to Board for decision.** Two class members (Theresa Jepsen and Billy Warren) have missed the maximum two (2) class meetings.
4. Shadowing: Nine (9) class members have completed the Shadowing assignment; all comments positive.
5. Class Project: In progress.
6. Class Historian; Class Representative: In progress.
7. Individual Tours:
  - Code Compliance Ride-Along - 2 class members attended; rated 4's and 5's.
  - Park Ranger Ride-Along - 3 class members attended; rated 5's.
  - Police Ride-Along - 1 class member attended; rated 5's.
  - Non-Profit Board Meetings - City Council; Historic Preservation Committee; Judicial Advisory Board; Mesa LTD; Mesa YMCA; NEDCO, and Sunshine Acres - 7 class members attended one or more of the above listed meetings; rated 4's and 5's.
8. Group Tours:
  - Arizona Museum of Natural History - 13 class members attended; rated 4's.
  - Arizona Museum for Youth - 16 class members attended; all comments positive.
  - Center Against Family Violence - 16 class members attended; rated 5's.
  - East Valley Tribune - 19 class members attended; rated 5's.
  - Latino Town Hall - 10 class members attended; rated 5's.
  - Mesa Public Library (Main) - 9 class members attended; rated 5's.
9. Class member report comments available for review (notebook).

**Publications – Kay Henry & Laura Hyneman (Acting Co-Chairs)**

- The MLTD November Newsletter was distributed to all alumni by Maria on 11/18/07.

**Recruitment – Kate Ali'varius**

- Followed-up on every recruitment lead
- Sent recruitment cards to approximately 50 people;
- Met individually with 11 prospective applicants;

- Delivered recruitment presentations to three organizations;
- Hosted New Year's event at my home with members of previous and current MLTD classes, board, Mayor and Council candidates, as well as Mesa School Board/District 19 Rep in attendance.
- Participated in MLK parade;
- Updated 2009 application.

**Social – "Vacant"****Past Chair – Maria Mancinas**

- Reserved tables and chairs for Holiday Party
- Attended Holiday Party
- Replied to a request from Mesa LTD alum Cliff Moon regarding presentation from Jen Rooney to our board
- Replied to email from Kay Henry requesting agenda items for January's meeting
- Invited Jen Rooney, C2 Creative Consulting, to Mesa LTD January's Board meeting.

**Secretary – Kay Henry**

- Wrote and distributed 11/19/07 Board of Directors meeting minutes.
- Combined all 11/19/07 activity reports into one document and attached it to the 11/19 minutes.
- Attended 12/8/07 Holiday Social at Dina's home.
- Sent out 12/10/07 board notice that the December board meeting was cancelled.
- Communicated with Class 2008 mentees several times.
- Sent out 1/21/08 board meeting announcement and requested written activity reports.
- Updated Board of Directors contact list.
- Solicited inputs for the 1/21/08 MLTD Board agenda and published agenda.
- Sent out MLTD calendar sheets for January through May 2008.

**Treasurer – Nathan Ricks**

- See Financial Report in the minutes.

**Chair Elect – Dina Higgins**

- Created Postcard invitation for the Holiday Party
- Had them printed at Ameri-Copy on card stock and cut total cost for 550 invites was \$23.68
- Purchased inkjet labels
- Printed address labels from file Maria sent me.
- Added the class of 2007 as they were not on the list
- Added the current class to the mailing list
- Purchased 26 cent postcard stamps, labeled all and stamped and sent out
- Purchased 6 bottles of wine; 3 red and 3 white all but a little was consumed
- Purchased 8 bags of ice for punch and ice chest
- Approximately 12 bottles of beer were consumed (I donated)
- Caterer menu: mushroom tarts, chicken satay, meatballs, shrimp summer roll, grape cheese treat, mozzarella balls, olive and nut bar, deserts: truffle brownie, raspberry clouds, cream puffs with chocolate sauce, punch and coffee. Total cost \$617.80
- DJ played for 3 hours plus set up time \$75
- Rented 5 round tables, 50 chairs, 5 tables clothes, total \$97.50
- Procured the caterer for the January class. Breakfast burritos, fruit, coffee, juice left over from last class, for lunch, salad, turkey blt croissants, muffalatta (big sandwich with a lot of meat) desert and sodas.

**Chair – Dale Easter**

- Was not asked but declined to buy a table at the MLK celebration due to cost (\$280) and concern over social spending.
- After MCC's cancellation of the Feb class location, worked with Linda Artac/AT Still to secure Feb class site.
- Just started work on getting a chair volunteer for the 2008-09 Nominating Committee board.
- Forwarded a recruiting candidate over to Kate Alivarius.
- Working with RigaTony's to provide food for March recruiting event.