

**MLTD Monthly Board of Directors Written Activity Reports
3/17/08 to 4/21/08**

Community Liaison – Brian Sexton

- Coordinated the following tours: Mesa Channel 11 (rescheduled from a March tour to an April tour); MLTD Open House; Mesa Municipal Court; Gilbert Hospital; Falcon Field Airport; Mesa Water Reclamation; AZ State Legislature; Mesa Police Department Call Center (April tour)
- Shadowing Assignment Assistance: Provided to Lisa Coleman (Debra Duvall with Mesa Public Schools)
- Miscellaneous:
I processed one class member inquiry regarding the absence of April tours. I explained this is planned intentionally each year to provide an opportunity for class members to complete other graduation requirements such as shadowing, non profit boards, and potentially the class project. I also noted the proposed 2008 schedule of tours was distributed in the first class meeting and I sent two e-mails to the class highlighting the absence of April tours (I also followed up with phone calls to the individuals who lack Internet access).

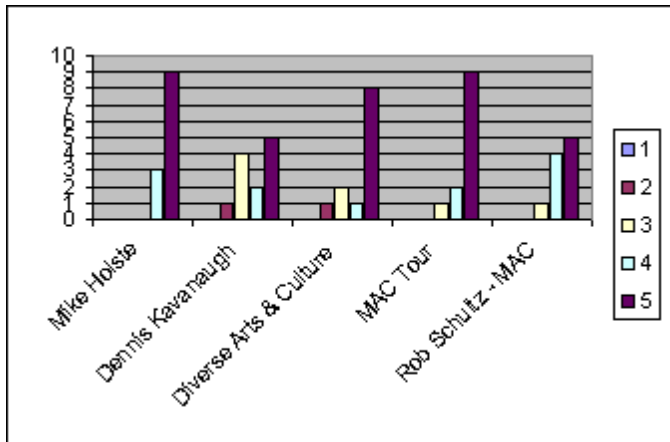
Curriculum – Linda Sullivan & Denise Traves

4/4/08 Class Evaluations

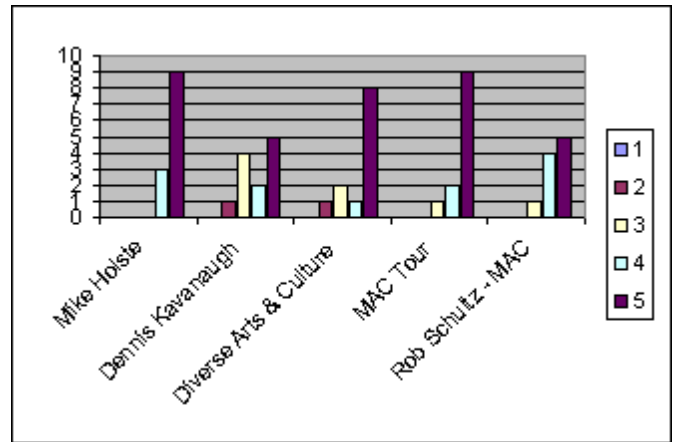
<u>Interesting</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Mike Holste				3	9
Dennis Kavanaugh		1	4	2	5
Diverse Arts & Culture		1	2	1	8
MAC Tour			1	2	9
Rob Schultz - MAC			1	4	5

<u>Useful</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Mike Holste				3	9
Dennis Kavanaugh		1	4	2	5
Diverse Arts & Culture		1	2	1	8
MAC Tour			1	2	9
Rob Schultz - MAC			1	4	5

Interesting



Useful



Program – Vicki Coe

- Responded to e-mail and phone queries from class members regarding graduation requirements and reporting procedures.
- E-mailed the *Mesa LTD Points Tracking Spreadsheet - April* to the class and Board members. Hard copy mailed USPS to Brenda Lee Day.
- April 15th class graduation status e-mailed to Board members.
- Class member reports available for review (notebook).

Placement – Laura Hyneman

- Was appointed chair of the Nominating Committee (Pat Esparza, Maria Mancinas, Kay Henry, Alton Zapata) and we put together the following slate of candidates for the 2008-09 Mesa LTD Board of Directors. Held two meetings, went to the April Class to solicit candidates and sent out multiple e-mails to finalize the slate. The slate was completed in time to meet the 30 day deadline of sending it out to MLTD alumni prior to the annual meeting.

Mesa LTD Board of Directors 2008-2009			
Proposed by the Nomination Committee			
Chair	Dale Easter	Current Board	2011
Chair-Elect	Kay Henry	Current Board	2011
Secretary	Vicki Coe	Current Board	2011
Treasurer	Nathan Ricks	Current Board	2009
Past Chair	Maria Mancinas	Current Board	2010
Curriculum Chair	Laura Hyneman	Current Board	2009
Curriculum Co-Chair	Dorothy Shupe	Class of 2008	2010
Community Liaison	Francisco	Class of 2008	2010
Placement	Theresa Jepsen	Class of 2008	2010
Program	Linda Sullivan	Current Board	2011
Publications	Afton Zapata	Class of 2007	2010
Recruitment	Kate Alivarius	Current Board	2009
Social	Elizabeth Machado	Class of 2008	2009

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

- Had Karen Hubbard update the web site with the Open House Announcements and 5/2/08 annual alumni meeting and graduation announcement.

Recruitment – Kate Ali'varius

- Held 2nd Recruitment Open House on Saturday, April 5th.
- Extended deadline to receive applications to early May.
- Scheduling interviews for the evenings of Tuesday, May 13th and Thursday, May 15th as well as the morning of Saturday, May 17th.

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

- Assisted Nominating Committee develop 2008-09 MLTD Board of Directors Slate of Candidates.
- E-mailed out May 2nd Annual Alumni Meeting and Class of 2008 Graduation announcements to all alumni.

Secretary – Kay Henry

- Wrote and distributed 3/17/08 Board of Directors meeting minutes.
- Combined all 3/17/08 activity reports into one attachment document to the minutes.
- Distributed approved 3/17/08 minutes and attachments to Mesa Chamber.
- Sent out 4/21/08 board meeting announcement and requested written activity reports.
- Solicited inputs for the 4/21/08 MLTD Board agenda and published agenda.
- Assisted Laura Hyneman and the Nominating Committee with the finalization of the 2008-09 BOD Slate of Candidates.
- Attended 4/4/08 Class meeting for the morning session and lunch. Give the class a short talk about the 5/2/08 graduation and annual meeting.
- Helped design the 5/2/08 Annual Meeting Announcement containing the slate of candidates and the Class 2008 Graduation Announcement.
- Asked Maria to e-mail announcements to all the alumni.
- Assisted Laura in mailing out 405 announcements to the alumni via regular mail.
- Purchased card stock and envelopes and printed colored formal invitations for the graduation.
- Mailed approximately 80 formal invitations to the graduating class, Chamber of Commerce Board of Directors, City Council, City Manager, incoming Council members, citizens still running for office and class sponsors.
- Met with Beth Parnell, Phoenix Marriott Mesa Hotel catering manager, signed contract, chose menu, reviewed meeting room setups and deposited \$400 for the 5/2/08 graduating dinner and alumni meeting.

Treasurer – Nathan Ricks

- See Financial Report in the minutes.

Chair Elect – Dina Higgins – No Report

Chair – Dale Easter – No Report