

**Attachment A - Written Activity Reports  
July 21<sup>st</sup>, 2008**

**Community Liaison - Francisco Ballesteros**

**No report**

**Curriculum - Laura Hyneman, Dorothy Shupe**

Curriculum Committee (Laura, Dorothy, Linda and Kay)

Welcome Letters with 'abstract' and class calendar have been sent to 23 2009 class members.

Rough outlines and themes for program/classes have been developed. We continue to work on contacting speakers, panelists and continue to determine relevant issues for the class.

Grady Gammage, Jr will join the class and discuss Responsible Growth and Development. We would like to invite alumni to this event.

Scot Smith will be speaking to the class on Government Day and offered many exciting ideas for the program.

Carol McCormack, Mesa United Way, has volunteered to help with Social Services Day; she offered also offered exciting suggestions for the program.

Charlie Deaton will be speaking to the class during orientation.

The first class will be hosted by the Mesa Historical Museum. The speaker and panel have been/will soon be confirmed soon.

Locations for four classes - Aug, Sep, Nov and Dec - have been confirmed.

Remaining class locations will be finalized soon.

We are continuing to develop class themes, panel discussion topics and speaker suggestions.

**Placement - Theresa Jepsen**

**No report**

**Program - Linda Sullivan**

**No report**

**Publications - Afton Zapata**

**No report**

**Recruitment - Kate Ali'varius**

By my counting, we have 28 confirmed and now paid for the Class of 2009, but I'm still needing to confirm this number with Nathan.

I'm continuing to meet with many members of the new class to address pre-enrollment issues.

Many candidates for the 2009 Class are interested in WaveYard, PMG development, light rail, the Fiesta quadrant, and City-wide marketing plans.

I would like to see, and believe it would be beneficial, to hold a session with the media during one of the class days.

Additionally, I think it would be fun to hold an issues discussion with the class from time to time. It's a great way to get people interested in community issues and to enhance not only their knowledge of current events impacting their community but the wide-spanning views that government and politicians must weigh in determining community resolutions.

In my opinion, we have thus far presented a very professional image to the next class. Nathan, Laura, Dorothy, Kay, etc. etc. have all helped to make Mesa-LTD look like its run by a paid professional team. Kudos to all of you on the Board!

**Social - Elizabeth Machado**

**No report**

**Treasurer - Nathan Ricks**

In preparation of the upcoming July board meeting, the following is proposed as a change to the Mesa LTD policies:

- 3. H : Receipts are required for reimbursement of expenses. An expense that is to be paid on an advance date must have an invoice presented prior to payment of the expense.
  - 1) A receipt must show the vendor, the amount paid, the date of payment, and the method that was used to pay.
  - 2) Receipts or invoices must be presented before or during the board meeting for payment to be issued on the day of the board meeting. Otherwise, payment will be issued as soon as a receipt is available, assuming the Board has approved the expense.
  - 3) Incidentals may be claimed and may include: estimated cost of paper, ink, copies, office supplies, etc. These expenses must receive Board approval prior to payment.
  - 4) In the event a receipt is not available, it is required to provide the date, amount paid, vendor, reason for the expense, and the reason why there is not a receipt on a Missing Receipt form. The Board must approve the expense(s) prior to payment.

Please take a moment prior to the board meeting to review this proposed updated process for reimbursement, which takes into consideration expenses that lack a receipt. Please submit any suggestions for improvement so that we don't cumber the meeting with this policy update.

I have also attached a more-recent update for each of the 2009 class members.

I opened a Program CD using \$12,000 of the Program account money. It is set up as a 1-month CD that rolls over every month at the current APR (currently it is at a petty 2.12% APR).

The dues mailer was sent out at the end of June. To-date, I have received:  
44 dues payments (9 via PayPal) = \$1320

\$175.00 in Scholarship donations

Here are the latest balances in the accounts. The \$12,000 Program CD is not reflected in the overall numbers (not sure why).

**Account Summary**

|                         |          |          |          |
|-------------------------|----------|----------|----------|
| <u>Scholarship Acct</u> | Savings  | 397.85   | 397.85   |
| <u>Program Acct</u>     | Checking | 6,276.99 | 6,276.99 |
| <u>Alumni Acct</u>      | Checking | 4,364.23 | 4,364.23 |

**Investment Summary**

|                                  |                           |          |      |        |                     |                  |
|----------------------------------|---------------------------|----------|------|--------|---------------------|------------------|
| <u>Scholarshi</u><br><u>p CD</u> | Certificate of<br>Deposit | 2,707.70 | 7.52 | 3.400% | Aug.<br>03,<br>2008 | Feb. 03,<br>2008 |
|----------------------------------|---------------------------|----------|------|--------|---------------------|------------------|

Presenting the 2009 Mesa-LTD Class

| Candidate Name  | Email/Accepted?  | Status/disposition   |
|---|--|--|
| 1. Raz B. Ali'varius  | Congrats Email sent  |  |
| 2. Linda Artac<br>3. Armando Joseph Barry<br>4. Karrie Lynne Browning<br>5. Perla C. Anderson<br>6. Adam M. Carlson<br>7. Kelcie J. Carlson<br>8. Randolph L. Carter<br>9. Karin Cluff<br>10. Jason C. Craig<br>11. Cheryl Lynn Crame | Payment received<br><br>Congrats Email sent<br><br>Congrats Email sent<br>Congrats Email sent<br>Payment received<br>Congrats Email sent | No response, bad email, bad phone#s  |
| 12. Cindy A. Claflin-Debrocke   | Congrats Email sent  |  |
| 13. Shemekia D. Goodem  |  |  |
| 14. Kelly Georgene Howard   | Payment received   |  |
| 15. Theresa M. James  | Congrats Email sent  |  |
| 16. William Keith Jessen  | Payment received   |  |
| 17. Dale Robert Johnson, Jr.  |  | No response—on vacation through 7/11, sent email                           |
| 18. Mary J. Larsen  | Congrats Email sent  |  |
| 19. Brenda Kaye Laufer  | Congrats Email sent  |  |
| 20. Lori Ann Lutkenhaus   | Congrats Email sent  |  |
| 21. James Evans May   | Congrats Email sent  |  |
| 22. Dea McDonald  | Payment received   |  |
| 23. Debra J. McKinion   |  | Working with her, issue w/paying w/check, will get in by 7/18 per Dorothy  |
| 24. Carolyn D. Olson  | Congrats Email sent  |  |
| 25. Kristine Outz   | Payment received   |  |
| 26. Cindy J. Porter   | Congrats Email sent  |  |
| 27. Thomas John Richards  | Congrats Email sent  |  |
| 28. Todd A. Selleck   | Congrats Email sent  |  |
| 29. Shelliann Taylor  | Payment received   |  |
| 30. Ruthann Tryon   |  | Sent invoice, waiting check. Called, emailed 7/9, LMW, \$250 already paid. |
| 31. Lynne Van Gould   | Congrats Email sent  |  |

**Secretary - Vicki Coe**

**No report**

**Chair Elect - Kay Henry**

**MLTD Chair Elect Report (May-July)**

**7/21/08**

- ? Wrote and distributed 5/19/08 MLTD Board meeting minutes.
- ? Combined all 5/19/08 board activity reports into one attached document to the minutes.
- ? Distributed approved 4/21/08 minutes and attachments to the Mesa Chamber and MLTD Web site.
- ? Interviewed Class 2009 candidates on 5/13, 5/17 and 7/1.
- ? Wrote MLTD Secretary Guidelines and e-mailed to Vicki Coe on 6/10. Also copied all MLTD minutes in computer on CD for Vicki.
- ? 6/11/08 - Attended Valley-Wide Leadership Meeting at the Sky Song in Scottsdale for MLTD.
- ? 6/14/08 - Attended first Class 2009 Curriculum meeting at the Main Library.
- ? 6/22/08 - Attended all-day MLTD Board Retreat at the Mesa Chamber.
- ? Wrote MLTD Publication Guidelines and e-mailed to Afton Zapata on 6/24.
- ? 7/1/08 Met with Afton and handed over the Publication Chair information.
- ? 7/8/08 – Attended Mayor Breakfast with Dale.
- ? 7/8/08 Web site meeting with Karen Hubbard, Nathan and Afton and discussed potential additions to the web site based on MLTD Retreat inputs.
- ? 7/9/08 - MLTD Budget Subcommittee meeting with Nathan, Maria, Dorothy, Laura and Elizabeth at Dorothy's work conference room.
- ? Wrote one page MLTD Coming Attractions as an attachment to Class 2009 welcome letter giving brief highlights of things to come. Wrote Class 2009 welcome letter and made copies of letter, attachment and envelopes for the paid 23 class members. Gave stamped envelopes to Laura to mail (she added the class schedule).

**Past Chair - Maria Mancinas**

**No report**

**Chair - Dale Easter**

**No report**