

**Attachment A - August Written Activity Reports**  
**August 17<sup>th</sup>, 2009**

**Community Liaison - Sophia Tesch**

- Got outstanding feedback from class about participants' tour interests.
- Many noted that they would like to see more about MCC campuses. (Bus might be needed)
- There was a suggestion of a more detailed tour of the Southwest Ambulance Facility
- There were multiple requests to visit Boeing and one for TRW.
- There was also a suggestion to have several tours on one day with a theme for example Media Day could be Channel 11, EV Tribune anything else that would fit in one day with a bus to take class members around. I told the class member that I didn't know if we had the resources for that type of thing this year however it may be possible in the future.
- Created a basic database in Access to capture information gathered in Tour Interest Survey.
- Created handouts with contact information for ride-alongs and passed them out at first class meeting.
- Currently updating dates on tour summary to email to the class along with tour procedure and shadowing contact suggestions with contact information where available and will send out templates for reporting with this batch of emails.
- Note: there has been great interest by the class to shadow Sheriff Joe Arpaio this year. I am not sure the proper channels to take to see if that would be possible however I will start with our contact for the tent city tour.

**Curriculum - Dee Kepp, Ruthann Tryon**

- Prepared for "ice breaker" for new class, held on 8/1/09. Including reserving room, checking out room, finding appropriate game to play to break the ice! E-mailed all new class members to send back proper items to share for the "People Bingo" game. Prepared game and agenda.
- Held Ice Breaker at "Old Chicago". About 28 people attending including several board members.
- Huge success! We recommend that an Ice Breaker event be held every year previous to the first class.
- Printed and prepared binders for class. 8/4
- Worked on Class Program Calendar for '09-'10 Reserving rooms and setting up speakers. (ongoing)
- Prepared for first class of the year, 8/8/09. Set up room at SW Ambulance 8/6/09.
- Facilitated class on 8/8. 25 classmates attended, all board members were present for a great kick off!
- Worked diligently and hard to accomplish assembling binders, creating and facilitating 2 meetings, and get schedule ready for the next 8 months! WHEW! We are rockn' now!

**Placement - Mary Larsen**

- Attended 7/20 Board Meeting
- Attended MLTD orientation class (first class 8/6) and Landmark Dinner after. Was impressed with the class enthusiasm and the questions asked/information shared at this first class. Also liked the ice-breaker in the afternoon session and suggest that this presenter be considered for future years/events of this type. Her approach was professional but fun - and everybody was talking to one another!
- Have received copies of 2009 Class Bio and membership directories from Kay for distribution to non-profits and boards.
- Have begun update of non-profit list of contacts on-line and have contacted Kathy Macdonald in the Mayor's Office regarding current and upcoming board openings, meeting dates, and process of arranging to attend meetings.
- This month's goal: to have updated information on these non-profits/boards and commissions for distribution to members at the 9/11 class. This will allow them to use this list then to make arrangements early in the program to attend board meetings that interest them and develop a plan for which boards they might be interested in applying for - or which non-profits they might want to have future involvement with.
- Once the list is updated, I will provide for updating the MLTD website.

**Program - Cindy Porter**

See Points Tracking Sheet

### **Publications - Kate Ali'varius**

- I designed some posters for publicizing MLTD city-wide. I've printed 20 and am looking for people to post these in store-fronts, on business walls, in restaurants, etc. throughout Mesa. Several city council members have provided permission for the posters to be hung on city buildings, including libraries, community centers, government offices, and the like
- I've also designed and had a third-round of sample business cards printed for our group.
- Please note that I'm branding our MLTD materials to focus on "opening doors to the City." Therefore, there's a door on our business cards and posters as well as a red carpet leading up to the door. MLTD is the figurative red carpet that transports its participants through the doors of the city.
- I've begun sending out announcements of area events to class members using several of the media lists I'm on. I will continue to do this on a regular basis.
- Next up: our newsletter and website!

### **Recruitment - Kathy Romano**

No report

### **Social - Theresa Jepsen**

- Coordinated with Dee for refreshments at Old Chicago 8/1.
- Attended 8/1/09 Class 2010 ice breaker social at Old Chicago.
- Coordinated with Kay for orientation dinner at The Landmark.
- Attended and paid for dinner at 8/8/09 Landmark Restaurant.
- Coordinated, picked up and paid for orientation day breakfast 8/08/09.
- Attended Orientation Day class 8/8/09 at Southwest Ambulance.
- Coordinated breakfast and lunch for February class provided by EVIT Culinary School.
- Contacted caterer Kishore Joseph for future class meals.
- Picked up refreshments for Board meeting 8/17/09.
- Picked up greeting card for Ellen, to be signed at Board meeting.

### **Treasurer - Perla Anderson**

See Treasurer's Report

### **Secretary - Vicki Coe**

See Meeting Minutes and Agenda

### **Chair Elect - Laura Hyneman**

- The first MLTD class was outstanding. The class was engaged throughout the day.
- I attended the Chamber Board meeting for Kay Henry. Good meeting. Dave Weir, Wells Fargo, offered to sponsor the program with a contribution of \$500. Thanks, Dave!
- The year is off to a great start but it is clear that the curriculum needs additional funds to support the leadership development training aspect of the program. Plan to hold a Fund Raising sub-committee meeting with the Chair and Past Chair. Alumni and others are invited to attend.
- Began preparations for the Sep meeting of the Leadership Network, hosted by MLTD @ the MAC.

### **Past Chair - Dale Easter**

No report

### **Chair - Kay Henry**

- Chaired 7/20/09 Mesa LTD Board meeting.
- Worked with Barbara Caravella and Perla tracking tuition payments.
- Attended 8/1/09 Class 2010 ice breaker social at Old Chicago.
- 8/8/09 Landmark Restaurant. Invited Mayor and City Council, Class and Mesa LTD Board. Tracked reservations and dinner choices and gave to Theresa. Councilmembers Higgins and Richins (plus spouses) attended.
- E-mailed class members for Class Roster contact information appearing in the class binder and put together roster.
- Helped put together class binders on 8/4 with Dee and Ruthann at Mesa Life Options.

- Created table tents for all class members.
- 8/8/09 Attended Orientation Day class all day at Southwest Ambulance and dinner at Landmark Restaurant.
- Made reservations for Tempe Leadership Training (facilitating meetings) for 5 MLTD board members on 8/17/09.