

Attachment A - October/November Written Activity Reports
November 16th, 2009

Community Liaison - Sophia Tesch

October:

- Shadowing

Tasks this month have been primarily centered around Shadowing. Identifying whom the class would like to shadow and determining whether it was appropriate for the class member or I to make first contact. As you can see below the majority of the class is well in process to have their shadowing requirement fulfilled.

(Matrix in original report could not be scaled to fit this attachment - VC.)

- Facilitating Tours

The core tours have been booked this year with the exception of SRP Helicopter. I have emailed Lori Lukenhaus twice this week to follow up on this for me and will give her a call, as I believe she may be away, I haven't heard from her. If Lori is unable to assist I will make contact with Sheron personally to have some information about the tour before the end of this month.

The October tours are going well and have been successful. There has been a slight drop off in tour attendance and there are a few class members that have not yet gone on any tours. However, there is plenty of time and many opportunities still available for them to meet their requirements.

I will send out an email to the class today explaining how we are changing things up this year for the Planning and Zoning board and City Council tours. Because neither is offering a "tour" per say in order to satisfy the 20 points per tour class members will be able to attend a meeting at their convenience and fill out a Board Evaluation form. I will modify the form to have an option to check whether this is being used as the P&Z tour or City Council tour, so Cindy can distinguish them from the (3) Board Requirement.

- Additional Tours

There have been some additional tours added this year. In addition to the Board of Supervisors tour, there has been a request to add Broadway Palms, the solid waste facility, campus tour of MCC campuses, the city morgue, and the Boeing facility.

Broadway Palms -I have chosen to first work on Broadway Palms for the arts and culture month. They have recently gone through staff changes and I am giving them some time to work that out before calling back.

Boeing- I have been in contact with Mani about a Boeing tour, no solid information has been established at this point. Though he is making the inquiry for us.

Education tour- have been in contact with James Mabry and Joni Grover about this tour. Need to follow up with them this month as time permits.

City Morgue and Solid Waste Facility- Due to time constraints, unless other board members feel these tours should be added, I think I will advise the class members who are interested in these types of tours to arrange a time on their own schedules to visit or to incorporate them into their shadowing experiences by shadowing at one of these facilities.

- Online Forms

Did some preliminary work to have all Board, Ride along and Tour forms be available to fill out and send to Program Chair Online via the MLTD website. Hope to complete this task over the next two months as time permits.

- Mentees

Although my schedule hasn't been able to accommodate a face to face meeting with my mentees which I would like to do this month. I have been in contact with them through email.

- MLTD- a.b.c Event

Due to an over-scheduled month I have not had much time to work on this event. However, my plans in the next week are to create a letter to the alumni and MLTD sponsors to be reviewed and sent by Kay, to make them aware of the event and see if they have any resources available to us.

To contact City of Mesa, Human Services Staff Liaison, Lisa Wilson to see if there are any resources

available to us.

To actively search for other venue options including possibly private homes in which to host the event without a large overhead cost.

The efforts, contacts, resources and innovation of all MLTD and especially MLTD Board Members is an essential component to whether this event will be viable and successful. I appreciate the support of the Board in making this event a reality.

November:

- Continuing to monitor tour process. Send out reminder notifications and sign in sheets and evaluation form to tour leaders.
- Waiting for more information about SRP Helicopter Tour
- Went to Board of Supervisors tour- got feedback from attendees to make it better in the future. Main concern parking issues.
- Answered questions and continued to provide support where needed for Shadowing opportunities.
- Mentees: have been in contact by email. Our schedules haven't yet been a match in a way that we could meet face to face this month.
- MLTD/abc event: Did some more background work with Kay to investigate options regarding acquiring a facility for MLTD/abc event
- Extra as needed: Assisted with poster and provided feedback for brochure.

Curriculum - Ruthann Tryon

October:

My activities for the 9/22 to 10/19 period included:

- 9/30 Met with Laura & Kay on Curriculum
- Continuous communication with Laura regarding speakers for the October 3rd class (yeah Laura)
- Arranged room and AV for class October class
- 10/3 Attended Mesa LTD Class at SRP all day.
- Contacted all speakers for the November Class
- Met with Dee Kepp regarding her decision to resign from the Board
- Continuous e-mail updates including this one

Placement - Mary Larsen

November:

My report is small - just that I have begun compiling the list of vacancies on city and non-profit boards to send out to current alumni - and I will be available to present on the subject if needed at either the January or February MLTD meetings to give the new class a feel for the different boards and encourage them to start visiting some if they haven't already.

Program - Cindy Porter

See Points Tracking Sheet

Publications - Kate Ali'varius

No report

Recruitment - Kathy Romano

November:

Recruitment activity for the month has included three contacts regarding class of 2011.

Revision of the Class application is underway. Thanks to Kay and Laura for inputs. A revised application will be sent to all board members for review this week. Target for completion and availability on the website is December 1.

Social - Theresa Jepsen

No report

Treasurer - Perla Anderson

See Treasurer's Report

Secretary - Vicki Coe

See Meeting Minutes and Agenda

Chair Elect - Laura Hyneman

October:

- Program:
Ruth put together a nice program for Oct - Responsible Growth and Development. The class was quite engaged in discussing the issue of 'sustainability' with the class speakers. I helped Ruth contact speakers and put together an exercise for the class.
- Next class, Avenues of Advocacy is coming together nicely. Ruth has put together a very exciting group of speakers. I am pleased to say that Travis, last year's videographer, has agreed to video the "30 second soapbox speeches" for the class again this year.
- Sponsorship:
A subcommittee, Recruitment, Community Liason, Chair and I, met to discuss sponsorship opportunities and how to coordinate our efforts. We have received two sponsorship so far and will be contacting more companies in Mesa in the months ahead. If you know of a company or organization that may be interested in sponsoring a class, please have them contact me.

November:

- The recruiting brochure is ready for print thanks to input of many people. Definitely an informative and attractive piece of work. Good job, all.
- Ruth is doing a phenomenal job as Curriculum Chair. I enjoy helping when I can. She has a wonderful way with class.
- Next on the to-do list - sponsorships!

Past Chair - Dale Easter

No report

Chair - Kay Henry

October:

- Chaired 9/21/09 Mesa LTD Board meeting.
- Attended 9/23 Mesa Chamber Board meeting.
- Chaired 9/23 Valley Wide Leadership meeting at MAC.
- 9/30 – Met with Laura & Ruth on Curriculum
- 10/3 – Attended Mesa LTD Class at SRP all day.
- 10/7 – Met with Kate on Publications.
- 10/9 – Laura & I met with Karen Hubbard on web site.
- Communicated with all of the Mesa LTD Board members by phone & e-mail.
- Interfaced with my 3 mentees.
- Worked with Karen Hubbard to get a "printable" Mesa LTD Logo for all our printing requirements.
- Wrote articles and posted pictures of the August, September & October class meetings on the web site. Also did some updating of web site information.
- Starting rewording Mesa LTD Bylaws & Policies to reflect our new structure reporting to the Mesa Chamber Foundation.

November:

- Chaired 10/19/09 Mesa LTD Board meeting – only 5 attended – no quorum.

- Attended 10/21 Class Tour – Maricopa Board of Supervisors – 4 hours.
- Attended 10/28 Mesa Chamber Board meeting.
- Found out we were going to have to pay \$400 for 11/6 class in MPS's 8th floor conference room in the Mesa Bank bldg. because we did not go through Mesa Bank or Mike Cowan. I contacted Mesa Bank's president Neil Barna and Ruthann contacted Mike Cowan – Mike said OK to us using the room at no charge. I provided the Foundation's insurance papers to MPS and filled out and signed a permit and license for the day. Per agreement, we used MPS cafeteria for all the class refreshments.
- 10/20 – Wrote Mesa LTD ad for Mesa Chamber's November publication.
- 10/31 – Met with Theresa, Pat Esparza, Perla and Diane Selleck on planning the 12/17 Holiday Social for the alumni & class.
- Distributed official Mesa LTD logo designed by Karen Hubbard to all Board members and working to apply it on all Mesa LTD materials.
- Sophia & I met with Debbie McKinion (CAF) for the ABC Alumni Event and tentatively scheduled it for April 8th. Waiting to get Foundation's (Charlie Deaton) OK on having the fund raiser and inviting Chamber Board members in addition to Mesa LTD alumni.
- 11/6 – Attended Mesa LTD Class at the Mesa Bank building.
- 11/7 – Finished suggested changes to Class 2011 Application and e-mailed to Kathy.
- Finished 1st draft of Mesa LTD's Governing Rules and sent to Charlie Deaton & Jay Roundy for review. Charlie only suggested a couple of changes and said it looked good. We get to keep our "Board" name.
- 11/14 – Wrote Mesa LTD ad for Mesa Chamber's December publication.
- Designed and had printed 250 Mesa LTD note cards and envelopes. Worked with several Board members to finalize brochure design and had 300 printed. They will be distributed at the 11/16 Board Meeting.
- Continue to send out group alumni announcement e-mails (2 this month for Publications). Sent out group e-mails to the alumni and class on Foundation information and the upcoming Holiday Party.
- Published 2 page Mesa LTD November Newsline especially so all alumni without e-mails are up-to-date on Foundation news and Holiday Party.