

**Attachment A - February Written Activity Reports
February 22nd, 2010**

Community Liaison - Sophia Tesch

Community Liaison Report

- There were no February tours offering class the opportunity to complete Ride-alongs, shadowing and to focus on class project needs.
- SRP helicopter tour was booked for April 29,2010- 7 class members will be allowed to take the flight. Andrea Moreno will be sending me information to pass on.
- Sent out a notice for March tours am currently working on a scheduling conflict with the MAC Fest being part of the class project and the Youth Museum tour. Should have problem resolved soon.
- The majority of the tour program (excluding the helicopter tour) will be complete by the end of March.

MLTD Event Report

- Have had 2 meetings with the 3rd meeting being tonight at 6:30 PM at the Mesa Chamber (Kay, Laura, Perla, Mary also in attendance)
- Kay, Katie from HSAB, and possibly Laura and I will meet Fri. 2/19 with a company that may provide the drinks and linens gratis (we hope)
- Dale Easter generously agreed to MC event. Thanks Dale!
- Are working with the Chamber and Debbie McKinnon at the CAF to secure the venue and complete paperwork. Venue secured for 4/8/10, 5:30-8:30PM.
- Theresa Jepsen is working with Catertainment on the food for the event which is similar to Holiday Party (\$10/pp)
- Four classes have contacted us saying they will contribute baskets, City of Mesa Human Services, Southwest Ambulance, The MAC Center have also promised baskets.
- Mayor Smith, Councilmembers Higgins and Kavanaugh, Superintendent Mike Cowan have confirmed attendance.
- Am speaking with Ruth Collins founder of AZ Brainfood to come and speak for 5 mins at the event.
- Are working to secure musicians and entertainment. Steve Ikeda may help with this, would like to have this firmed up in two weeks.
- Sponsor letters are set to go out the weekend of 2/20-22. Requesting a response by March 25, 2010.
- Perla Anderson and Mary Larsen will firm up the floor plan and limited decorating items.
- City of Mesa PR department and John Goode from Arizona Republic on board to help with PR just need to finalize press release.
- Secured Photographer gratis
- Have decided on \$5 admission with 2 additional raffle tickets included for pre-payment.
- Possibility of some really special guests but we haven't gotten any confirmation yet so we'll see.

Curriculum - Ruthann Tryon

No report

Placement - Mary Larsen

No report

Program - Cindy Porter

See Points Tracking Sheet

Publications - Lori Lutkenhaus

No report

Recruitment - Kathy Romano

No report

Social - Theresa Jepsen

No report

Treasurer - Perla Anderson

See Treasurer's Report

Secretary - Vicki Coe

See Meeting Minutes and Agenda

Chair Elect - Laura Hyneman

No report

Past Chair - Dale Easter

No report

Chair - Kay Henry

- Chaired 1/11/10 Board Meeting, took minutes and distributed them.
- Attended several Mesa LTD 4/8/10 Silent Auction meetings for a.b.c. program: 1/13, 1/27, 2/8, 2/18, 2/19.
- Wrote & distributed meeting notes to Board on all silent auction meetings.
- Attended Curriculum meetings with Ruthann & Laura on 1/15 & 1/22.
- 1/18 attended MLK Breakfast.
- Sophia & I met with Barbara & Charlie on 1/20 on financial requirements for 4/8 silent auction event.
- 1/23 attended Class 2010 tour at Visitor & Convention Chamber.
- 1/27 Mesa Chamber Meeting – distributed Silent Auction Fund Raiser materials.
- 1/28 attended Mayor's breakfast.
- 1/29 met with Perla on Mesa financial reporting.
- 2/5 attended Class 2010 meeting at AT Still & EVIT and paid food bills.
- 2/8 sent out alumni group e-mail regarding recruitment.
- 2/10 sent out alumni group e-mail about paying 2009-10 membership fees.
- 2/11 contact Dee Wilson to take class member pictures at the 3/6 class.
- 2/14 sent out alumni group e-mail regarding Silent Auction Theme Baskets.
- Worked with Sophia, Cheryl and Mary on mailing letters to about 50 Chamber businesses requesting Silent Auction sponsorships and/or donations.
- Appointed Lori Lutkenhaus to Board's Publication Chair replacing Kate Ali'varius who resigned after the January board meeting.
- Recommended a new chair position be added to the Board – Alumni & Community Events.
- Interfaced with all board members via e-mails and phone calls.