

## **Meeting Minutes for Leadership Wyoming Alumni Committee**

November 29, 2010 – Teleconference Call

Present were: Billie Addleman, Fran VanHouten, Deb Hepp, Deb Bush, Sarah Bucklin, and Mark Kinner. Not present were: Tim Kugler, Bonnie Cannon, and Paula Atkinson.

### Minutes

The meeting was called to order at 3:01 p.m. by Billie Addleman. The Agenda and copies of the minutes of the last meeting were previously e-mailed out. Deb Bush moved to approve the minutes as stated and Fran VanHouten seconded. Motion passed.

### Finance Report

The November 19, 2002 Finance Report for the Alumni Committee had been previously distributed. Deb Bush moved to accept the Treasury Report and Deb Hepp seconded.

### Discussion:

Mark Kinner stated that as the Treasurer he would adjust the Finance Report to follow our budget so that it can track income/expenses, profit/loss. He will work on that in the coming weeks. Billie reported that previously the Alumni Committee did not have an annual budget and that this was the first year a budget had been proposed. Further discussion was related to the homecoming expenses; Mark Kinner recognized that the cost of the event was less than expected, which was a good thing. Mark also questioned whether or not the \$1,000 that had been dedicated by the committee last year had been paid to the Challenge Institute. It is possible that it was transferred but no check was cut. Fran also commented that her and Tammy Archibald dedicated a lot of their services and made sizable in kind contributions. It was suggested that they document those so that next year's planning can be prepared and that members of the committee aren't shorted for expenses incurred individually. Fran stated that she expected to ask for a tax receipt from Leadership Wyoming but did not expect to turn in a request for compensation for costs or contributions on her behalf. It was also discussed when the \$2,000 annual contribution by the alumni committee to the Leadership Wyoming program should be made. It was requested that Leadership Wyoming wait for authorization from the alumni committee before taking the \$2,000 payment. Kinner suggested that if we have the money to go ahead and pay for \$2,000 in 2010 and get the debt paid down. Deb Bush also suggested, with respect to the Challenge Institute, that Fran and Tammy provide a general idea of their costs or contributions so that it accurately reflects the costs that will be incurred in coming years. Motion carried

Presidential Report. Billie advised the Committee that upcoming dates for alumni committee meetings will be provided in the near future. A date will be selected in late January 2011. Also alumni committee meetings will be held in Sheridan in April 2011 at graduation and at Challenge Institute in Casper in September 2011. Billie also recommended that the Regional Representatives begin thinking of their recruiting receptions in 2011 as they will occur after the first of the year. Billie recommended members consider asking other alums to chair the event with their assistance. This will allow us to engage other alumni in the area to participate and become active.

Treasurer's Report. Treasurer Kinner requested clarification with respect to when the fiscal year should be reported for our budget. There is some confusion because our officers' year is from November to end of October, while the Financial Report seems to indicate that the fiscal year starts January 1. Billie and Treasurer Kinner will clarify with Leadership Wyoming and adjust the budget accordingly.

2010-2011 Proposed Budget. The proposed budget was discussed. Fran explained the idea of constant contact as a tool to assist with Challenge Institute. It will also allow for Regional Representatives to access many databases to provide contact to the alums in their region. At this point, homecoming will still be included in the budget at \$1,000, but it may be deleted from the budget depending on the committee's decision. Challenge Institute has been budgeted for the second year in a row at a \$1,000 sponsorship. Budget was moved for approval by Fran VanHouten and seconded by Mark Kinner.

Discussion:

The \$11,500 income was consistent with the expectation for dues. This year's dues payments were \$11,325. It was pointed out that we should have an additional 40 alumni in the program. Motion carried.

Homecoming. Mark Kinner made a motion to table the homecoming agenda item for the January meeting. The motion was seconded by Deb Hepp.

Discussion:

Fran suggested we look at other ways to spend that money if we decide not to invest in the homecoming event. There could be other opportunities for us to invest that money with a better return on our investment. Sarah Bucklin commented that Leadership Wyoming was interested in making a Challenge Institute a premier event because it would enhance Leadership Wyoming's presence in the state. Mark Kinner also questioned what the cost would be for renting the tent for this year's homecoming. Billie stated that they would have the cost of the tent available for discussion at the next alumni meeting. Ultimately, the motion to table the item passed.

2011 Challenge Institute. Challenge Institute will be held in Casper the last Thursday and Friday in September 2011. Sarah Bucklin and Tim Kugler will serve as liaisons or members of that committee to help with the planning. Prior to the next meeting, Billie and Bucklin will meet and discuss the appropriate co-chairs to coordinate the Challenge Institute event. They will report back to the committee at the January meeting. It is also recommended that a representative of Thermopolis, who will host the event in 2012, be a part of the Casper committee.

Strategic Planning Update. The strategic planning update will be a part of every agenda going forward. This will allow us to continue to visit the strategic planning. Since new members of the committee were not part of the Strategic Planning Session, Fran will e-mail out the report from that session. Fran raised the issue of the communications plan. She will check with Clark, who is responsible for communications, to see if he will continue to act in that capacity. She'll report back to the committee in January.

## Regional Reports.

North Central. Deb Bush said that she had not much to report. She was interested in using constant contact to help coordinate an event in the future. She will plan on having a regional event in February in the North Central Region. Fran also mentioned that Carolyn Walton, from Greybull, was interested in helping coordinate the regional events.

North West. Fran states she had nothing to report other than she has been collecting topics of interest and that she will be working to have a regional event in the near future.

North East. Deb: Nothing to report. Will plan on having a recruiting reception after the first of the year.

South West. No representative present.

Central. Sarah: Nothing to report. Billie suggested Sarah contacting Anne LaPlante to assist with coordinating future regional events.

South East. Billie reported that a regional dinner set for November was postponed in light of the December 9<sup>th</sup> Christmas Gala at Stephan Pappas' house. The next regional quarterly dinner will take place in Laramie after the first of the year. Billie stated that it is his goal going forward to have new committee member Paula Atkinson take over the South East Regional Representative responsibilities so that he can focus on his chair responsibilities.

Old Business. None.

New Business. Sarah Bucklin suggested that in the future we discuss planning recruitment receptions. Billie stated that recruiting receptions would be on the January Agenda so that it can be discussed and recommendations can be made. Fran also suggested that a program would be helpful recruiting, this would allow for members to get a taste of a Leadership Wyoming Session. No further new business.

Meeting was adjourned at 3:57 p.m.