

Neosho County Community College Alumni Association

Meeting Minutes – February 1, 2020

Members Present: Sarah Cadwallader, Nikki Jacobs, Linda Jones, Martha McCoy, Dr. Alexander Mih Craig Reaves, Sharon Reaves, Vivian Rowan, Brenda Rowe, Dwight Smith, Sarah Smith, Mike Sutcliffe, and Claudia Christiansen (Director of Alumni Relations)

Members Absent:

Call to Order

The quarterly meeting was called to order at 11:06 a.m. by President Martha McCoy in the NCCC Student Union, Room 213 at the Chanute Campus.

Approval of Agenda

The setting of the time for the Alumni Association meetings and a checking account for the Alumni Association was added to the Agenda. Sharon Reaves moved and Dwight Smith seconded that the agenda as amended be approved. Motion carried.

Minutes

Sarah Cadwallader moved and Mike Sutcliffe seconded that the minutes from the last meeting be approved. Motion carried.

Treasurer's Report

Treasurer Sarah Cadwallader reported that there had been no activity since the last board meeting. Vivian Rowan moved and Dwight Smith seconded that the Treasurer's report be approved. Motion carried.

Informational Items

Claudia Christiansen informed the Board of upcoming events and news from the college:

1. The Ron Olson Family has agreed to be the Panther Heritage Family. On February 5, 2020 at 5:00 p.m. there will be a reception for the family in room 209, the Board Room. They will then be honored at the halftime of the girls basketball game which starts at 5:30 p.m. and then the family will have dinner in the Board Room.
2. Dr. Cathy Mih-Taylor has agreed to be the Distinguished Alumnus for 2020.
3. The Neosho County Community College Foundation has approved the request of the Alumni Association Board to have a separate account to fund their activities. The Foundation granted \$5,000 to fund the account and Claudia Christiansen asked that it be an annual stipend.

Old Business

None to conduct

New Business

1. **Additional Activities:**

Claudia Christiansen asked the college to compile a list of graduates and those awarded certificates to aid the Board in their selection of the Distinguished Alumnus, Panther Heritage Family and other activities. This list will include Alumni back to sometime in

the 1980's when information started being computerized, although in some cases older alumni have been added.

2. **Setting the start time of the Alumni Association Board meetings:**

Claudia Christiansen wanted clarification on when the Board wanted the meetings to start. The Board had a brief discussion among themselves. Linda Jones moved and Brenda Rowe seconded that the Board meetings start at 11:00 p.m. Motion carried.

3. **Setting up a checking account for the Alumni Association:**

Claudia Christiansen explained several options about setting up the new checking account for the Alumni Association. Two of the main points being what bank the Board wanted to deposit its funds in and if they wanted the account to be a subdivision of the Foundation or a separate account under the Foundation. The Board discussed the options. It was also pointed out that the policy at the college already requires two signatures on checks so the Board did not need to discuss that point.

Sarah Smith moved and Dwight Smith seconded that the Board set up a separate account for the Alumni Association. Motion carried.

Sarah Smith moved and Brenda Rowe seconded that the funds of the Alumni Association be deposited in the Bank of Commerce. Motion carried.

With the Board having direct control over funds now, a discussion was held by the Board of what to do moving forward and if any new activities should be sponsored. A list of items that the Alumni Association has given away to graduates and what activities the Board has sponsored was discussed: luggage tags, Artist Alley Booth, the All Alumni Reunion, and the 50 Year Reunion & Banquet. Also discussed was if the Board was responsible for the cost of the mailings, plaques for the Distinguished Alumnus and other items along those line. Claudia Christiansen gave guidance to the Board that she felt that the cost of some promotional items, mailings, plaques, and other items would still be paid for from other entities at the college. It was suggested that Claudia Christiansen give the expenses of the Alumni Association for the last 3 years to the Board so they will have the information to start forming a budget.

Brenda Rowe moved and Vivian Rowan seconded that the last 3 years of expenses be given to the Board for informational background in preparation of a budget for the Alumni Association. Motion carried.

Additional Information

Prior to the meeting Claudia Christiansen had those Board members who needed to, sign a confidentiality form for the college.

Claudia Christiansen informed the Board that commencement for the college will be held on campus in the gymnasium this year. Commencement will take place May 15, 2020 at 7:00 p.m. The Nursing Pinning ceremony will be held before commencement at 4:00 p.m.

Dwight Smith moved and Mike Sutcliffe seconded that the meeting be adjourned. Motion carried. The meeting was adjourned at 12:05 p.m. The next meeting will be May 2, 2020 at the Chanute campus.

Respectfully submitted,

Craig Reaves, Secretary