

February 13, 2011

The quarterly meeting for the NCCCAA Board convened in Room 213 of the Student Union on Saturday, February 5, 2011. Board members present were Mike Sutcliffe, Dwight Smith, Craig Reaves, Brad Johnson, Shelli Mirocke (via phone conference) and Sarah Smith, Alumni Relations. The first order of business was the approval of the agenda & the minutes. Both were approved. Next was the *old business*, which consisted of inviting four more directors. The individuals are Brenda Rowe, Linda Jones, Nancy Isaac, and Linus Thuston. We hope to have their decision by the next meeting.

For *new business* several topics were mentioned. The first was giving this year's graduates a small gift. Various ideas were discussed such as a card, luggage tag, and Alumni invitational letter with the diploma. It was decided the luggage tag would be a good idea and that pricing would be done and discussed at the next meeting. The second topic regarded the updated web page. Everyone agreed that the update looked much better. An Alumni/Friends link was mentioned and it was decided that approved NCCCAA Board meeting minutes would be posted for Alumni & Friends to see as a form of online communication. Additionally an online Alumni membership form would be made available as a means of finding members. The third topic regarded updating the Alumni mailing. One idea mentioned was using peoplerecords.com. A \$39.90 fee was also mentioned as was the need for legal counsel regarding potential (accidental) violations of the Family Educational Rights & Privacy Act (FERPA) as we look for Alumni. An Alumni master data sheet was part of our handouts for us to look at. The next item pertained to our budget. Some ideas of raising money were to ask the Foundation for some seed money or we could acquire some from a grant. Discussion ensued about what items the Board would need and they were: postage, stationary, gifts, pens, our banner and booth rental. The amount was roughly calculated to be approximately three thousand dollars.

For *other business* our attendance on the April, 30th Chanute Business Expo was mentioned. It was discussed on how to best represent ourselves for this. It was decided that we needed a banner and a large tablecloth. Sample designs would be made and sent to us through email so that we may vote on which version we liked best. We would have some informational handouts & miscellaneous items ready to give out. No *other business* was brought up. It was then motioned and seconded that the meeting be adjourned. The next meeting will be on Saturday, May 7, 2011 at 10:00 a.m. in Room 213 of the Student Union.

Respectfully submitted,

Brad A. Johnson
Alumni Board Secretary