

Lincoln Lynx Alumni Association Executive Committee Report

January 12, 2019 – 10AM – University House

Members attending (7): *President Jack McKay '57, Vice President Suzanne Lundquist '63, Recording Secretary and Website Committee Judy Roe '64, Former Totem II Editor Jackie King '67, Member at Large Sandy Smith '57, Prior President and Website Committee Chair Monica Weber '73, Financial Secretary Steve LaVergne '60.* In accordance with the by-laws, there was quorum of at least 5.

Link to the detailed pre-meeting agenda/reports/ideas: [click here](#)

- 1. Purpose of Executive Committee:** Per a request from Jack McKay, Jackie King plans to add a purpose statement to the LLAA by-laws.
- 2. 2019 Officers, Chairs and Committee Members**

Changes: Sandra Smith no longer Totem II Assistant editor (Jackie King plans to contact Barb Curtis to determine who the replacement will be), Suzanne Lundquist is on the Scholarship Committee but won't necessarily be the chair, Sandra Smith will be added to the database committee along with Linda Strock and Judy Roe, Monica Weber will continue as chair of Website Committee and Judy Roe will continue as the backup.
- 3. Nominating Committee**

These alumni were suggested by Jack McKay: Don Ford, Suzanne Lundquist, Bonnie Lambing, and Monika Lirio. During the discussion, Gretchen Mork was added to the list. Jack McKay will contact them about serving.
- 4. Report: Distribution of Totem II for December 2018 – Jackie King and Steve LaVergne**

One half of the 10 returned Totem II is due to snow birds. The dates for the start of the winter/summer addresses are not being updated. Judy Roe suggested a change to the website: use the month and day without the year to determine start date. Monica Weber will contact HMD to make this change to the website logic.
- 5. Alumni Open House/Program Lincoln High School – Jack McKay (Beverly Washburn, James Raptis committee members)**

Ruth Medsker provided Jack McKay with a date and time: **Tuesday, September 24th, 2019 4:30-6:00.** Ruth Medsker also suggested that the event be for alumni. Jack McKay reviewed a tentative program and it was recommended that the program be kept to a minimum. There is a concern that tours of the school could be problematical if 250 people attend. To advertise the Tuesday September 24th event, Jackie King plans to include the information in the post card mailing that is done each spring. Monica Weber wants to explore the idea of a second event that is just an open house on a weekend (e.g., rental of facilities, security, and availability of administrators, faculty, and custodial expenses).
- 6. Report: Association Membership Data – Linda Strock and Judy Roe**

Judy Roe reported the membership count as of 1/11/19 is 1449, which is approximately the same as the count in October.
- 7. Report: Alumni Engagement – Jack McKay**

The email statistics were reviewed. Two mentioned they are not receiving the 'monthly newsletter' and that possibly these emails are going to junk or spam folders.
- 8. Report: Paver Project – Steve LaVergne**

As of 1/11/19, 181 pavers have been ordered. The pavers will be in a random arrangement however if a member orders several and wants these pavers together, they will try to accommodate the request. The Committee recommended keeping the price of each engraved paver at \$75.
- 9. Hall of Fame Project – Terri Lindeke**

The Committee recommended funding be provided eventually but not now.
- 10. LHS Opening Publication Project – Beverly Washburn**

The Committee recommended providing funding of \$500 from operational budget and this publication should include the program for the September 24th event.
- 11. Alumni Open House Program Idea**

Monica Weber volunteered to arrange for refreshments. The Committee recommended providing funding of \$500 from operational budget for refreshments.
- 12. Report: Sale of LLAA Merchandise - Beverly Washburn**

The recommendation is to keep funding at same level as last year.
- 13. Report: LLAA Calendar of Executive and Regular Meetings (add 2019 June 8th All Class Luncheon)**
- 14. President's Website - Jack McKay**

The President will no longer make references to the President's website in the monthly emails. Jack McKay is going to explore how to display just the commencement programs for each class without the list of graduates, due to privacy concerns by some Committee members. Verna Rossevelt has the CD of all Lincoln High commencement programs/graduation lists as part of archives. There are concerns by some Committee members that the list of graduate names/class year may be considered by some to be confidential information and some indicated the graduation lists may not be entirely accurate.

15. **LLAA Business Cards Idea**

It was noted that Jack McKay has an application/template that can create business cards for Board members.

16. **Debit Card Practice Idea**

The President suggests that there be written LLAAs guidelines for debit cards: what is the LLAAs official practice? Jackie King indicated that typically just the President and Treasurer (the Committee agreed with this recommendation) have the debit cards and the guidelines would be added to the by-laws which are already under review.

17. **LLAA Thank You Card Idea**

The President presented a sample and requested ideas for improvement. He can provide thank you cards for Board members and chairs, upon request.

It was emphasized the Scholarship Committee needs to designate someone to send out the *monthly* thank you notes for the scholarship donations (last month there were 24 donations). Suzanne Lundquist will discuss at their next meeting.

18. **The Pathway to Hope Project Idea**

The President presented a suggestion that the main entry pathway be named "The Alumni Walk – The pathway to the future". Monica Weber suggested the word alumni be changed to graduates: dedicated to the outstanding **graduates**. The Committee decided to think about this idea for possible implementation later.

19. **Funding Association Activities and Projects Idea**

Jack McKay suggested changing the paver order form to include an option to have excess proceeds go to other LLAAs projects such as banners, larger logo, historical mural, and other projects as needed. (According to the President, the paver project has already provided over \$10,000 in unanticipated funds to the Scholarship Fund). The Committee recommended the paver order form **should not be changed** and (*as already decided during the May 12th Board meeting*): all of the profit from the "Paver Engraving" project goes to the scholarship fund.

20. **LLAA 2019 Budget Proposal Recommendations:**

- Special Publication for Open House \$500 (publication needs to include the program for 9/24 open house)
- Program printing for Open House \$250 (**not recommended**/combine into special publication)
- Refreshments for Open House \$500
- Hall of Fame setup \$500 (**not recommended** for now: delay)
- Emailing Services = annual cost \$480 (**not recommended**/Jack McKay will learn how to use LLAAs website basic email capabilities for the monthly Newsletter that he plans to send to all with email address)
- 2019 paver expenses for 250 @ \$25 \$6,250
- Long-Range Planning consultant \$1,000 (**not recommended**)
- Mtg. Refreshments 8 mtgs. @ \$50 \$400 (**Committee recommended smaller amount \$200**)
- LLAAs Storage Unit 12 @ \$205 \$2,400

21. **Assistance to Class Representatives Ideas**

Jack McKay wants to provide more help to class reps such as providing, on request, useable data such as email list, address lists. Everyone was reminded that the class reps have a handbook that was recently updated by Jackie King. The link is in the 'Website Guide' ([click here](#)).

22. **Invoice for LLAAs Dues Idea**

Jack McKay wants to supplement the current procedures with a more assertive way of telling members when dues are about to expire. Currently, after each Totem II, all class reps get a list of their members whose dues are about to expire. The issue that exists: can't determine if these members are notified.

23. **Acknowledgment of Dues and Certificate of Membership Idea – Jack McKay**

The Committee reviewed the provided sample. The Committee suggested reducing the size to post card size. Steve LaVergne could distribute these certificates as part of processing the dues payments.

24. **Long Range Strategic Planning Process**

The Committee does not recommend hiring a consultant to facilitate the long-range planning process. It was suggested that the President provide a long-range plan for the Executive Committee to consider.

25. **Survey of Class Representatives, Officers, and Chairs**

As a possible alternative to the strategic planning process and a means of obtaining feedback about the past year and objectives for the coming year, a draft survey has been created as a starting point for discussion. See the survey in the attachment linked at the top of this report. With slight modifications, the Committee will reconsider the request.

26. **Report: Update on the Image Branding of the LLAAs – Barbara Curtis**

See the report in the attachment linked at the top of this report.

27. **Report: Update on Revision of Articles of Incorporation and By-Laws – Don Ford and Jackie King**

See the report in the attachment linked at the top of this report.

28. **Scholarship Application Updated**

Jackie King: “We need to update our information on the Scholarship Application, Guidelines, and cover page of the Scholarship website ASAP. As you know we have had many discrepancies between these documents, including our By-Laws”. Jackie King provided a draft of the changes ([click here](#)). Next week, on January 19th, the draft of changes will be shared with the Board. Monica Weber is going to contact HMD with the list of changes needed for the Scholarship information within the LLAA website. A suggestion to have the option of the applicant having a school administrator write a letter on behalf of the student was rejected by the Committee.

Respectfully submitted, Judy Roe '64 Recording Secretary