

# **LINCOLN LYNX ALUMNI ASSOCIATION BOARD MEETING MINUTES**

**Thursday, May 21, 2020, 10 am (Virtual via ZOOM)**

**Attendees (14):** *President Jackie King '67, Vice President Suzanne Lundquist '63, Financial Secretary Steve LaVergne '60, Recording Secretary Judy Roe '64, Treasurer and '72 Class Rep Lynne Emmons, '79 Class Rep Monika Lirio, '79 Co-Class Rep Jeff Taylor, '75 Class Rep Sue Riney, '68 Class Rep Diane Cashman, '57 Class Rep Dixie Hughes, '65 Class Rep Wayne Porter, '62 Class Rep/All Class Luncheon Liaison/Database Focal Linda Ungar Strock, Member At Large and Paver Team Sandy Smith '57, '66 Class Rep and LLAA Historian Verna Rossevelt.* **In accordance with the by-laws, there was a quorum of at least 10 Board members.**

## **I. Welcome!**

## **II. Motion to Approve LLAA Board Meeting Minutes of February 15, 2020 and Motion to Approve 2019 Internal Audit of February 23, 2020**

**Motion to approve LLAA Board Meeting Minutes of February 15, 2020 made by Monika Lirio seconded by Diane Cashman. PASSED.**

**Motion to approve LLAA Internal Audit of February 23, 2020 made by Steve LaVergne and seconded by Suzanne Lundquist. PASSED** (see a copy of the Internal Audit on page 5)

There were questions pertaining to the hard cost of each paver. According to members of the paver team, the agreement is \$38 for two years. Since this amount is more than the originally predicted amount of \$25 and the agreement for two years at \$38 hard cost is not in writing, concerns were expressed.

The LLAA's Heritage Bank annuity was also in the Internal Audit. The annuity was setup in 2014 for 7 years with 10% draw per year. Naomi Starkenburg '54 is the name on the annuity. The Internal Audit recommended this name should be changed to the Treasurer Lynne Emmons. Discussion revealed the existence of several issues. Naomi Starkenburg agreed to help and was going to fill out several forms yet this did not happen. Jackie King requested all communication be filtered through her. Several asked for the written terms of the annuity for the Board to review. One solution for this annuity issue is to let the annuity come due in July 2021 and move the money out of the annuity.

## **III. Reports**

### **a. Class Reps**

1. **Wayne Porter '65:** His class cancelled their 2020 reunion that was scheduled for September 13<sup>th</sup> yet looks forward to the 2021 reunion which is tentatively scheduled for September 12<sup>th</sup>, 2021. His class has used ReunionDB for the past 5 years to help with their database and planning/managing their reunions. He thanked Linda Strock for all her help with the LLAA database.
2. **Dixie Hughes '57:** She plans to send notes to her classmates so they are aware of the changes to the scheduling for the 2020 All Class Luncheon. She thanked Jackie King who sent Dixie Hughes a list of invalid email addresses for the class of '57.
3. **Sue Riney '75:** Sue Riney may arrange a virtual reunion using ZOOM possibly over several nights. Unfortunately it is hard to manage virtual meetings of over 80 people.
4. **Diane Cashman '68:** Flyers were mailed to 240 classmates and only 10 responded. Twenty five home address were invalid. The 70<sup>th</sup> birthday party for the class was delayed. She described the bulk mail issues that she encountered and will document what she learned so

it can be added to the class rep handbook. The document will be sent to class reps, put in the Class Rep Handbook, and published to the Website Guide (as pwd protected file).

5. **Verna Rossevelt '66:** Their March class luncheon which occurs every 3 months was cancelled. The '66 class co-rep Karen Yencich is dealing with the list of invalid email addresses which Jackie King provided.
  6. **Monika Lirio '79:** Her class has temporarily stopped their monthly gatherings. She is helping the class of '80 plan their next reunion.
- b. **Membership – Steve LaVergne** The membership counts: 1274 'MBR' (includes the 61 'LF'). Monika Lirio suggested that LLAA should try to recruit LHS graduates into LLAA as soon as they graduate. One way is to invite them to various events such as the All Class Luncheon and provide a gift if they join. Treasurer, Lynne Emmons, received a \$150 check for a 10 year membership renewal. Dues increase to \$20 per year on July 1<sup>st</sup>.
- c. **Luncheon Committee – Linda Strock (Suzanne Lundquist and Judy Roe)**  
**Motion to approve cancelling the 2020 September 13, 2020 All Class Luncheon due to ongoing COVID-19 concerns was made by Monika Lirio and seconded by Suzanne Lundquist. PASSED.**  
 Linda Strock plans to call the Nile Shriners to find out if the \$1000 reservation fee which has already been paid, can be applied to the reservation for the 2021 All Class Luncheon and to learn about any new food options/serving arrangements that will allow for COVID-19 precautions. Monika Lirio agreed to arrange an **informal** LLAA All Class restaurant luncheon during the fall or winter of 2020. She mentioned that while there would likely be no Silent Auction, the luncheon could earn scholarship money by providing membership signup forms and possibly the LLAA merchandise table. Jackie King will contact the 48 who had registered for the September 13<sup>th</sup> luncheon and find out what they want to do with the money paid (i.e. refund, scholarship donation, apply to next year's luncheon).
- d. **Paver Committee – Sandy Smith and Suzanne Lundquist** They are processing 158 new paver orders and 2 corrections. Steve LaVergne stated that he has more orders from the post office. Jackie King is proofing the orders. The Committee reminded the Board that the paver orders must be received by June 13<sup>th</sup> to be installed this year.
- e. **Scholarship Committee – Gretchen Mork (not in attendance)**
1. **Received 20 scholarship applications**
  2. **Committee to review on July 2nd** Jackie King reported the Committee is asking about the limit for scholarships. The Treasurer, Lynne Emmons, was asked is there enough money to award \$2000 to all 20 (if they qualify)? The answer was yes. After discussion that noted scholarship income is down this year and after hearing several other suggested smaller amounts (\$1500 and \$1800), the Board decided to defer the decision until the July Board meeting after the Scholarship Committee provides a final count of scholarships to be awarded.
  3. **Scholarship Donations** Judy Roe provided statistics that show the number of donations is declining: The number of scholarship donations received as of April 30<sup>th</sup> is 136. Last year for the same period 151 scholarship donations were received.
- f. **Totem II (July 5 deadline) – Monica Weber (not in attendance)**

1. **Historian – Alumni Room – Verna Rossevelt** Lincoln High closed in March however Verna Rossevelt is still in touch with Miste Chandler (Administrative Secretary) who has helped LLAA get access to the LHS Alumni Room.

Brian Barnett (attended Shoreline High during the '70's) contacted her to tell her that he has a collection of memorabilia from all Metro League high schools and that he wrote a book about Metro League football. Publication is on hold due to the COVID-19 situation. Verna Rossevelt intends to get the book for the Alumni Room library.

She also heard from Dick Wood '65 who contacted her on behalf of Gene (Eugene) Fairbanks, the son of renowned sculptor Avard Fairbanks who donated the bust of Lincoln to our high school on T-Day 1964. After several communications, the Fairbanks family is now donating a 3' standing Abe Lincoln statue to the high school.

- g. **Merchandise** – Bev Washburn (not in attendance)
- h. **Hall of Fame** – Monica Weber (not in attendance)

**j. Website and Database – Judy Roe and Linda Strock**

**1. Updates to website and bounced emails – Judy Roe** During April Handmade Design upgraded the php scripting language and apparently did not run tests after the upgrade. Some web pages no longer displayed correctly and other web pages that normally query the database no longer worked. Heidi Leben was contacted and she acknowledged the mistake, corrected the problems, and was asked to notify us **prior** to future technical upgrades.

Jackie King is sending monthly emails to classmates with email addresses. Judy Roe went through the list of bounced March email addresses and after testing to ensure they were still bouncing, moved the invalid emails to the Notes field. The list of invalid email addresses for April was given to Jackie King and Linda Strock. Jackie King forwarded lists of the bounced email to the class rep for correction.

Judy Roe reminded the Board to change the membership type field to 'UNKN' if the contact information (address, phone, email) is invalid and has been moved to the Notes field

A bogus membership application was submitted. Judy Roe recommended adding at least two more edits to the membership application for class year and telephone. This would not eliminate hacking yet it would make hacking harder. Edit errors ensure better data integrity.

**2. Database issues – Linda Strock** Again the Board was reminded to use the 'UNKN' membership type for members without contact information.

**k. By-Laws - Jackie King** (not discussed)

**IV. Presentation of Financials - Lynne Emmons**

Scholarship donations, membership dues, and paver income are down from last year. Increasing the annual dues from \$15 to \$20 beginning July 1<sup>st</sup> may offset some of this loss.

**a. Motion to Approve February, March, and April 2020 Financials**

**Motion to approve February, March, and April 2020 financials was made by Monika Lirio and seconded by Sandy Smith. PASSED.**

**V. Membership Recruitment - Jackie King**

- a. **Switch MBR to FRMR on May 31st** The class reps will receive emails to remind them of the necessary follow up where they tell classmates about their expired membership.
- b. **Postcard mailing in summer to local TMP and FRMR – membership/luncheon** Due to the cancellation of the September 13<sup>th</sup> 2020 All Class Luncheon, there won't be a postcard mailing this summer. Jackie King will continue to send a monthly email to all classmates with email addresses.
- d. **Reminder re: Increase membership dues to \$20/yr. July 1st.**

**VI. New Business**

**PLEASE SAVE THE DATE: The next Board meeting will be Thursday, July 16<sup>th</sup> at 10AM** (not July 18<sup>th</sup>)

Respectfully Submitted,

Judy Armstrong Roe '64, LLAA Recording Secretary

## **2019 Lincoln High School Alumni Association Internal Audit**

Performed Feb 23 , 2020 at the home of Lynne Emmons. Present were Lynne Emmons, Treasurer: Suzanne Lundquist, Vice President and Monika Aiken Lirio, Class of '79 co-rep.

In January, Lynne had provided me with the 2019 Detail Trial balance (printed 01.24.20) as well as December 2019 P & L, Balance sheet and 2020 Budget, (all printed 1/31/2020). I was able to review and analyze at home and select my samples prior to the group meeting. At the group meeting, Lynne was able to provide me with backup documentation and very clear explanations on all my income and expense samples. Lynne utilizes a well-kept binder on a month-to-month with the documentation accompanying the bank statements. Well done Lynne! Thank you to both Lynne and Suzanne for your attentiveness, encouragement and participation on decisions.

I would encourage the LLAA to make a priority to change the lead Lynx on the Heritage Annuity from Naomi to Lynne, as the Treasurer, and add a second signer if possible as well.

It was decided that any returned/reissued scholarships will be credited back to the same G/L account as was issued, as not to overstate the GL account and make for easier tracking. (This is not a frequent occurrence, there was one re-issue in 2019)

As for reviewing the 2020 budget, (the budget has been voted on and will not be changed) there could be an overstatement in paver income and paver expense accrual. As of this date, we have been unable to determine the actual hard cost of each future paver, despite repeated inquires from Suzanne to Quiring. Cost of paver repair and review were discussed in a general sense.

PayPal expense were discussed, which seem unpleasant and unavoidable. There are options to put the processing expense back on the payer, but that seems an unattractive option.

**The books for LLAA, once again, appear to be in good order and well maintained.**

Monika Aiken Lirio    Class of '79    Feb 28, 2020