



# LINCOLN LYNX ALUMNI ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

Saturday January 14, 2023, 10 am (ZOOM)

**ATTENDEES (7):** *Co-President Jackie King '67; Co-President, Class Rep, Totem II Editor Monica Weber '73; Vice President Suzanne Lundquist '63; Class Rep, Treasurer Lynne Emmons '72; Recording Secretary, Website Chair, Scholarship Scribe Judy Roe '64; Class Rep, All Class Luncheon Liaison, Database Chair Linda Strock '62; Class Rep, Scholarship Committee Chair Monika Lirio '79.*  
There was a quorum of at least 5 Executive Committee members.

## I. Welcome

## II. Executive Committee Positions 2023 – All “on board” this year?

Elected officers: **Monica Weber**, **Suzanne Lundquist**, **Lynne Emmons**; Appointed officer: **Judy Roe**; Standing Committee Chair-Financial Secretary: **Steve LaVergne**; Members-at-Large: **Linda Strock & Monika Lirio**. All non-elected members in attendance replied “yes”. Steve LaVergne replied “yes” prior to the meeting.

## III. 2023 Budget (revised attached)

- A. **Membership dues income:** totaled about \$20,000 in 2022. The amount in the 2023 proposed budget is \$18,000.
- B. **Review of expenses:** in comparing the expenses and income LLAA shows a “Net Income” for 2022 that is almost \$10,000 partly because the number of Totem II publications dropped from 3 to 2 issues.
- C. **Discuss funds in Balance Sheet/Proposed Profit & Loss Budget:** the \$20,000 proposed amount for scholarship grants may be low however Scholarship Chair, Monika Lirio, advised the Treasurer to leave the amount at \$20,000 for now because it can be adjusted later depending on the number of approved scholarships. Money exists in the operating funds and could be moved to scholarship funds later. Since there may be a USPS mailing to alumni to advertise the June 10<sup>th</sup> All Class Luncheon, there was a suggestion to increase the “Membership Management” amount in the 2023 budget from \$330 to \$2000 to cover postage and the cost of design and material for the post cards. Also suggested was to increase the budget for “Totem II Print/Mail Newspaper” (from \$4,000 to \$4,800) as the cost increased and has been going over budget in previous years.

## IV. LLAA Meetings

- A. **Calendar: Jan 21, Feb. 18, Mar 18, Apr 22, May 20 (June 10 luncheon), (June 17?), Sept. 16, Oct. 21 Annual Business Meeting (elect President), Nov 18:** the Committee proposed keeping this schedule including June 17 which would allow for a timely recap of the June 10<sup>th</sup> 2023 All Class Luncheon results.

B. **Zoom versus in Person:** the meetings will continue with Zoom. An alternate venue has not been found. Suzanne Lundquist will call University House to see if they are now open to outside meetings.

V. **All Class Luncheon:** the new contact at Nile Shriners is Robin Montgomery. NW Signatures no longer does the menus therefore details are not yet available. Linda Strock itemized various costs from previous All Class Luncheons at the Nile Shriners in Mountlake Terrace.

**A. Price? Menu? Theme? Recommendations:**

- i. Price: \$38 check or cash, \$40 if online payment (to cover \$1.88 processing fee)
- ii. Menu: same as last year-San Juan including salmon and cobbler
- iii. Theme: "Those Were the Days"
- iv. 2024 All Class Luncheon: be a joint class effort (such as 1972-1973)

B. **Post registrations on website:** posting is pending graphics and other decisions.

**C. COVID cards**

- i. Recommend that there will be no COVID card checking or other COVID restrictions unless WA state guidelines require them.

**D. Mailing---luncheon and membership to non-members?**

- i. The Committee recommends increasing the budget to cover a USPS mailing of post cards. The mailing must be in late February or early March to be sure alumni know that the new deadline for scholarship applications will be earlier, April 15<sup>th</sup>. The mailing will be done with "Return to Sender" to ensure incorrect home addresses will be reported to LLAA and the database can be updated with new home addresses. The budget increase will be in the "Membership Management" line of the budget and, if approved, will increase from \$330 to \$2,000.
- ii. Post card: utilize the format of the previous post card to reduce costs
  1. Include the "Membership and/or Luncheon Registration" form.
  2. Advertise the scholarship program and April 15 deadline.

**VI. Totem II**

A. **Publication:** Nancy Fox is considering retirement from doing LLAA graphics. Monica Weber proposed that her daughter-in-law who has a graphics design business would be an option to replace Nancy.

**VII. Scholarship Guidelines and Application**

A. **Change deadline to April 15:** the Committee agreed that the deadline for application forms should be changed to April 15th. The earlier date will be especially helpful if there are more candidates.

**B. Do we change wording in Guidelines (revised attached):**

the Committee selected Version 2 of the Guidelines where there is no "distinction" between the lineal descendants and LHS graduates in (for example) allocating a specific number of scholarships to be given to each category of applicants. Scholarship Committee members Monika Lirio and Wally Green requested this change.

**C. Change format of Application? (revised attached):**

the Committee selected Version 1 of the Application except for a revision to the wording so that applicants could select all "Filing Status" boxes if they apply (the wording would indicate that a graduating senior could select lineal descendant of a LHS graduate **AND** LHS graduating senior if they both apply to the graduating senior). Jackie King pointed out that the word "recent" was added to the "Community Service" qualification. Monika Lirio wondered if there should be more definitive wording.

- VIII. **Updating the By-Laws:** the committee of Jackie King, Don Ford, Wally Green intend to update all of the By-Laws in a new format. Members of the Board have been instructed to help by supplying the wording for portions of the By-Laws that pertain to their position on the Board.
- IX. **Other ideas:** there were two questions. Is there a second key to the LLAA P.O. Box? Steve LaVergne has just one key. Shouldn't Steve LaVergne have a debit card? Lynne Emmons has the one debit card. Monica Weber will handle getting a second key to the LLAA P.O. Box. Possibly Bev Washburn has a second key. Lynne Emmons will work on getting a debit card issued for Steve LaVergne. They both need to go to Key Bank in Lynnwood to arrange for getting the second debit card for him.

Executive Committee members discussed various dates for the review of the scholarship applications. One idea was to review the applications after the Board meeting on April 22<sup>nd</sup> and have both the Scholarship Committee meeting and the Board meeting at Monika's office building in Fremont. This discussion was continued after adjournment of the Executive Committee meeting.

Lynne Emmons reminded the audit team that a date prior to the end of February needs to be determined for the next LLAA audit review.

- X. **What from today do we present at the Board meeting: 2023** budget proposal, meeting calendar, luncheon theme, luncheon COVID policy, luncheon price, and proposal for USPS mailing to advertise the June 10<sup>th</sup> All Class Luncheon.

Review the 2023 Scholarship Guidelines and 2023 Scholarship Application Form. Jackie King and Monica Weber suggested the presentation of the 2023 Scholarship Guidelines and 2023 Scholarship Application Form should be in the form of a report.

**Respectfully submitted,**  
**Judy Roe '64, LLAA Recording Secretary**