

**Alumni Advisory Board**

**Minutes**

**January 25, 2016**

**6:00 pm EST**

**Present (on the call):** Jolene Loetscher, Lindsay Hyde, TJ Abrams, Mary Kathryn Covert Steel, Jason Pate, Sarah Williams, Kevin Chung, Micaela Connery, Nola Weinstein, Justin Pearson, Daron Roberts, Rudy Fernandez

**Absent with Regrets:** Megan Harney, Alice Park

**Staff:** Mark Davis, Jane Hale Hopkins and Carolyn Norton

1. **Review and Approve Minutes of Previous Meeting** (Mary Kathryn) 5 min.

* Micaela would like it noted that she was not the only one who expressed concern about financial expectations for new members.
* Decision made to table the motion to approve the minutes until we update and formalize. We will circulate to the board before the next meeting.

1. **CCSF Staff Report** (Mark, Jane, Carolyn) 15 min.

Jane gave an update on the Foundation’s strategic plan (see overview plan) that was circulated to the AAB. She mostly touched on CCSF’s initiatives around strengthening, showcasing and sustaining impact, and how the goal for the alumni program is to provide meaningful engagement opportunities for Scholars.

Justin asked how much money new Scholars receive and whether CCSF still offers ten $30,000 scholarships. Carolyn answered that all Scholars get $20,000 now, and Jane followed up with the reasoning behind the $30,000 awards and that it was only in 2014- the first year of the Leadership Development Institute. CCSF will need to update this portion of the strategic plan.

Next month, CCSF will be engaged with a Strategic Operations process to evaluate the current status and what else needs to be accomplished from the 2013 plan.

TJ asked about development – where did that idea come from originally and how will we sustain impact?

Lindsay Hyde asked about our plan to replace Megan Barber. Jane answered saying that the goal with fundraising/development is to sustain the programming that CCSF is working on with the alumni program. As far as the new staff position, CCSF will revisit that after the Strategic Operations process.

Mark went over the Scholar selection process: the Program Review Committee came to Atlanta two weeks ago, read the semifinalist applications and chose the 250 regional finalists. Five alumni Scholars were engaged in that process.

Regional finalists were notified on Friday. Jamie, Mark, Jane, Ericia and Carolyn will go to Philadelphia, Los Angeles, New York, DC and Dallas to interview regional finalists next weekend. The following weekend, we will host Skype and in-person interviews with the rest of the selection districts in Atlanta. Twenty alumni Scholars will be involved in the interview process as well.

Carolyn followed up with clarifications and updates around:

* + - 1. **2016 Scholars Weekend:** Only those who have received invitations to serve on the Leadership Development Committee will need to come to Atlanta March 31-April 3. We will not have an in-person AAB meeting or a need for all AAB members to be here. The next call will be Monday, April 11th.
      2. **2016 Calendar:** Jane and Carolyn met to plan out the year- both for AAB events (from the scope initiatives) and CCSF receptions. Exciting things coming up! Carolyn will be reaching out to committee chairs (mainly Sarah and Kevin) to collaborate on dates for events. If any events are already planned,- please send them to Carolyn. Note that for the CCSF receptions, the CCSF staff will be promoting the 2018 Leadership Summit and asking the AAB to do the same with any alumni.
      3. **2016 Selection**: Finalists will be selected by mid-February. Please review the list and reach out to any new Scholars from your current city, hometown, etc. to welcome them to the CCSF family.
      4. **Celebrations**: Congratulations to Micaela for being selected as a 2016-2017 Mitchell Scholar! She will carry out her scholarship in Ireland for one year starting this summer. She is working with TJ and Mary Kathryn as to what this will mean for her position on the AAB.

1. **Co-Chair Report** (TJ) 5 min.

TJ will be chair support for the Service and Development committees.

Mary Kathryn will be chair support for Board Governance and Leadership/Professional Development.

TJ asked committee co-chairs to be thinking about the timeline of the programs they want to roll out.

Jorge has decided to step down from the Alumni Board due to personal commitments. We will take that into consideration as we select new members this year.

1. **Vote on Development By-Law Additions and Q&A for New Members** (Mary Kathryn) 5 min.

After working with the Governance Committee and running this by the Development Committee, we want to vote as a board on the new Development by-laws and Q&A additions.

Development by-law additions were approved by the AAB.

Development Q&A additions for New Member expectations were approved.

1. **Committee/Working Groups Reports: Time Allotted**
   1. **Development** (Rudy) 5 min

* New alumni recruits to the committee are Deborah Stine, Kristen Ward and Greg Melia.
* Most donors on Giving Tuesday were new alumni donors.
* Action steps: Bringing new committee recruits into the action steps for Giving going forward.
  1. **Alumni Impact/Service** (Sarah) 5 min.
* Starting to think about location and planning for the Service Summit.
* Q2 and Q3 will be their areas of focus for this year.
* Micaela helped set-up a nice framework/plan for Service Summits going forward.
* Sarah will work with TJ and Carolyn on details as the date approaches.
  1. **Career /Leadership Development** (Kevin) 5 min.
* Aiming to do 2-3 professional events this year and will be strategic in spreading them out around the country.
* Challenge will be cost and budget. Goal is to have most events be cost neutral. Will reach out to host companies to sponsor most of each event.
* Alice is working on a pilot event that is family-focused like a picnic in a park.
* Nola is working on a C-Suite/roundtable event for our Scholars who are executives and have resources and influence.
  1. **Board Governance** (Jolene) 5 min.
* Worked on language for by-laws.
* They will follow up on everyone’s “board boo” and get that in motion
* Given Jorge rolling off and Micaela leaving temporarily, we will look at 5-6 new members rolling on when we decide on new members in June.
* As we think about the process this year, let’s tap into the AAB and ask that members bring forward candidates for the Board Governance group to consider.

Today’s committee reports were approved by entire committee.

TJ and Mary Kathryn asked that we keep the momentum up on these great initiatives.

**Important Dates Coming Up:**

**Scholars Weekend** (for those who have been invited to serve on the LDI committee): **March 31-April 3, 2016**

**Quarterly Meetings:**

**April 11** – 6 pm

**July 11** – 6 pm (note – this was moved from June 27 to stay on quarter schedule).

**October 21-22 (20-22 for West Coast)** - AAB Retreat (and in person quarterly meeting)