

Ogeechee Tech Alumni Association
Board Meeting
December 15, 2009
5:30 pm
Joe Kennedy Conference Room

Present: Lori Crawford, Cally D'Angelo, Ken Friend, Jaime Riggs, and Kathleen Kosmoski

Absent: Rocky Ezell and Emma Watson-Knight

Kathleen called the meeting to order at 5:33 pm. Each member introduced themselves and told a little about themselves. Cally agreed to take minutes for the meeting. Officers will be elected at the next meeting in hopes of having a full membership.

Kathleen reviewed the job description and explained the philosophy behind the document. The Alumni Association belongs to the alumni. It will be the responsibility of the board to direct and guide the association activities. Kathleen encouraged the board members to ask questions and be sure to read reports.

Lori asked about the budget. Kathleen stated that according to the financial statements there is \$1404.28 in the alumni account. However, each graduate is assessed a graduation fee and \$5.00 per person is allocated to the Alumni Association.

Kathleen distributed the current Alumni Association membership list. She reviewed how the list was developed. Each board member is asked to review the list and note any corrections. In addition, each board member is asked to help recruit graduates to the Alumni Association and to the board. Graduates are requested to visit the alumni page on the OTC website and complete the alumni registration form. Ken stated that cancelled programs are not listed on the program area drop down box. Kathleen requested that if a program is not listed to please write it in on the "My Story" section so she can enter the data into the alumni database.

Kathleen handed out the by-laws from when the Alumni Association existed previously. She asked that each board member review the by-laws and make changes. She had by-laws from other colleges and they are also samples available on-line. As each member is reviewing and making changes to the documents, Kathleen asked that we keep in mind how the "ideal" organization should look and the by-laws should reflect that thought. The by-laws should be reviewed every one to two years. Items to consider when reviewing the by-laws including: standing committees, meeting times and frequency, and officers.

Kathleen next discussed the results of the alumni survey. In August, a survey was emailed to 350 alumni members and 68 members responded. The purpose of the survey was to provide a baseline and guide to developing the Alumni Association. The results of the survey should also be considered when reviewing the by-laws. There was much discussion about the purpose of the Alumni Association and the activities that the association should undertake. The board generated many ideas including; joining the college advisory meetings, contribute to current student involvement, mentoring program, speakers bureau, and professional development.

Kathleen discussed events that will be taking place between January and June. The Foundation's annual fundraising campaign, iGot, is March 9, 2010. A notice will be sent to all alumni asking for volunteers to help solicit businesses. There will be a graduation gala on March 1, 2010 in the Occupational Studies Building. Kathleen asked that board members come out to work the table and help recruit new graduates. Graduation will be May 13, 2010. In previous years, the Alumni Association has sponsored a mini beach ball drop. In place of the beach ball drop, the board would like to do something more special for the graduates such as having refreshments in the green room with a nice gift.

Kathleen urged the board to consider having at least one if not two events before June, 2010 with one event being a continuing education/professional development seminar and the second a more social type of event. Kathleen stated that several faculty/staff have asked for the Alumni Association reinstate the Easter egg hunt. Jaime suggested renting out Splash-in-the-Boro graduation weekend for alumni and inviting faculty and staff.

The next meeting of the Board will be February 9, 2010 at noon in the Joe Kennedy Conference Room.

Meeting adjourned at 6:40 pm.

Respectfully Submitted

Cally D'Angelo