

# ABI Board Meeting

November 11, 2019

---

<b>Meeting called by:</b>	Liz Germani	<b>Type of meeting:</b>	Board Meeting
<b>Facilitator:</b>		<b>Note taker:</b>	Amber Neal, Secretary
<b>Attendees:</b>	Tom Littlejohn (TEL), Amber Perkins Neal (ADN), Marie Littlejohn Dunn (MLD), Liz Germani (LAG), Dawn Kolb (DEK), Bridget Halpin (BH), Selma Zein (DH06), Caroline Homolka Masters (CHM), Paul Allen (PBA), and Sandra Kerr Louchard (SKL).		

---

## Introductions

- New board members – Selma & Bridget
- Goals for this term?

## Quarterly Meetings –5 minutes

- Going forward we will have a meeting once a quarter
- Agenda to be published by Liz & Amber prior to meetings

## Committees –20 minutes

- Committee heads to review current members. Don't just assume everyone wants to still be on the committee
- Determine new members if applicable (Selma's sister is a web developer!)
- Do you require additional non-board volunteers? If so, what is required of them.
- What is the goal for your committee for 2020?

## Class Reps – 10 minutes

- Need to revamp. Suggestions?
- Who wants to lead this effort?
- Potential volunteers: Carol & Lee?

## Reunion 2021 – 10 minutes

- Brief overview of progress – Austin room rate too high. Committee to 3 locations in <reunion location snipped>. Start teasers.

## Tasks to be completed soon (discuss deadlines)

- Update website with new board members – Email, website, & social media announcements.
- Newsletter & Social Media Updates w/new board members
- Training for new board members
- Discussion and vote on elimination of mailing paper ballot.
- Financial audit for last 3 terms.
- Another call in December.

The meeting was called to order at 7:05PM and called to an end at 8:20PM by LAG.

## Action Items

- Obtain sponsorship for banquet – LAG
- Update committee membership - ALL
  - Draft new lists – Committee Chair
  - Create template - ADN
  - Draft list of goals for this term – Committees
  - Draft lists of volunteer opportunities - Committees
- Set up how registration temps will have access to database at the reunion. – ALL
- Onboarding of new members – CHM & LAG
- Add dropdown menus in database for more consistency - ???
  - Entries for new and updated memberships should be reviewed monthly – Database director
- Update documentation
- Revamp class rep system
  - Define the role of the class rep to share with those who serve.
  - Review rep list for activity and replace where needed, fill in the gaps.
  - Connect with reps to encourage engagement.
  - Add volunteers to lead the effort. Perhaps group a decade or 2 together.
  - Help them to drive reunion attendance.
  - Check town hall notes for who volunteered to help with this.
- Increase regularity of communications.
  - Instagram
    - Turn over to Selma.
    - Link on website broken.

## Action Item Review

- Update Bylaws Appendix – TBD
- Annual Report – SLK

Respectfully submitted, Amber Perkins-Neal, Secretary