
SINGING LIONS ALUMNI INTEREST GROUP (SL AIG) BOARD MEETING MINUTES



CONFERENCE CALL
SATURDAY, SEPTEMBER 15, 2007

Location: Conference Bridge
Duration: 9:00 a.m. – 10:30 a.m.

THE SINGING LIONS ALUMNI INTEREST GROUP TELECONFERENCE WAS CALLED TO ORDER AT 9:00 AM ON SATURDAY, SEPTEMBER 15, 2007 BY KEITH SPENCER, SL AIG PRESIDENT.

PRESENT:

- KEITH SPENCER, PRESIDENT
 - EILEEN MERRIMAN, VICE PRESIDENT
 - JEFF REZER
 - JANINE WETTSTONE, SECRETARY
-

President's Update and Status

Keith has submitted the SL AIG Annual Report to the Penn State Alumni Association.

Keith received a message from the Alumni Assn. regarding upcoming PSU Homecoming events. The SL AIG does not have plans to participate this year, but hopes to do so in the future.

Keith also received a packet from the Alumni Assn. regarding increased membership/involvement in the Association.

ACTION ITEM: Keith will forward to Eileen, Membership Committee chair.

Committee Report and Active Project Updates

- Connections:

1. Keith has thanked Mandy for her hard work and dedication to the Performance Handbook/ Handbook Project, and has relieved her of needing to produce the final product at this time. He has determined that this project will be taken off the table for the time being, while other pressing issues are addressed. The Board will return to this project in the future.

- Membership:

1. Prior to mailing the fall hardcopy newsletter, Eileen plans to e-mail the SL AIG membership with the goal of updating contact information.

ACTION ITEM: Keith will send newsletter to Eileen.
Keith will send updated database to Eileen.

2. Jeff noted that in the past, newsletters have been mailed to addresses in the database. When newsletters were returned due to incorrect/outdated addresses, the addresses were removed from the database, and the names were left. Problems arose when those working to update the database felt that they had found an updated addresses, when, in fact, they had entered/mailed to the same bad address as before.

ACTION ITEM: We will keep all contact info. In the database, with a separate tab being used to list old/failed addresses for reference.

- Finance:

1. Keith reports that we have \$ 1,111.81 in the SL AIG account. (With an estimated \$900 of this available for expenses). Additionally, we will receive two checks from the PSU Alumni Assn. this year to cover the cost of mailings (amt. dependent on our membership total) and our annual meeting.

ACTION ITEM: Keith will check with Pete to see if there has been any activity/response from the School of Music regarding the funding of a director's position.

- M & M:

1. No committee chair has been named. No report regarding this committee.
ACTION ITEM: Keith will check with Faith (officially) to see if she will head this committee.
2. Board members discussed a set schedule for SL AIG newsletters. The following schedule/frequency was agreed upon:
Aug. e-newsletter advertising the Meet-N-Greet, etc.
Sept.
Oct. paper newsletter (Meet-N-Greet re-cap, introduce new group, etc.)
Nov. e-newsletter advertising Holiday Show, etc.
Dec.
Jan. e-newsletter (Holiday show pictures/ re-cap)
Feb.
Mar. paper newsletter (prior to Spring Show/ Tour(?))
Apr. e-newsletter (either April or May depending on date of Spring Show) end-of-year wrap up
May
3. The Board also determined that the SL AIG website is a *priority project*. This will be addressed at an "out-of-cycle" meeting of those who wish to be involved.
ACTION ITEM: Jeff will forward his availability; we will then co-ordinate with Faith and announce the meeting date to others. Call will be co-coordinated during the week of Oct. 8-12 or Oct. 22-26.

Current SL Group

Eileen reports that the group is excited to attend the Meet-N-Greet on September 22nd.

ACTION ITEM: Eileen will contact George to arrange transportation to the event and keep Mandy in the loop.

Upcoming Events

- Meet-'N-Greet: Tentative Schedule:
- | | |
|----------|---|
| 11:30 AM | Arrival at the Elks Club, State College, PA |
| 12 Noon | 'Program' begins (Welcome, ice breaker "survey", group history, etc.) |
| 1:15 PM | Lunch served |
| 2:30 PM | Depart |

Lisa has mentioned the option of remaining at the Elks to watch part of the PSU game (which begins at 3:30 PM, or departing to watch the game on our own.)

Alumni to be present: Pete, Lisa, Keith, Eileen, Janine, Faith(?)

Goal for future events = to send out invites closer to 3-4 weeks in advance.

ACTION ITEM: Keith and Jeff will figure out the difficulty with sender restriction on the e-mail newsletter by Wed. or Thurs. If this problem cannot be resolved, we will move to using another system.

Keith will distribute copies of the surveys/ "crazy questions" used at last year's event.

Alumni will bring SL memorabilia to the event.

Eileen will bring a video camera. Janine will bring video camera, laptop and projector.

Keith will arrange a Thank You gift for Lisa (gift certificate and show tickets).

Board Items

- Good call/ attendance noted at this morning's meeting. During the last two calls this did not happen. We need to be more consistent and make the calls. Frequency of calls/meetings can be changed, if need be, to accomplish this.
- Keith suggested the possibility of "out-of-cycle" meetings, particularly to address the fact that not all Board members are able to attend Sat. meetings. It has been agreed that we will try this for the month of Oct.

ACTION ITEM: Keith will e-mail Board members regarding availability for the next meeting to be scheduled during the week of Sunday Oct. 14th – Friday Oct. 19th. Time?

ACTION ITEM: Keith will e-mail SL AIG logo to Janine for use on gifts for departing Board members. Janine will follow-up with locating a supplier and placing order.

Next Meeting Date

- Next teleconference: **TBD**