

**MISSISSIPPI UNIVERSITY FOR WOMEN ALUMNI ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
PLYMOUTH BLUFF CONFERENCE CENTER
FRIDAY, OCTOBER 21, 2011
10:00 a.m.**

MINUTES

MUW Alumni Association Board members present were Wanda Ray, Kim Triplett, Lillian Wade, Emily Garner, Erin Gioia, Deborah Hodges, Anne Franklin Lamar, Tina Morgan, Shirley Few-Spain, Stephen Taylor, Elaine Evans, Renee Flynt, Dana Jackson, Malinda Mabry-Scott, Andrea Overby, Andy Thaggard, Ruth Jones, and Del Hamilton. Becky Cade and Sherrie Cooper were present remotely. MUW staff members present were Allegra Brigham, Perry Sansing, Mary Margaret Roberts, Lyndsay Cumberland, and Tammy Godfrey. MUW Foundation president, Ken Kennedy, and MUW Foundation accountant, Jeannie Godbey, along with MUW Foundation attorney, Gordon Flowers, attended the meeting through discussion of the Funds Management Agreement.

MUW Alumni Association Board members absent were Gus Argrett, Abby Claypool, Kimberly Griffin, Irene Guthrie, Mary Libby Payne, Mary Ann Petro, Dawn Woo, Ginny Grisard-Van Roey, Jan Walker, Pat Ainsworth, Mitzi Green, and Dustin Thompson.

Emily Garner called the meeting to order. As there was not a quorum present, no business items were voted upon during the meeting.

Ms. Garner presented the minutes of the July 2011 meeting. Two sets of minutes were prepared for the last meeting, one by the staff and one by co-secretary Wanda Ray. The minutes prepared by the staff were e-mailed to the co-secretaries in advance for approval. After discussion, it was decided the staff would prepare the minutes and send them to the co-secretaries for review before submission to the Board for approval. The July 2011 minutes will be submitted to the Board for approval electronically.

Ms. Garner presented the strategic plan. The plan was discussed and will be submitted to the Board for approval electronically.

Ms. Garner presented the Funds Management Agreement. The agreement was discussed and a desire was expressed to submit this document to the Finance Committee for approval and submission to the Board once the Finance Committee is established. It was noted that the previously approved Affiliation Agreement between the Alumni Association and the University requires all Association Funds to be held by the Foundation. Procedures will be formalized separately from the Funds Management Agreement to ensure there are responsible processes in place for deposit and disbursement of funds.

Ms. Garner presented the proposed Club Guidelines document previously presented to the Board in July. The document was discussed and concern was expressed about the constraints and

requirements the proposed guidelines placed on chapters due to the existing chapters' low level of interest and involvement. President Brigham requested that Ms. Roberts research plans from other universities having associations which more closely resemble the MUW Alumni Association. (N.B., Ms. Roberts completed this research in preparing the proposed guidelines and has eight sets of guidelines from a variety of institutions' associations available to share.) Ms. Garner requested that comments regarding the proposed Club Guidelines be sent to Shirley Spain, Chair of the Chapters/Constituency Groups Committee. (N.B., this Committee has not been approved by the Board, and a chair has not been named. Comments should be sent to the Alumni Office for distribution to the committee once appointed.) The Executive Director requested a list of all existing chapters and constituency groups along with the contact people as this information is not on file in the Alumni Office.

Andrea Overby presented the proposed Awards Structure document previously presented to the Board in July. The document was discussed and a desire was expressed to separate the Distinguished Achievement Award into two awards, the Distinguished Alumni Achievement Award for alumni and the Distinguished Achievement Award for friends of the University. This modification will be made and the Awards Structure will be submitted to the Board for approval electronically.

Ms. Overby presented the Conflict of Interest Policy. A conflict of interest policy must be established and the appropriate document must be submitted by all members of the Board on an annual basis. The Conflict of Interest Policy will be submitted to the Board for approval electronically and all members of the Board will be required to complete and submit the form to the Alumni Office by mail, fax, or by scanning the completed document and sending it by e-mail.

Ms. Overby presented the Alumni Board Officer and Director Expectations and Responsibilities form to be signed and returned to the Alumni Office. This form was agreed upon during our July planning session with Dr. Lee Patouillet. Those Board members who did not submit a signed form at the meeting will be contacted and asked to submit their forms to the Alumni Office by mail, fax, or by scanning the completed document and sending it by e-mail.

Ms. Overby presented the formal policy establishing \$40.00 as the minimum annual contribution amount to maintain active or associate member status. This policy will be submitted to the Board for approval electronically.

Ms. Overby presented the list of proposed Committee members. While all committees must be approved by the Board, the Nominations/Elections Committee must be elected by the Board. The list of members in this category is a list of nominees for Board election. The Committee assignments will be submitted to the Board for approval and election electronically.

Mary Margaret Roberts presented the Board with an updated Board contact listing, a list of the 869 Association members as of October 12, 2011, a report on the October 18, 2011, balance of the Alumni Association Activities Fund (\$4891.79), a list of alumni events held to date since July 1, 2011, including the number of alumni attendees and the number of alumni in each area where the events were held, and a fact sheet outlining basic information about MUW. Ms.

Roberts also made Admissions brochures available to all interested members of the Board and introduced Lyndsay Cumberland, Assistant Director of Alumni Relations, and Tammy Godfrey, Administrative Assistant and Data Manager in the Office of Alumni Relations.

The Alumni Board then joined the Foundation Board for lunch and President Brigham's University Update. The meeting ended following the luncheon and President Brigham's remarks and presentation.