

Regional Clubs Committee

Agenda & Meeting Minutes:

Monday, December 17, 2007 - 4:00-5:00 p.m.



Name/Year	Position	E-Mail Address	12-17-2007 Participation
Jill Anderson '91	LUAA Staff Rep	jill.anderson@lehigh.edu	Yes
Monica Timar	LUAA Staff Rep	monica.timar@lehigh.edu	Yes
Sterling Ashby '92		sashby@hiatoys.com	No
Penney Frohling '85		jpgfrohling@aol.com	No (Time Difference)*
Mary Cottingham '90	(ChairC2C)	mlcottingham@alumni.lehigh.edu	1-4-08
J. Stuart Jensen '82		jsjensen01@comcast.net	1-9-08
Dick Ulak '60	Chair	rfulak@comcast.net	Yes
W. Gary Liddick '76		gary.liddick@sap.com	1-9-08
Victoria Steel '01	Co-Chair	vickysteel@alumni.lehigh.edu	Yes

*Contacted LUAA prior to teleconference to make alternate arrangements for participation.

1. Call to C.A.R.E Website and special holiday program -
<http://www3.lehigh.edu/alumni/events/calltocare.asp>
 - a. Holiday program for the troops will be launched and expect tremendous response.
 - b. Initial postings by LUAA staff, the committee and BOD before launch to alumni population.
 - c. Autism is the spotlight for 2008
 - d. Amanda has updated the Web site and clarified some features
2. Club Committee Web site
<http://www3.lehigh.edu/alumni/clubs/committee/default.asp>
 - a. States mission, discussion items, upcoming activities and contact information
 - b. Other items that should be included????
 - i. Action Plans
3. Inaugural Club Volunteer and Club Awards
 - a. Nominees
 - i. Provided brief history of Club and Volunteer Award issues: Who to recognize? Nomination collection? And other challenges.
 - ii. Discussed the option of using the LEHIGHLIGHTS Club and Volunteer spotlights as the nominating pool since Alumni Club Staff is able to select those to be recognized based on their contributions to the alumni in their region as well as the alumni family as a whole.
 - b. Selection Committee
 - i. Since Alumni Clubs staff would coordinate the nominations, the selection committee should be comprised of the LUAA Board of Directors.
 1. Silent Ballot at the LUAA Board Of Directors Spring Meeting
 2. Would allow the Board the opportunity to fully realize the caliber and extent of contributions the Alumni Club volunteers make to the university.
 3. The Award would be given by a group of their peers currently in important leadership positions within the Alumni Association.
 - c. Announcements
 - i. LEHIGHLIGHTS
 - ii. Alumni Bulletin
 - iii. Reunion Program
 - d. Award
 - i. Recognition

- ii. Commemoration
 - 1. Plaque in the Alumni Building
 - 2. Plaque to the recipients
 - iii. Award Package
 - 1. Volunteer
 - a. Bookstore Gift Certificate
 - b. Lehigh vs. Lafayette Weekend Package
 - c. Reunion Weekend Package
 - 2. Club
 - a. Bookstore Gift Certificate
 - b. Financial sponsorship to celebratory event for the Club
- 4. Mid Year Alumni Club Reports
 - a. Goals: Identify areas of increased interest or need on behalf of the Club leadership
 - b. Audience: Club Officers, Sendoff hosts. Telecast coordinators
 - c. Results
 - i. Publication of data – LEHIGHLIGHTS
 - ii. Club Committee Response and plan of action based on results
 - 1. Webinars
 - 2. Club Info Sharing
- 5. Upcoming Club Activities
 - a. CASE Submissions: L-in-Life and Call to C.A.R.E.
 - b. Florida Swing
 - c. Istanbul
 - d. Living the Legacy Scholarship
 - e. Sendoffs
- 6. Items for future discussion/development
 - a. Concern was expressed by the participants regarding the low involvement in this teleconference as well as in past
 - b. Issues
 - i. Timing of teleconference
 - 1. Coordinated in hopes of engaging the most participants
 - a. Potential later in the evening or a weekend may be discussed in the future
 - b. Saturday morning
 - ii. Engagement
 - 1. Participation vs. Reporting
 - 2. Interested in more active engagement and assignments
 - a. Briefly discussed the need for completion of assignments
 - 3. Outline of expectations for participation and the need for continuous follow up with members
 - a. Assignments
 - b. Reminders
 - c. Due dates
- 7. Next teleconference: **Thursday, January 24, 2008 - 5:00-6:00 p.m.**