



## EXECUTIVE BOARD MEETING MINUTES

MEETING DATE: 6/26/17

### **Board Members Present:**

President - Claire Harbeck Izzo (meeting held at Claire's home)

Vice President - Peggy Mercereau

Treasurer - Mary Chamberlain

Assistant Treasurer – Gretchen O’Kane

Corresponding Secretary – Jennifer DeVitto

Recording Secretary – Lu White

Marketing Chair – Jennie Kralyevich

VPA Chair – Mary Beth Ostrowski

### **Review of Responsibilities**

- Claire – RBR Admin. liaison, Constant Contact (new this year: promote our sponsors, address RBR firewall)
- Peggy – RBR Admin. liaison
- Lu – Meeting minutes, Class of 2019 Class Advisor liaison
- Jenn – Gmail account
- Mary – Finances, PO Box
- Gretchen – Finances, Class of 2020 Facebook page/Class Advisor liaison
- Jennie – BBF Website, Facebook page, Twitter, liaison to Marianne Kligman (RBR PR), Ad Journal
- Mary Beth – VPA liaison, Class of 2018 Class Advisor liaison

### **Umbrella Groups**

We'd like to have each Board member responsible for a set group of events and chairpersons. More to be worked out through email, but here's what we have so far:

- Claire and Peggy – Freshman Orientation, BBF/SOURCE Picnic, Ladies Luncheon
- Mary and Gretchen – Campus Beautification, BUC Stop, 50/50s at sporting events, December Grand 50/50 or Prize



- Lu – Corn Hole
- Jenn – Trivia Night
- Jennie – Ad Journal
- Mary Beth – All things VPA, how can we help with New Piano Campaign...

### **Facebook/Class Advisor Liaisons**

- Jennie to manage BBF Facebook page
- No Facebook page for Class of 2018/Mary Beth to manage Class Advisors
- No Facebook page for Class of 2019/Lu to manage Class Advisors
- Gretchen to manage Class of 2020 FB page/Class Advisors
- Billie McNally to manage Class of 2021 FB page/Class Advisors

### **Freshman Orientation**

- Taking place Wednesday, August 30.
- All BBF Board members encouraged to attend and lend a hand.
- Possibly set-up a table with a Spanish translator
- Lu will email Cathy Balto with date and reminder in case she would like to set-up a table w/info relating to for Friends of Different Learners.

### **ACTION ITEMS**

**Action item:** All events and chairs should be identified by the end of July. Claire to start group email for team to work on this together.

**Action item:** At July 5 RBR Admin. meeting, Claire and Peggy to confirm Class Advisor communication procedure: can we contact class advisors directly or should we go through Denise Barrett (if she is still liaison...if not, who is?).



**Action item:** Order Freshman T-shirts. Prior to July 1, Claire to email Risa and Suzanne Keller to find out # of t-shirts to order. Claire then to relay info to Judy Noglows and Phyllis Sauer. Claire will also ask Judy to order BUC Passes and BUC Backer magnets.

**Action item:** At July 5 meeting, Claire and Peggy to ask Risa for bilingual assistance for packet creation and at tables during Freshman Orientation. Also ask if we will have a slide or two during Orientation or do we just introduce ourselves? Also ask if we can raffle off a BUC pass to people who put their name/email address in a basket? Can we ask for free-will donations? Can we have a table by the door when people leave? Who does food? Do we need to ask for food/water donations?

**Action item:** Mary to speak with Dana Flynn (Campus Beautification chair?) about Sickles coming in for patio cleanup 3 weeks prior to Orientation. Mary will also speak with Michelle Welsh (BUC Stop chair?) about having BUC Stop open during Orientation. We need to tell them that we are ordering Freshman t-shirts. We need to ask if they would be interested in using a credit card swiper. Gretchen can purchase a 2<sup>nd</sup> one and be in charge of both.

*Note: Speaking of BUC Stop, Dave Viscomi, our accountant, told Gretchen and Mary we should be charging sales tax on our items. Gretchen and Mary to work with Michelle to add this in without raising the cost of the items.*

**Action item:** Claire, Peggy and Jenny to create handout packets. Packets to include:

- Welcome letter (Claire can tweak last year's)
- BBF Fact Sheet (needs to be updated – all of us to provide Jennie K. with comments by July 31st)
- BBF Membership Sheet with BUC Pass Pricing (prices TBD by July 1 – Claire to follow up with Adam Recktenwald about VPA and Judy about BUC Pass production – give magnets?)
- BBF Membership Sheet for non-BUC Pass People (details TBD – give magnets?)
- List of our Ad Journal Sponsors? Will we be offering September-May spots at reduced prices?
- Promotions of Upcoming BBF Events (i.e., September picnic with The SOURCE)
- Call for Volunteers (i.e., pass out a link to SignUp Genius for upcoming events?)
- BBF Business Card if we're using folders?



**Action item:** Jennie to coordinate Orientation publicity with Marianne Kligman. Do we need to worry about photo waivers? Jennie also to create BUC Backer stickers for volunteers helping at this event and make sure our Digital Ad Journal is running during Orientation.

**Action item:** As the day gets closer, we need to make sure we have tables, tablecloths (from BBF closet?), BBF banner (from BBF closet?), volunteers to man tables and solicit email addresses from people waiting in line at the picnic, clip boards, pens, cash boxes, etc.

### **Other Events**

#### **Action items:**

- BBF/SOURCE Picnic = Claire and Peggy to ask Suzanne about doing a Food Truck event.
- Sporting Events = Claire and Mary to ask Del if we can do 50/50 raffles and put sponsor info into programs? Can we put sponsor info into his Hall of Fame program?
- Back to School Night = Claire and Peggy to ask Risa if we can do BBF sign-up sheets in 1<sup>st</sup> classrooms instead of at a table in the hallway. Mary to ensure BUC Stop is open. Jennie to ensure Digital Ad Journal is running.
- Red Bank Street Fair (September 10th) = Gretchen will look into getting an RBR table. Sell Ad Journal spots and BUC-ware, see if Lou Moore wants in.
- Trivia Night, a Saturday in October, Elk's Club? = Claire to call Elk's Club, Mary Beth to call Jim and Rebecca Norton about trivia, and Jim Appio from Cool Dad Music.
- Grand 50/50 or Grand Prize to be awarded in December = We need more brainstorming around this... Need to have plan in place by the end of July so we can begin promotion at Freshman Orientation.
- Ladies Luncheon = Beth McLoone is confirmed as the chair. Claire to confirm at July 5 meeting that we can have our event on January 28.
- Linda Shields or Hypnotist in February/March? Is that too much with the SOURCE events (Fashion Show and Casino Night) and the school play?
- Corn Hole Tourney in the spring = Lu will chair.



### **BBF Meeting Guest Speaker Ideas**

- Facetime with Lou Moore
- Guidance/Naviance
- Randy Levin (College Essay Prep)
- Amy Byrnes (Local Blogger)
- Dietician friend of Peggy's
- Lisa Walsh (Interior Design)
- Other?

**Action item:** Assemble once BBF dates are confirmed at July 5 meeting.

### **Conference Call System for the Board**

**Action item:** Claire to look into setting up conference call # for virtual BBF meetings.

### **Next Face-to-Face Meeting**

Late July/early August at Gretchen's house. Date TBD.