



Westville Alumni Association Incorporated

P.O Box 461

Westville, Indiana 46391

(219) 561-0WHS (0947)

Memorandum for Record

June 29, 2013

RE: Annual Association Meeting

Rachel Hoyle, Association President, called the meeting to order at 8PM.

Officers Present:

Association President: Ms. Rachel Hoyle
Association Vice President: Mr. Brent Carter
Association Treasurer: Mr. Brian Popp
Association Secretary: Ms. Jennifer Shaw

Members Present: See Attachment 1 for complete list of attendees:

1. Ms. Hoyle called the annual meeting to order at 8PM and welcomed the general membership to the event.
2. Mr. Carter presented the following association business items for membership consideration and adoption.
 - a. **Knoll Scholarship Committee**
 - i. Formalized scholarship selection process, timing, and fund levels in the Association Charter and By laws
 - ii. Adopted as an included appendix, the 2011 Westville Alumni Association Scholarship Committee Bylaws, into the WAAI By Laws to recognize committee in the WAAI structure
 - b. **Association Business Rhythm**
 - i. Require general membership meetings at 8 week intervals to promote membership involvement in association governance
 - ii. Formalize membership quorum and voting requirements to standardized association governance process
 - iii. Formalize Association Communications Requirements to promote membership involvement and control direct mail costs. Specific requirements are included in the WAAI Communications Plan, included as an annex to the Charter and By Laws

- iv. Require meeting minutes be recorded and made available to general membership to promote management transparency and membership involvement. Specific minute requirements are included in the WAAI Communications Plan, included as an annex to the Charter and By Laws
 - c. **Governance**
 - i. Formalize Officer Nomination and Acceptance Process to ensure candidates are aware of expectations prior to accepting the nomination.
 - ii. Set minimum service time for officers at two years to improve year to year continuity and allow sufficient time to implement and assess association programs,
 - iii. Prescribe management and mediation of Conflict of Interest Issues
 - iv. Codify officer transition procedures and timeliness
 - v. Specify duties of the Association and Scholarship officers in the Corporation
 - vi. Adopt Articles of Incorporation
 - vii. Modify original Constitution verbiage to reflect gender neutrality
 - d. Association Finance
 - i. Require an annual budget be approved by the membership. Current year and following year budgets were adopted and are included as an attachment o these minutes
 - ii. Require counter signatures on larger disbursement checks
 - iii. Operate the association and scholarship fund within the constraints of section 501c(3) of the Internal Revenue Code
 - iv. Allow for fundraising by the association to offset business expenses (e.g. postage, supplies, charitable giving)
 - v. Require financial books to be certified by an independent CPA every 2 years.
- 3. Ms. Hoyle opened the floor for officer nominations for the upcoming year. The following WHS alumni were elected by the assembled membership and will serve a term of two years effective June 29, 2013. A transition meeting between the incoming and outgoing officers will be scheduled as quickly as possible within the next 60 days.
 - a. Association President: Mr. Brent Carter
 - b. Association Vice President: Ms. Jayme Bailey
 - c. Association Treasurer: Ms. Patricia (Patti) Jackson
 - d. Association Secretary: Ms. Karen Dudeck
- 4. Ms. Hoyle closed the meeting at 9PM following favorable voting on all proposed motions and end of open discussions on association issues.

Submitted to the Membership

Approved/~~Disapproved~~

Jennifer Shaw, Secretary
WAAI Secretary

Rachel A. Hoyle
WAAI President

Attachments

- a) Attending Members List
- b) Quarterly Financial Statements
- c) Annual Banquet Program

Attachment A, Attending Member List

| | | | |
|---------|-----------|------------|----------------|
| 1960 | Georgia | Arvidson | (Grise) |
| 1961 | Jerry | Bacon | |
| 1950 | Jack | Bacon | |
| 1973 | Robert | Bacon | |
| 1957 | Dolores | Bailey | |
| 1994 | Jayne | Bailey | |
| 1983 | Albert | Benbow | |
| 1964 | Suzanne | Burns | |
| 1992 | Tye | Cambe | |
| 1982 | Brent | Carter | |
| 1961 | Lewis | Cass | |
| 1952 | Collette | Clark | (Cazellas) |
| 1963 | Warren | Condon | |
| 1990 | Tracy | Cornett | (Fath) |
| 1958 | John | Coulter | |
| 1963 | Daniel | Cunningham | |
| 1963 | Dan | Day | |
| 1997 | Dickinson | Dennis | |
| 1963 | Harold | Dickinson | |
| 1952 | Sharon | Doms | |
| 1960 | Karen | Dudeck | (Krueger) |
| 2003 | Nicholas | Elliott | |
| 1973 | Ronald | Elliott | |
| 1976 | Toy | Elliott | |
| 1975 | Roger | Elliott | |
| Faculty | Richard | Fagg | |
| 1973 | Mark | Glassley | |
| 1983 | Julie | Goen | (Potrzebowski) |
| 1948 | Marilyn | Goetz | |
| 1973 | Robert | Goetz | |
| 2013 | Michael | Grylewicz | |
| 2013 | Amber | Haack | |
| 2013 | Emily | Henrich | |
| 2013 | Mellissa | Hernandez | |
| 2013 | Dane | Herrold | |
| 2013 | Austin | Hisick | |
| 1992 | Genevieve | Hisick | (Watkins) |
| 1993 | Sharon | Hoskison | (Campbell) |

| | | | |
|------|----------|--------------|----------------|
| 1997 | Rachel | Hoyle | (Elliott) |
| 1993 | Jeff | Hyska | |
| 2013 | Shaina | Jacks | |
| 1960 | Patricia | Jackson | (White) |
| 1983 | Sarah | Klosinski | |
| 1973 | Nancy | Kolasinski | |
| 1963 | Lola | Kreinheder | (Keel) |
| 2013 | Julia | Kretlow | |
| 1973 | Cathy | McGinn | (Bell) |
| 1993 | Rehna | McIntosh | (Rosentreter) |
| 1993 | Shane | Meadows | |
| 1967 | Jane | Medley | |
| 1968 | Joyce | Mocaby | |
| 1953 | James | Moser | |
| 1963 | Roberta | Muehlhaus | (Switt) |
| 1948 | Virginia | Nelson | (Wilkinson) |
| 1993 | Shaun | O'Brien | |
| 1963 | Ruth | Osborn | (Grise) |
| 1974 | A.J. | Pilarski | |
| 2012 | Brian | Popp | |
| 1963 | Harriett | Potrzebowski | (Grabill) |
| 2013 | Eric | Quinn | |
| 2013 | Tuzdae | Ramer | |
| 1973 | Susan | Rosenwinkel | (Parker) |
| 1942 | Jack | Rotzien | |
| 1963 | Kenneth | Rutz | |
| 1983 | Julie | Schmidt | |
| 1963 | Robert | Schmidt | |
| 1963 | Bill | Scott | |
| 1993 | Brad | Seifert | |
| 1991 | Jennifer | Shaw | (Potrzebowski) |
| 1981 | Sharrin | Smartt | (Lusco) |
| 2013 | Katie | Stolarz | |
| 1953 | Jean | Switt | (Bacon) |
| 1977 | David | Switt | |
| 1973 | Mark | Tarnow | |
| 1953 | Guen | Tarnow | |
| 1950 | George | Thompson | |
| 1996 | Krista | Watkins | (Barkey) |
| 1963 | Robert | Watson | |
| 1993 | Gina | White | (Stodden) |

Attachment B - Quarterly Financial Reports

Attachment C - Quarterly Financial Reports