

Westville Alumni Association (WAA)  
PO Box 421  
Westville, IN 46391

October 2, 2012

Memorandum for Record

RE: Association Meeting Minutes – Sep 29, 2012 Meeting

The WAA held a meeting of the association officers on Sep 29, 2012 to discuss association matters. The meeting was called to order by Association President Ms. Rachel Elliott-Hoyle at 1 pm and adjourned at 5 pm. Discussion, decisions, and actions are arranged topically below.

Members Present:

Ms. Rachel Elliott-Hoyle	President
Mr, Brent Carter	Vice President
Mr. Brian Popp	Treasurer
Ms. Jen Shaw	Secretary

1. 2013 Focus

- a. Increase scholarship offerings
- b. Complete 501C3 certification and EIN acquisition
- c. Drive efficiency into association operations through more formal administration
- d. Bolster general fund through more efficient contracting for services
- e. Work to earn the patronage of the alumni through increased transparency into activities and benefit

2. Orderly Transfer of Association Equities

The group discussed the need to identify and obtain all of the association records to ensure their continued safekeeping. Brent was charged with coordinating this transfer with the outgoing WAA President.

3. Review of 2012 Banquet

The group discussed feedback provided by members of the alumni who participated in the event. Action officers responsible for addressing the concern are provided.

- Price remains a concern ( Rachel, Brian)
- The current business meeting format is too long (Brent)
- Need to consider alternate formats for food service (hosted bar, hors d' oeuvres vs dinner, etc.) (Brent/Jen)
- Dance music selection must be representative of all age groups in attendance (Brent)
- Banquet date must take other graduation activities into consideration (Rachel)

4. Early planning for 2013 Banquet

- a. The group brainstormed some potential formats and locations for the upcoming banquet season. This brainstorming will continue through the end of the year with reporting as appropriate through subsequent minutes.
  - b. The group discussed the benefit of a sliding scale ticket system that would help reduce food/drink cost risk from “at the door” ticket purchase by rewarding early purchase with lower cost. Brian will continue to look at this as the budget firms.
  - c. Rachel will lead contact with the class presidents of next year’s celebrated classes (1953, 63, 73, 83, 93, 03, and 13) and coordinate event planning with the district superintendent.
5. Charter Development
- The group discussed the benefit of developing an association charter to complement and supplement the existing bylaws and promote better operational transparency to the alumni. Brent will lead this development effort.
6. Fund raising
- a. The group discussed various opportunities for fund raising to help offset banquet costs and support increased scholarship offerings. Inquiries are pending for a Motorcycle Poker Run, Homecoming Basket Sale, Holiday Flower Sales, and sponsored dances. The status of opportunities will be reported as appropriate through subsequent minutes.
  - b. The group determined the association is currently not recognized under the provisions of section 501c3 of the Internal Revenue Code as a not for profit organization. This is considered critical for incentivizing business and individual donations. Brent and Brian will prepare the necessary financial records and applications for recognition and issuance of a Federal employer Identification number (EIN) to provide donors for their tax deductions. Brian will also research to determine if a state registration is also required.
7. Finance
- a. The group agreed that a better understanding of the association’s current financial status, obligations, and scholarship sustainment planning is necessary to effectively manage association resources. The group agreed to continue to the transition from paper to electronic record keeping started by the previous leadership team. Brent and Brian will coordinate development of financial reporting formats. Rachel agreed to solicit CPA support to certify the financials once reporting is complete.

Submitted to the Membership

Approved/~~Disapproved~~

*Original Signature on File Copy*

*Original Signature on File Copy*

Jennifer Shaw, Secretary  
WAA Secretary

Rachel Elliott-Hoyle  
WAA President