

Westville Alumni Association Inc (WAAI)  
PO Box 421  
Westville, IN 46391

November 3, 2012

Memorandum for Record

RE: Special Transition Meeting – November 3, 2012

The WAAI held a special transition meeting with Mr. Ryan Fleming, Past President, and Mr. AJ Pilarski, Scott C. Knoll Scholarship Committee Treasurer, in Westville. Brent Carter, Association Vice President, represented the WAAI in the discussions. The meetings occurred in two locations between 1pm and 4pm. Discussions are arranged topically below.

Members Present:

Brent Carter Vice President

**1. Transition of Association Records**

Mr. Fleming delivered and transferred all hard copy and electronic association records. Records will be maintained by the Association President temporarily until a permanent storage location can be identified

**2. Transfer of WAAI Website Ownership**

Mr. Fleming provided access to the website with administrator rights. He agreed to continue to maintain the website and update as required until a suitable replacement is found.

**3. Scholarship Fund**

Mr. Pilarski provided the current fund financials for review and record keeping. Additionally, he provided copies of the current rules of procedure for scholarship selection and disbursement including application and announcement templates. These templates will be ingested into the 501c3 filing as appropriate to reflect current operations.

Submitted to the Membership

Approved/~~Disapproved~~

***Original Signature on File Copy***

***Original Signature on File Copy***

Jennifer Shaw, Secretary  
WAAI Secretary

Brent Carter  
WAAI Vice President