



# Westville Alumni Association Incorporated

P.O Box 461

Westville, Indiana 46391

(219) 561-0WHS (0947)

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Memorandum for Record

June 27, 2015

RE: Annual Association Meeting

1. Mr. Carter called the annual meeting to order at 5 p.m. and welcomed the general membership.

Officers Present:

Association President: Mr. Brent Carter  
Association Vice President: Mrs. Jayme Bailey  
Association Treasurer: Ms. Patti Jackson  
Association Secretary: Ms. Karen Dudeck

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

2. Ms. Jackson provided the financial statement included as Attachment B to these minutes. The projected financial statement and 2016 budget were accepted. The final financial statement for 2015 will be completed and filed in October 2015 following the end of the Association's Fiscal Year.
3. Mr. Carter opened the floor for association officer nominations for the 2015-2017 period. The following volunteers were identified subsequent to the meeting and, with only one qualified nomination for each position, the volunteers were accepted to serve as officers for the period beginning October 1, 2015 and ending September 30, 2017.
  - a. President: Ken Shores, Class of 1985
  - b. Vice President: Janet (Elliott) Boo, Class of 1975
  - c. Treasurer: Julie (Thompson) Goetz, Class of 1974
  - d. Secretary: Sheree (Fath) Warnke, Class of 1974
4. Mr. Carter raised the issue of growing costs involving the annual mailing of invitations noting that the cost remained the largest direct cost to the association and also noting that general fund donations were not off setting that cost substantially. Several suggestions



were offered by meeting attendees including potentially using the school's mass mailing license and reducing mailed invitations to the honored classes and members prior to a certain date as a way to reduce costs but still notify the membership. The suggestion as also made to take advantage of free or low cost advertising for non-profits through local newspaper, radio, and television to notify/invite members living in the local area. Mr. Carter agreed to assess the invitation mailing process and provide recommendations to the association on reducing mailing costs at the October 2015 General Membership Meeting.

5. Having no further business for the association from the membership, Mr. Carter adjourned the meeting at 5:30 p.m. to support a timely start to the banquet event.

Submitted to the Membership

Karen Dudeck  
WAAI Secretary

Approved/~~Disapproved~~



Brent Carter  
WAAI President

Attachments

- A) Attending Members List
- B) Annual Projected Financial Statement
- C) Proposed 2016 Budget

**Attachment A, Attending Member List**

Bacon, Jack

Bailey, Jayme

Carter, Brent

Dudeck, Karen

Fagg, Richard

Fleming, Ryan

Jackson, Patti

Pilarski, AJ

**Attachment B – Annual Joint Financial Report**

**WAAI Consolidated Financial Report for Tax Year Ending September 30, 2015**

\$	20654.26	October 1, 2014 Scholarship Starting Balance
\$	3178.07	October 1, 2014 General Fund Starting Balance
<b>\$</b>	<b>23,932.33</b>	<b>Total Starting Balance</b>
\$	12,169.00	Scholarship Gross Fund Raising
\$	1,659.00	General Fund Gross Donations
\$	3,000.00	2015 Banquet Ticket Sales <i>Projected</i>
\$	700.00	Silent Auction <i>Projected</i>
<b>\$</b>	<b>17,755.00</b>	<b>Total Revenue</b>
\$	(4,697.06)	Scholarship Fund Raising Expenditures
\$	(750.00)	2012 Disbursed Scholarships
\$	(4,750.00)	2014 Disbursed Scholarships
\$	(125.00)	2014 Other Administrative
\$	(1,078.00)	2015 Mailing Costs
\$	(2,999.00)	2015 Banquet Costs
\$	(300.00)	2016 Banquet Advance Deposits
<b>\$</b>	<b>(16,715.06)</b>	<b>Total Expense</b>
\$	22,626.20	Sep 30 Scholarship Ending Balance <i>Projected</i>
\$	3158.52	Sep 30 Association Ending Balance <i>Projected</i>
<b>\$</b>	<b>25785.00</b>	<b>Gross Assets Retained by WAAI</b>
\$	(500.00)	Prior year Unpaid Scholarships (2013)
\$	(2,250.00)	Prior year Unpaid Scholarships (2014)
\$	(8,000.00)	2015 Unpaid Scholarship Commitments
<b>\$</b>	<b>(10,750.00)</b>	<b>Total Unpaid Liabilities</b>
<b>\$</b>	<b>15,035.00</b>	<b>Net Assets Retained by WAAI <i>Projected</i></b>

The above financial reporting is a true and complete reporting of WAAI financial matters for Tax Year ending September 30, 2015.




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Brent Carter

## WAAI planning budget for October 1, 2015 – September 30, 2016

Item Description	Budgeted	Notes
<b>Estimated Income</b>		
Ticket Sales	\$3500	Based on 100 attendees @\$35 per
Individual/Business Donors	\$500	Bulletin Advertising/Gen Fund Contributions*
Pre-Event Fund Raising	\$700	Senior Sponsor, TBD Fundraiser*
At Event Fund Raising	\$800	Raffle*
	<u>\$5,500</u>	
<b>Estimated Expense</b>		
Banquet Facility Rental	(\$300)	
Banquet Meals	(\$2,250)	
Banquet Gratuity (20%)	(\$450)	
Graduating Senior Meals (@20 est)	(\$450)	
Banquet Dessert Service	(\$300)	
Banquet Decorating	(\$100)	
Banquet Advertising	(\$500)	Postage, printing, newspaper ad
Website	(\$200)	Site hosting and maintenance
Association Meeting Expenses	(\$50)	Printing business documentation
Association Equipment	(\$200)	New Printer if Required
Association General	(\$100)	P.O. Box rental, office supplies
Association Tax Filing	(\$30)	Presence Filing with State
School Project Contribution	(\$500)	Association Charitable Work *
	<u>(\$5430)</u>	

\*Income and benefit from fund raising is estimated based on past year performance.