

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

March 23, 2013

Memorandum for Record

RE: General Association Meeting – November 3, 2012

The WAAI held a general association meeting special transition meeting at _____ Café,
Westville, IN from 9-11A,M,

Members Present:

Rachel Hoyle	President
Brent Carter	Vice President
Jennifer Shaw	Secretary
Brian Popp	Treasurer
AJ Pilarski	Scholarship Committee
Mark Glassley	Golf Tournament Planning Team

1. President's Viewpoint on Association Activity

2. Status of Nonprofit Filing

Brent provided the following update:

3. Financial Reporting

Brent provided the following update:

- We are currently running a little under cash flow requirements due mostly to poor showing in early ticket sale and the need to post a 50% progress payment to the caterer.
- Refer to April 2013 Draft Financial Reporting for specific account activity

4. Banquet Planning

Brent provided the following update:

- The Banquet host will be the Waterbird Conference Center in Chesterton. This decision was driven both by cost and by the shortage of facilities available when the planning started in October 2012. Waterbird provides a lot of amenities that should make for a good event.
- Dinner will be served by waiters and waitresses eliminating the challenge last year of serving mobility impaired alumni. The one exception will be the cake which will be provided by the association. The caterer will provide plates, napkins, etc and

- cut the cake but we will need to serve the cake. Thoughts are to possible have either the officers or the graduating class serve the cake to the older classmates.
- The facility will offer alcohol and non alcohol beverages before dinner and during the dance. Coffee and water will be available throughout the evening. An allocation for up to ten designated drivers was made where they will receive free non alcohol beverages complimentary during the evening.
 - There is still a need to source a cake that is large enough for 250 patrons. The provider must be a licensed bakery (includes Costco) and we need to provide the information on the bakery to the event host prior to bringing in the cake.
 - Currently there are five tickets sold and another five tickets reserved (people who indicated they would or might attend but have not yet paid. Hoping for a major sell off before the May 15th date after which the price goes up by \$10.
 - We still need to coordinate seating and location of the DJ, sign in table, etc for the night of the event; there is also some freedom with decorations for the individual tables. Our decoration budget is \$600.
 - We probably also want to consider setting aside some parking for our older patrons, The parking lot at the facility has a steep drop off on one end that may become difficult for some to managed. We can coordinate additional handicap spots on the level side of the facility with the host and may want to consider reserving slots for alumni classes from say earlier than 1965.
 - The Script:
 - Prior Years' Format included brief comments by the President, a prayer, introductions by the recognized class representatives, and various scholarship presentations
 - Flow and timing of the evening has been a repeated complaint from attendees both in time and content
 - Some of the class reps were clearly uncomfortable speaking at the podium
 - Recommend we decide on the format we wish to follow and then build a script to formalize the activities and hoping shed some time from the overall event.

5. Communications Status

Brent provided the following update:

- Email: We currently have just shy of 400 emails that were either parsed from the alumni database or provided as part of the registration for tickets. Plan to use this resource as heavily as possible to communicate with the potential volunteer pool. This can be also copied over to the Facebook page.
- Flyers: I provided a number of them last trip. Have brought a number more today for handing out...really need these to be in every store and public place in Westville and the surrounding communities.

- Banquet Hand-out: We still need to design and create the hand-out that will be given to attendees. Part of the hand-out will include our budget for next year, and a couple of business notes that we will be voting on.
- The idea is to allow folks to study this while they are eating so we can quickly dispense with the formal “meeting” activities after dinner.

6. Fundrasing Update

Brent provided the following update:

- It appears that our sponsor letters may not have been distributed or if they were, they did not produce any sponsors for association activities.
- To date, we have received \$90 donations via the ticket sales website for the Knoll fund.
- We have also received commitment for a \$25.00 in-kind donation from Something Blue Hair Salon (Proprietor, Kris Frontcakas, Class of 1982) intended to support the silent auction. We need to decide if we plan to pursue the silent auction as a fundraiser and how that money will be allocated between the General and Scholarship Funds.
- Recommend any fundraising we do be planned to avoid any conflict with the Scholarship Fund who has covered the vast majority of Westville. Need to get these out into the other communities like LaPorte Michigan City, Valpo, etc.
- The budgeted amount for company donations was 1500 anticipated as \$75 from 20 different businesses. It is not crucial that we hit this number, but coming close would enable money for selected.

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