

Mission of the Alumni Association: "To develop and foster a rewarding, life-long relationship between the School and its alumni." (2011)

Alumni Association Executive Board Meeting Minutes

Wednesday, November 9, 2011 * 6:30 pm - 8:30 pm

Attendees: Hoai-An Truong, Brian Hose, Mandy Kwong, Michael Steinberg, Doris Voigt, Lynette Bradley-Baker, Cat Chew, Wayne Dyke, Terri Gyi, Margaret Hayes, Carol Stevenson, Mahesh Tawney, Dorcas Taylor, Chai James Wang, Eric Wong, Andrea Passarelli, Rumany Penn, David Goffman, Stephanie Yager, Nathan Darling, Andrew Phan, Janice Batzold, Stephanie Block.

Regrets: Bradley Thomas, James Bresette, Cynthia Boyle, Min-li Cary, Rai Cary, Mathilda Fienkeng, Yara Haddad, Gina McKnight-Smith, Sheel Shah, and Matt Shimoda.

Start	End	Duration	Topic	Facilitator/ Speaker	Discussions	Action Plan/Follow up Responsible Person(s)	Timeline/ Deadline
6:30			Welcome & Dinner; Intro of New Assistant Director	Janice Batzold & Stephanie Block	Janice introduced Stephanie to the Board.		
			Call to Order	Hoai-An Truong	Hoai-An called the meeting to order at 6:38 pm.		
			Approval of Minutes 9-14-11	All	Chai motioned to approve the minutes from 9-14-11 meeting. Margret seconded the motion.		
			President's Report	Hoai-An Truong	Hoai-An thanked the group for attending the meeting and looks forward to committee updates.		
			Treasurer's Report	Bradley Thomas & Michael Steinberg	Michael reported that the only transaction to share with the group was the food ordered from the last meeting. Endowments funds have stayed balanced and grown in interests. Michael requested a transfer of funds into the Scholarship Fund. He also suggested that perhaps we have a more strict banquet budget.	Stephanie to get funds transferred.	
			Committee Reports	Chairs/Co-Chairs			

			Special/Strategic Plan Implementation (SPI)				
			Organizational Re-structure and By-laws	Brian Hose	Brian walked through the suggested edits for the by-laws, and he motioned to vote for the changes. Chai seconded the motion. The board voted to approve changes unanimously.		
			Establishing New Initiatives	Lynette Bradley-Baker & Mathilda Fienkeng	The committee has not met yet.	Lynette and Mathilda to reach out to Yara and Carol to schedule a meeting or conference call.	By next meeting 1/12/12.
			Building Relationships with Stakeholders	Matt Shimoda	Matt was not able to attend. Hoai-An reported there is an interest in regional events. Matt is looking for more committee members.		
			Standing Committees				
			Nominating: Honored & Honorary Alumnus Awards	Brian Hose & Stephanie Block	Brian and Stephanie shared the updated nomination webpage. The form is electronic.	Stephanie to send the link to the board.	
			Audit and Finance	Bradley Thomas & Michael Steinberg	Michael invited members to join the committee and the future meetings.	Meeting with Stephanie and Janice in the winter to plan for the year.	
			Scholarship	Doris Voigt and Catherine Chew	Doris and Catherine identified 2 individuals to receive the scholarships: one merit-based and one need-based. In the future applications should be given to the committee earlier.	Hoai-An to notify recipients. He also suggested the recipients be invited to the next Alumni Association meeting.	
			Communications & Outreach	Yara Haddad & Carol Stevenson	Yara and Carol will work together to plan regional events. Hoai-An thanked Janice for sending out condolence cards. Cat also reported that there will be another Public Health Service, MPhA, University of Maryland Happy Hours in March.	Cat to bring details back to the committee for the January meeting.	

			Graduation Banquet	Rai Cary & Min-li Cary	<p>Hoai-An reported for Rai & Min-li that the date for the Graduation Banquet will be May 16 at Hunt Valley Mansion from 6-midnight. The deposit has been sent.</p> <p>The committee still needs to look into the 50 year class reunion.</p> <p>Andrea reported that they are looking into bus rentals.</p> <p>Chai mentioned it might be nice to have more students speaking rather than just the student body president.</p>	<p>Committee to look into programming.</p> <p>Stephanie to research possible hotels nearby the banquet site.</p>	
			Old Business				
			Graduation Banquet	Rai Cary & Min-li Cary	See above.		
			Alumni Annual Reunion Weekend	Janice Batzold & Lynette Bradley-Baker	<p>Lynette and Janice discussed that they had discussed last month to flesh out thoughts and ideas. They decided the purpose of the event would be to increase engagement and bring alumni back to campus.</p> <p>Lynette asked the group what types of activities do we want at the event. Family type of atmosphere? CE courses? BBQs?</p> <p>Janice mentioned that the Poison Center is celebrating their 40th anniversary next year and would like to tie into our event. Also, Andy Coop has expressed interest in a PhD-specific alumni reception. <i>Continued on next page.</i></p>	<p>Lynette to have the social ideas to share with the Board in January.</p> <p>A vote needs to take place on the duration of the event.</p> <p>Stephanie to ask Dr. Coop for recommendations on one or two PhD students that might be interested in sitting on the planning committee.</p>	

					<p>Hoai-An suggested we ask for couple names from Dr. Coop for graduate students that he feels would be good representatives to sit on the committee. Doris asked if we had considered how to reach out to the non-traditional alumni.</p> <p>It was decided we would need to charge for these events. Lynette suggested we have the event on Saturday (CE Courses) with a family event that evening. Andrea recommended we consider reaching out to the fraternities to join in the reunion activities.</p> <p>Lynette proposed a motion to move forward on a vote for a 1-day event including a CE course and social event. Michael seconded. All voted to move forward.</p>		
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			Job Ready Program	Margaret Hayes	<p>Margaret reported there currently is a YouTube video contest. The first prize is \$800, second prize is \$500 and third prize is \$200. Students are to develop videos around themes including marketing yourself, elevator speech, negotiating salary, and resume-building. There are faculty, alumni and student judges. The submission deadline is November 15, 2011. The judges will have the videos from November 16-21, and on November 28 there will be a big splash of YouTube videos. She also shared more about the Job Ready program. The program is being ramped up due to the number of students that did not get jobs last year. Between October and November, there were 8 events including the recent career fair.</p> <p><i>Continued on next page.</i></p>	
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					<p>The fair was well attended. There were 146 students who attended and 107 from the class of 201. The rest were from other classes. Margaret said her team hopes next year to have more employers.</p> <p>Margaret is also working with students to host mock interviews on November 21. Andrea requested help from the alumni - they are needed to help conduct the interviews. The event starts at 5:30 p.m. and dinner will be provided. The event is for the 4th year class. Students need assistance on how to network and how to introduce themselves.</p> <p>Margaret wants to see students gain a higher level of confidence.</p> <p>Chai commented that our School should help prepare students on how to make the decision whether to accept a job offer or to pursue a residency. Perhaps students can be coached.</p>	<p>Andrea and Margaret to send information to Stephanie so she can send mock interview information to alumni.</p> <p>Margaret will put together a list of topics that are important to incorporate into the Job Ready program.</p>	
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			New Business				
			SGA President's & Class Representatives' Updates	Eric Wong & Class Reps	<p>SGA president, Eric, reported that Andrew is revising the honor code. Also, 85 schools are participating in the Medical Adherence Challenge. Invited to Script Your Future event in Baltimore and a booth was hosted by students. Roundtable Series is part of the Job Ready Program in a "speed networking" style on November 29 from 6-8. A variety of roundtables will be hosted in the Spring. SGA is also putting on the 2nd annual toy drive for the local Ronald McDonald House. Class of 2012 just started their 6th rotation block and have been working on the Mock Interviews.</p> <p>Class of 2013 is leading a fundraiser for the license plate frames. The class is also working on a class trip to Puerto Rico.</p> <p>Class of 2014 has no updates.</p> <p>Class of 2015 has started with some basic fundraisers and also want to focus on social events between the two campuses.</p>	Students to set-up a booth at the MPhA Mid-Year meeting on February 12, 2012.	
			Calendar Events 2011-12	Janice Batzold	Janice reviewed calendar events for 2011-2012. Hoai-An reminded all about the AA board meeting dates for 2011-2012 and stated that he tries to rotate weekdays (Tues/Wed/Thurs) for meetings to accommodate work schedules of all board members.	<u>Future meeting dates:</u> Wed 11/9/11 at SOP, Thurs 1/12/12 at TBD, Tues 3/6/12 at TBD, Tues 4/24/12 at SOP Stephanie to send out calendar to the board.	
			Good and Welfare	All			
	8:30		Adjourn	Hoai-An Truong	Meeting adjourned at 8:30 pm.		