**04/24/11 Uwest Alumni Association Minutes**

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| Purpose of Meeting: | Preparation for Uwest Alumni Association |
| Date/Time: | 04/24/11 Sunday, 3pm |
| Place: | UWest AD121 |
| Chair: | President Sam Wu |
| 8 Participants : | President Sam Wu ,Sally, Andrea, Oliver |

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| Topic | Discussion | Responsible | Due by |
| 1.Commencement Facilities | Table / Drinks / | Andrea | 5/6 |
| 2. Commencement flyers | Face book link for Alumni to register [UWest Alumni Association](http://www.facebook.com/pages/UWest-Alumni-Association/214839621861318) [**UWEST Alumni Association Email Distribution List**](http://www.tinyurl.com/AddMeUWEST)  [www.tinyurl.com](http://www.tinyurl.com) | Susan | 5/6 |
| 3.Library printing Alumni’s account |  |  | 5/1 |
| 4.Mermbership | Free charge or depends on activities | Andrea |  |
| 5. Alumni Association Draft Proposal | Contents  [About Us -Sally **Error! Bookmark not defined.**](#_Toc291420243)  [Club Mission-Vicky **Error! Bookmark not defined.**](#_Toc291420244)  [Club Events-Andrea **Error! Bookmark not defined.**](#_Toc291420245)  [Membership-Susan **Error! Bookmark not defined.**](#_Toc291420246)  [Scholarship & Alumni support-Oliver **Error! Bookmark not defined.**](#_Toc291420247)  [Public Relations and Promotion-Ong **Error! Bookmark not defined.**](#_Toc291420248)  [Financial Basic -Sandra **Error! Bookmark not defined.**](#_Toc291420249) | Committees | Draft 5/1 |
| 6.UWest IT support | Alumni.uwest.edu | President |  |

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| Next Purpose of Meeting: | **Uwest Alumni Proposal / Activities in commencement** |
| **Next Meeting Time:** | **05/01/11 Sunday, 3:00pm** |
| Place: | University of the West |
| 10 Inviting List: | President Sam Wu ,Sally, Vicky, Andrea, Ong, Susan, Oliver, Jeff,Sandra, Brian Yoshimura |