**05/01/11 Uwest Alumni Association Minutes**

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| Purpose of Meeting: | Preparation for Uwest Alumni Association |
| Date/Time: | 05/01/11 Sunday, 3pm |
| Place: | UWest AD208 |
| Chair: | President Sam Wu |
| 8 Participants : | President Sam Wu ,Sally, Andrea, Vicky, Orchid, Sandra |

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| Topic | Discussion | Responsible | Due by |
| 1.Proposal-About us | Please find revised version of about us in proposal | Sally | 5/8 |
| 2. Proposal-UWAA mission statement | Please find first attachment for the revised version, and will amend it to be statement by 5/8 | Vicky | 5/8 |
| 3.Proposal –  a. Commencement activities  b. Facilities & helper  c. Website decision | a.  - Will have a donation box for funding, and promote donation of 1 dollar to spur the amount. We also encourage them to donate more, so the funding will take along with school products such as school shirts, key chains, notebooks...etc if the donation exceeds certain amount.  (**Susan will prepare the donation box.)**  - Will use greeting letter along with registration form to market UWAA. **Susan will prepare the box for colleting those return registration forms.**  b. Helper: Andrea, Vicky, Orchid, Susan (after1:00 pm). All helpers are asked to wear name tag either by sticker or lanyard.  c. tend to have UWAA website under school server since school serve is permanent and can be easily recognized by UWEST students and alumni, **but still need to confirm with Oliver on this.** | Andrea | 5/8 |
| 4.Proposal- Membership  Flyers/ Registration form used on commencement | Please find the registration form in proposal. We didn’t cover that much for the membership, but will discuss it in the next meeting. | Susan | 5/8 |
| 5. Proposal – Public Relationship & greeting letter for alumni | Please find revised greeting letter in proposal. Ong add in the purpose of collecting alumni’s email address | Ong | 5/8 |
| 6.Proposal-Financial Basic  Library account  Library membership | We decide to buy 200 library credits for $12, which donated by president already. Since we need to have student ID number to active library account, this will discuss later after Sandra ask library for the advice.  About library membership for alumni, we’ll ask more discount for annual fee instead of $60.  Sandra needs to have appreciation letter from Joey in accounting department. | Sandra | 5/8 |

Note :

1. Please send to “uwestalumnicommitte@groups.live.com” and add “UWAA” in the front of email subject when every time sending emails to committees, so it’s easier to follow up all tasks and have completed information for everyone.
2. Propose to register UWAA this summer, so that we’ll officially become one of school associations to have funding this fall.

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| Next Purpose of Meeting: | Preparation of commencement and proposal |
| **Next Meeting Time:** | **05/08/11 Sunday, 3:00pm** |
| Place: | University of the West , AD208 |
| 10 Inviting List: | President Sam Wu ,Sally, Vicky, Andrea, Ong, Susan, Oliver, Jeff,Sandra, Brian Yoshimura |

**Sally will send out agenda by this Friday, so you’ll have sufficient time to preview before the meeting.**