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

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| Purpose of Meeting: | Preparation for Uwest Alumni Association |
| Date/Time: | 05/08/11 Sunday, 4pm |
| Place: | UWest AD208 |
| Chair: | President Sam Wu |
| 8 Participants : | President Sam Wu ,Sally, Andrea, Vicky, Susan, Ong, Sylvia, Sandra |

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| Topic | Discussion | Responsible | Due by |
| 1. Proposal-Mission Statement | Using Orchid’s edition as mission statement and Vicky’s edition for strategy used. Find revised mission statement in proposal as per attached. | Vicky | 5/8 |
| 2. Proposal-Andrea  Commencement Activities  /Facilities & Helper  /School’s Product for commencement (Cost, profit) | -Will review and discuss Andrea’s activity proposal the week after next week.  - During the commencement, we’ll have the booth to sell school’s products and also promote UWAA at the time. Andrea will discuss the details about selling school products with Mimi from General Service, such as the cost and profit.  -Helper : Andrea, Vicky, Orchid, Celia, Susan (after 1 pm) | Andrea | 5/10 |
| 3. Commencement  /Register Flyer (50 pcs)  /Donation Box  /Box for register Form  /Big Signature paper ( light yellow)  /Name Tag  / Small stand for showing price in commencement  /  /Proposal-Membership | -Find attachment for Register Flyer  -Susan will prepare two boxes, the glass one is for register form, the cardboard one is for cash.  -Sally proposed to have signature paper for donators to sign; we also can keep the paper as memory of UWAA first activity.  -Susan will buy 10 name tags from book store, $3 per each. Susan and Sally donate those name tags for UWAA future used.  -Membership will be discussed on the week after next week. | Susan | 5/13 |
| 4.Proposal- Public Relations & Promotion  / Revised Greeting Letter for Alumni  Proposal- Student Support | -Find attachment for revised Greeting Letter  -Student support has been covered in the membership according to Ong  -Ong will get the address of website and email from Oliver | Ong | 5/8 |
| 5. Website in UWest Server | Oliver called for absence. | Oliver | 5/22 |
| 6.Proposal-Financial Basic  /Library Account (Printing and Copying Record Form)  /Tax deduct (Alumni or Social Club)  /Alumni is independent or under school | -Sandra already active the library account for UWAA, we have 200 copy points. Whoever needs to print documents, please fill out the record form from Sandra. Sally, Vicky, Sandra and Susan have password to log in the account.  -We decide UWAA to be under school system from now on, but we might file into IRS in the future. | Sandra | 5/8 |

Note :

1. Please add revised date at the end of subject title whenever sending emails to UWAA. (year, month, day)

Ex: UWAA\_Minutes\_110508

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| Next Purpose of Meeting: | Website, Proposal |
| **Next Meeting Time:** | **5/22/11 4pm** |
| 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 before next Friday, so you’ll have sufficient time to preview before the meeting.**