**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, 4pm |
| Place: | UWest AD208 |
| Chair: | President Sam Wu |
| 6 Participants : | President Sam Wu ,Sally, Susan, Andrea, Ong, Wanjia |

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| Topic | Discussion | Responsible | Due by |
| 1.Commencement Result  -One dollar donation - $22  -Registration Form – 27 feedback  -$6-$10 (10%) from booth  -Registration boxes & donation boxes (Susan)  -Activities photos (Celia)  -Newsletter (Ong, Wanjia) | -$22 and $6 will give it to Sandra and keep it as patty cash.  -Vicky will summarize all information from registration forms and send to Ong in order to send the first alumni greeting letters to 27 feedbacks.  -We earned 10% of total sales from booth as found. ($6)  -Susan will help to change the registration boxes & donation boxes to “twistable” cover.  -Celia will be in charge of taking photos whenever events take place and post it on Alumni website/ Facebook.  -Wanjia will ask UWEST to have a column for UWAA activities on school newsletter, so that people can keep following UWAA up. | Vicky, Susan, Celia, Wanjia, Sandra | Immediately |
| 2. UWAA website | -Ong will ask the 100 email address list from Oliver/ president, and send out greeting letter (the one with registration form) to them. He will also add please forward the information for someone who graduated from our school.  -Appreciated Patrick designed the logo for UWAA  -Whenever sending out emails through UWAA account, the send out email address need to be under UWAA domain name, such as [example@alumni.uwest.edu](mailto:example@alumni.uwest.edu), and we should have it by 6/3.  -To add newsletter sign up column, meeting minutes, the past three issues newsletters on UWAA website.  -To ask IT department adding UWAA link on UWEST front page, right above “Library” link.  -To add Representative page on UWAA website, Wanjia will draft the format for committees as reference. Will assign someone to review all contents before posting and take photos of everyone in the next meeting  -To inform UWEST posting school newsletter on website and UWAA will have the link connecting to school newsletter.  Website Category:   1. About UWAA 2. The mission Statement of UWAA 3. Join us 4. Representatives 5. Minutes 6. UWAA Calendar 7. UWAA Events 8. Recommend Events 9. Support Us 10. Contact Us   Above information which need to be posted on the website already send to Oliver as reference. | Ong, Oliver, Wanjia | Immediately |
| 3.Proposal - Andrea | Not cover |  | 5/1 |
| 4.Proposal – Public relations & Promotion/ First greeting letter for alumni | - To add sign up link in greeting letter and Ong will send to alumni who return registration forms. | Ong |  |
| 5. Others | -Ask Sandra to follow up the status of our financial account.  -waiting for appreciated letter format from Sandra.  -ideas for future events : (find out what we can provide to help alumni, to solve their problems)  1. To start with entertained actives first, such as hiking, badminton, basketball...Etc, slowly build up our network through active alumni.  2. To host seminars , such as financial planning, visa regulation, and insurance plan. | Committees | Draft 5/1 |

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| Next Purpose of Meeting: | Checking UWAA Website, Braining stone the first event |
| **Next Meeting Time:** | **06/05/11 Sunday, 4:00pm** |
| Place: | University of the West |
| 11 Inviting List: | President Sam Wu ,Sally, Vicky, Andrea, Ong, Susan, Oliver, Jeff, Sandra, Brian Yoshimura,Orchid |