

**Program on the Environmental Alumni
Advisory Board Meeting Minutes – Session 5**

June 6, 2006
6:45 – 8:30 P.M.
MGH 258

Present: Michelle Hall, Trina Sterry, Fatima Oswald, Arece Hampton, Emily Morris,
Kirsten Anderson, Jackie White, Josh Reese

Absent: Linda Lyshall, Allison Leighton

Guest: Aly Vander Stoep

1) Introductions – Michelle, Josh and Aly

Michelle welcomed the Board's guest Aly Vander Stoep (UW Director of Development, Scholarships and Student Programs). Michelle provided Aly with an overview on where the Alumni Board fits in with PoE as a whole.

Josh welcomed Aly and provided background information on how the Board was developed and listed a few recent accomplishments.

Aly introduced herself and explained her role at the U. of Washington and how she fits in with PoE and alumni.

2) Announcements – Michelle, Kirsten and Jackie

PoE Graduation Celebration - Michelle

Michelle reminded the Board members they were welcome to PoE Graduation Celebration held in the Mary Gates Commons on Friday June 9th. Michelle made a note to have Dave acknowledge the Alumni Board during the graduation ceremony.

PoE Alumni Summer 2006 Event – Kirsten

The event will take place on July 15th at Alki Beach. We talked about having a beach clean-up, BBQ/potluck, volleyball and other games, beach walk, and campfire. The board decided this was too many activities, so we decided not to have the beach clean-up this event. We could plan a volunteer event later.

The schedule will be as follows:

2-3pm-- Beach walk with Dave Secord

Meet at Constellation Park (also called Charles Richey Sr. Viewpoint) for the lowest tide of the day. The park is parallel to Alki Point and the cross streets are 63rd Ave SW and Beach Dr SW.

3-5pm-- Games and food

We should have someone steak out a barbeque and/or bring one. We will have a potluck with some meat, vegetarian options, kabobs, salads, etc. We will coordinate who is bringing what foods. Arece will bring a volleyball net and someone should bring a ball. We may also need to steak out a volleyball court. Also, frisbee and badminton would be fun.

5pm-whenever-- Campfire and maybe go out for drinks at a bar nearby?

The coffee logs that Michelle mentioned last meeting are out of season. Arece volunteered to bring firewood and hold a spot during the day.

PoE Alumni Newsletter - Jackie

Jackie presented the idea of creating a newsletter that could be sent out over email on a monthly/quarterly basis. The newsletter would provide the following: a featured alumni section, events, updates/announcements, and offer ways to contribute to PoE either through volunteering or donation.

The only discussion item regarding the newsletter pertained to the graphics and design. Fatima asked if anyone from the group had graphic design training. Aly followed by suggesting that we may have the Annual Giving Department (part of the Development Office) help us set up the graphics of the newsletter.

The Board members approved of the plan. Michelle requested Jackie to connect with Kristin (PoE staff). Josh suggested including other alumni outside of the Board to increase participation. Jackie would send out a draft outline of the newsletter before the July meeting for review.

3) Committee Presentations – All

Prior to the committee presentations, Aly provided a brief overview of UW's Development Office. The Development Office has over 300 staff and it has an extremely large function at the University. It falls under the Office of Undergraduate Education. Aly provided a handout outlining Development suggestions for building a successful campaign.

The committees were organized by the following focus areas: Development, Events, and Mentoring.

Development: Allison, Jackie, and Josh

Events: Emily, Kirsten, and Arece

Mentoring: Fatima and Linda

Each committee had a turn to discuss either their plan or ideas addressed from the May 23rd meeting. The following is a brief list of items discussed by each committee:

EVENTS COMMITTEE

The role of this team is to provide opportunities for other alumni to engage with PoE. This team will coordinate/plan events with the support of the Development and Mentoring committees.

The following is a potential list of events:

- Research other alumni program events,
- Host a winter event,
- Earth Day event,
- Host a Volunteer Day, and
- Create a book club.

Research a funding opportunity with Comedy Underground. Half of the funds are provided to the sponsor organization.

MENTORING COMMITTEE

The mentoring committee

A detailed mentoring plan was presented during the meeting. The committee provided a handout identifying the appropriate steps involved in implementing this plan. The plan is going to be revised for the July meeting.

DEVELOPMENT COMMITTEE

The role of the development committee is provide direct support for the other committees, maintain the Board's alumni information, website, produce the alumni newsletter, network with other departments/organizations/community, and develop a plan for raising funds for PoE.

The discussion was focused on discussing tools available to the Board to assist with tracking PoE alumni and creating opportunities for alumni to donate to PoE. Information is going to be gathered by Aly and Michelle using internal databases prior to the July meeting. The results will be discussed during the next meeting.

4) Action Items, Other Business and Closing

Review minutes:

Josh recorded the minutes and presented them in a typed form to the Board members for review.

Delegated items:

- The Events Team is pursuing the logistics and arrangements for the Alumni Summer Event.
- Each team will continue to develop and/or revise their plans for the upcoming July meeting.
- Jackie is working on creating a draft of the PoE Alumni Newsletter.

- Aly was going to look for a contact from the Annual Giving Department (newsletter graphics).
- Aly is going to compile several reports from an alumni database, which will help the Board track alumni from PoE and the former Business School Environmental Management Program.
- Provide a link to the UW Foundation on the PoE Alumni website.