

## **HSSU Alumni Association**

### **Board Meeting Minutes**

**Call to order:** The June 8, 2011 Alumni Association Board Meeting was called to order at 5:38 PM by President Candace Dickson. The meeting was held in Seminar Room of the HSSU Technology Center.

#### **Board Members Roll Call:**

Attendees listed below

##### **Alumni Officers:**

Candace Dickson- President (present)  
Jeanine Riley- Vice President (excused absence)  
Katina Stewart- Recording Secretary (resigned)  
Sarah Archibald- Corresponding Secretary (present)  
Scharad Hutchins- Financial Secretary (present)  
Kalifa Gray- Treasurer (present)  
Thomas Stenger- Parliamentarian (present)

##### **Board Members**

Elaine Dubose (not present)  
Suzanne Goodwin (present)  
Dorothy Abram Sevier (present)  
Stacy Shaw (resigned)  
Catherine Metzger Stenger (present)  
Jessica M. Kelly (present)  
Terell Wayne (not present)  
Armetta Whitmore (present)

##### **Other Attendees**

Benny C. Lewis  
Dolores B. Malcolm  
Wilzetta Bell  
Joan Moehl  
Edward Scruggs  
Yvonne Chatwell  
Darius Chapman  
Shirley Brown  
Marlin Lee

**Minutes from May 2011:** The minutes from May 2011 were reviewed. Motion to approve the minutes from May 2011 with minor corrections were made. The motion was approved and carried with no opposition or unreadiness.

**Correspondence:** (Sarah Archibald)

No report given

**Financial Reports:**

*Financial Secretary:* Scharad Hutchins

Report given see attached documents

There were 9 alumni that are not listed on the report for the membership dues. There were some corrections that were added to the report. Wilma Wells, a past president of the alumni association donated her ticket money to the scholarship committee. It was said that many of those who received “free” tickets and had already paid for their tickets made their donations to the scholarship committee. Yvonne Chatwell paid for 20 seats, but must have 1 of those seats “free” and add \$45 to the scholarship committee as well because she was a past president who was honored. An addendum will be made for the July 2011 meeting and will be handed out with the corrections.

It was also stated that it is very important that every board member stay current on their membership dues. As a board member you must have paid your dues each year if you are not a lifetime member.

A motion to approve the financial report with minor corrections was made. The motion was approved and carried with no opposition or unreadiness.

*Treasurer:* Kalifa Gray

Report given see attached documents

Corrections were made to the treasurer’s report that was distributed in the May 2011 meeting. The total contribution for the April Report was \$4680.52. This includes, the scholarship fund which amounted to \$280, the membership dues which amounted to \$75 and the recognition luncheon which amounted to \$4320. The total contributions also included the escript rebate which totaled \$5.52. A motion to approve the April 2011 treasurer’s report was made. The motion was approved and carried with no opposition or unreadiness.

It was brought up that the luncheon expenses should be reflected in the treasurer’s report. Kalifa Gray stated that his reports only reflect those amounts that have cleared the bank, very similar to a bank statement. There was a discussion that all expenses should be reflected in the treasurer’s report whether they have cleared the bank or not. The role of the financial secretary and the treasurer need to be defined. It was stated that the president should look through the Robert’s Rules of Order to find the clear definition as to what each officer should be doing and what their reports should reflect. The

treasurer, Kalifa Gray stated that in the future he will add a “check registry” page to this report so that the association will be able to see all checks that have been written off the account whether they have cleared the account or not.

A motion to approve the treasurer’s report was made. The motion was approved and carried with no opposition or unreadiness.

***Gold Gala:*** (Shirley Brown)

The 2011 Gold Gala celebration remains at the Renaissance Grand Hotel in downtown St. Louis. The committee meeting that was scheduled towards the end of May was cancelled due to inclement weather. The committee still has to meet to discuss details, including the ticket prices of the event. Mrs. Brown brought the contract from the hotel that needs to be signed. The contract also requires that a deposit be made for the months of May and June. The deposit for May has not yet been made. The amount of the deposit is \$3000.00. A motion to approve the disbursement of a \$3000.00 check payable to the Renaissance Grand Hotel, for the May deposit was made. The motion was approved and carried with no opposition or unreadiness.

***Recognition Luncheon*** (Candace Dickson)

Report given see attached documents

The 2011 Recognition Luncheon was a great success. Although the venue in which held the Recognition Luncheon forgot to set up the valet parking, they were very apologetic. The alumni association not only did not have to pay for the valet parking but they received a \$300 discount on the venue as well. The venue also stated that if the organization decided to use them at a later date that they would receive a \$150 discount on the valet parking on that event.

There is one correction to the report that was passed out. The price for tickets on the report are \$44 but the ticket prices for the event were \$45.

***Scholarship Committee*** (Dolores Malcolm)

The report given at the meeting was from April 13, 2011 since Mrs. Malcolm didn’t give a report in May. There were eight scholarship contributions totaling \$420. Many of those who did not have to pay for their own tickets for the recognition luncheon gave donations to the scholarship committee.

***Membership*** (Terrell Wayne)

(no report given, not present)

***Bylaws Committee*** (Thomas Stenger)

The bylaws were submitted and approved. Thanks to everyone for their hard work.

***Unfinished Business:***

The issue of bonding was brought up in the meeting. Kalifa Gray commented that the association will be due for renewal in August 2011. He has done research on this issue and the bonding company has went

from Daniel & Henry to Wise Group. Kalifa Gray will still have to do more research on this issue and find out what the prices will be for the association's renewal.

A cost report for the Post Commencement Celebration was submitted by President Candace Dickson.

See attached documents

### ***New Business:***

#### *Homecoming*

The next homecoming meeting will be June 14, 2011. Mr. Charles Gooden wants a list of those who are willing to participate in homecoming and the homecoming parade. There are possible ideas of those participating in the homecoming event to put together a facebook page for alumni to follow the events of the organization and possibly a tent to pass out information about the organization.

#### *Office Space*

Volunteers are needed to help with the association's office space. The office needs to have open hours for the students to come and ask questions and be able to talk to the alumni. The office needs to be cleaned, open and organized. The association will also have to buy some furniture for the office space as well.

#### *New Fiscal Year*

June starts a new fiscal year for the association. Kalifa Gray is still working on closing the books, he will need to work with Candace Dickson to talk about certain procedures that need to be followed. It was recommended that they have someone review the books as well.

#### *League of Women Voters*

Catherine Metzger Stenger was able to talk to individuals from the League of Women Voters. This organization will be sending out some volunteers on September 2, 2011 at 1 PM to talk to the students as well as help Missouri residents register to vote.

#### *New Officer Induction*

The following alumni were inducted

Recording Secretary:

Jessica M Kelly

Financial Secretary:

Scharad Hutchins

Corresponding Secretary:

Sarah Archibald

Board Members:  
Shirley A. Brown  
Edward Scruggs  
Shirley McCullough  
Benny Lewis  
Dolores B. Malcolm  
Darius Chapman

Meeting was adjourned at 7:00 PM.