

**University of Colorado School of Nursing
Alumni Board Meeting
January 17, 2005**

Present: Jana Berryman, Carol Brautigam, Kathy Harris, Eve Hoygaard, Karren Kowalski, Pat Lambert, Mary McMahon, Sharon Pappas, Carol Alexander by conference call.

Staff: Wende Reoch

Location: School of Medicine, Chancellor's Conference Room

Called to Order: 5:35p.m. **Adjourned:** 7:15 p.m. **Next Meeting:** February 28, 5:30 p.m.

Location: School of Nursing, Room 1915

TOPIC	FINDINGS/DISCUSSION	ACTION
Minutes	November minutes distributed. Spellings corrected.	Approved
President's Report— Karren	There was a phone conference with Dean Moritz regarding the Lee Ford and NP Program anniversary program. Keystone: July 21-24. Need help for the reception; volunteers being sought. It will be in a conference room because a more intimate room is desired rather than a ballroom like last year. Want a lot of tables. Suggestions: A Memorial Book to collect information from those unable to attend; An area for each decade to display photos, etc., A Lee Ford table so people can visit with her. The SON has asked the alumni group to be responsible for the cost of the reception. There was little warning for this. Expenses are expected to be \$5-6,000 compared with a usual contribution of \$1500. Marketing ideas included the program, create a web site, have a Nurse Practitioner 1965-2005 banner with University logo, put an insert for the Symposium into the registration brochure, utilize registration lists from past 2 years for mailing a letter to promote the event.	Karren will discuss with Dean Moritz and Mary Wagner and see if there can be some negotiation. Eve will look for Pharmaceutical Sponsorship Kathy Harris volunteered to help the letter. Wende will check with Mary Wagner if anything can be added to the Symposium brochure, Eve will have an article about the Reunion and the Keystone event. Jana will help recruitment of ND's.
Dean's Report-- Karren	There will be a fall event that will be campus wide for the celebration of the Nurse Practitioner Program, that will include the Department of Pediatrics, Lee Ford and Dr. Henry Silver.	
Committee Reports-- Karren	Clare is chair for Nominating, Reunion and Awards.	Information
President Elect--Karren	Someone needs to fill this position.	Information
Reunion-- Eve	50 year class: Carolyn Modeen of Sun City contacted Wende. They plan a reunion in August and will not be participating in the April event. Eve e-mailed Janis Pigg of WI to contact other names from the 50 th class. Located Carol Scott in Alaska to be a contact.	Eve will write a letter & send to members of the 50 th class inviting them to the April event.
Fundraising	This year the focus is on the Lee Ford Event. Next year want to focus on scholarships.	Information
Membership-- -Karren	Karren has been on the committee. With her President responsibilities, she needs to be replaced. The SON newsletter was delayed so there was no membership campaign. Recommend a letter to members asking for renewal or opt to do in the summer. Need a follow up letter for the class of 2003.	Mary McMahon volunteered to be on the committee. Will stuff envelopes with the letters at the next meeting.
Staff Report— Wende	Move of Alumni Office from CU Foundation to the University is now complete. Effective Jan 31, 2005 Wende is now an employee of the University in the position of Director, Office of Alumni Relations. She has been provided with an adequate budget to manage the office, including the hiring of another staff position. This position will focus on special events, membership and publications. Wende was asked how consolidation with the CU-Denver campus will affect the HSC Alumni Office and she reported that for now the two	Information

	<p>alumni offices will remain separate as each has a different focus but there may be opportunities in the future to combine efforts. Wende will do what she can to encourage CU Boulder campus cooperation.</p> <p>Wende is working with the Harris Internet Company and considering an on line directory and other services for our alumni.</p>	
Treasurer's Report—Wende & Carol	<p>Report distributed with the minutes. Current balance \$11035.47. \$200 spent on publications. \$800 spent on postage. This increase is due in part to finding "lost" alumni addresses via new software. We are \$3300 behind in membership dues receipts. The calendar year for membership was discussed.</p> <p>The cost of Lifetime membership was discussed. Installments of \$150, \$100 and \$100 seemed reasonable. Contact those that paid \$500 and ask them to donate \$150 toward the Lee Ford Chair or to the scholarship fund.</p>	<p>Membership will be done by 12 month periods. Annual dues will remain at \$35. Decrease the cost of Lifetime membership from \$500 to \$350 and offer installment payments. Mary Mahon will draft a letter to those who have purchased lifetime memberships at \$500.</p>
Homecoming next Monday at Fitzsimons	<p>50-80 have responded. Karren & Jana will represent the Board. They will take applications for the Alumni Assn. And provide "CU in Good Health" hats to those that become a member.</p>	Information
Other	<p>Eve shared that Vickie Carroll of the Poudre Valley Hospital Nursing History Project invited her to the Feb. meeting. This may be a contact for doing more with our history and archives.</p>	Information
Bylaws--Pat	<p>Extensive revision is needed. Pat will e-mail changes to Wende who will send them electronically to the Board for consideration and suggestions.</p>	Members to review the Bylaws proposed revisions prior to the next meeting.
Student Activities	<p>Carol A. and Kathy will be in a better position after March to pursue action by this committee. Consider some activity for students at the fall CNA Convention. Colorado Nurse Leadership meeting is in February; a possible recruitment group. HOST = Help Our Student Train connects alumni with students. Lamplighters may be another contact group.</p>	Discuss plans next meeting.
Publications	<p>Eve, Karren, and Wende will meet with SON regarding coordinating the Alumni Newsletter with the SON publication. Jan and Sept seem to be best times to send a news letter. Sept can present new activities, wrap ups from the reunion and Keystone. Membership promotion can be tied in.</p>	
Next Meeting	<p>Monday, February 21 is a holiday; many will be out of town on business.</p>	Rescheduled to February 28 th .

Respectfully submitted,
Carol Brautigam