

Vintage Purples

Committee Planning Meeting

01/25/2014



AGENDA

- **Introductions**
 - Name, years played
 - Committee
 - What being a Vintage Purple means to me

- **Communication Committee Update**
 - Overview of Projects
 - Current Status
 - Needs
 - Concerns
 - Timeline

- **Hotel Host Committee Update**
 - Overview of Projects
 - Current Status
 - Needs
 - Concerns
 - Timeline

- **Welcome Bags Committee Update**
 - Overview of Projects
 - Current Status
 - Needs
 - Concerns
 - Timeline

- **Spirit Committee Update**
 - Overview of Projects
 - Current Status
 - Needs
 - Concerns
 - Timeline

- **Fabulous Ideas Brainstorming Session**
 - Vintage Purples Recruitment

Vintage Purples Alumni Club

Business Meeting
02.08.2014



AGENDA

- A Announcement about UMNAA's decision
- A Introduction to Vintage Purples Board
 - VP Position
 - VP Job Duties
- A Election Process for Members-At-Large
- A VP Elections
- A Exciting Projects in Place
 - Vintage Purples Spirit Items
 - Vintage Purples Victory Party
 - Vintage Voyage, your DD after the PV!
- A Needs of the group
 - Participation and volunteers
 - Recruitment of Vintage Purples
 - Donations to support the group
- A Questions

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Our Leadership

Ultimately, the Vintage Purple Alumni Club exists to serve the University of Montevallo and its students, both current and former. It is for this reason that our organization is and will remain a collaborative effort of an elected administrative board. Each Vintage Purple, or VP, will work together with their committees to accomplish the goals of our organization.

VP Operations Kay Butts Pruett '04

- A Coordinate efforts of VP members
- A Record Keeping and Maintenance
- A Point of Contact for the UMNAA

VP Administration Robby Brueggeman '06

- A Accounts and balances
- A Fund Disbursement
- A Fundraising

VP Communications Ashley Kelly '08

- A Telecommunications
- A Social Media
- A Calendar
- A Publications

VP Membership Alice Moore '04 & Alisha Hicks '02

- A Membership Recruiting and Orientation
- A Database Maintenance
- A Alumni Involvement
- A College Night and Homecoming Spirit

VP Special Events Eve Black '07 & Amanda Slay '09

- A VP Administrative Board Pre-Homecoming Meeting
- A Vintage Purple Dinner
- A Vintage Purple Homecoming Brunch
- A Vintage Purple College Night Social
- A Vintage Purple Post-College Night Brunch
- A VP Administrative Board Post-Homecoming Meeting

VP Member at Large TBD

- A Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

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Post-College Night Board Meeting Preparation

2/22/2014

Operations

- **Recorder of Minutes:** Kay Pruett
- **Meeting Attendees**
 - Kay Pruett, Robby Brueggeman, Ashley Kelly, Eve Black, Alice Moore, Fish Ranelli, Amanda Slay, Lauren Brown
- **UMNAA alumni club status and next steps**
 - Kay: I am still waiting on next steps from Tracy Payne, there are a lot of unanswered questions until we get paperwork from her with regards to how our finances will be handled, what alumni data we will be able to receive, etc.
- **Minutes from the homecoming brunch meeting**
 - Ashley: Do these need to go out to everyone? I haven't gotten a chance to write them up but I will get this done this week.
 - Kay: I think that for the sake of transparency, yes we need to type up all the notes from every Vintage Purple business meeting and publish those on a website and on the facebook page so that those who want to be involved but can't be at College Night are able to keep up with what's happening in the group.

Administration

- **Revenue Generated:** \$401
- **We need to have the financials spreadsheet on the google drive updated with everyone's expenses so that we have an idea of what was spent this year.**
 - Robby: Deadline will be Saturday 3/1/2014 to enter all of your receipts then we will review and decide what can be reimbursed to those who need reimbursement.
 - Kay: Until we know what the financial situation is with the University I have all of the cash locked up in my safe at home.

Communication

- **Update on Social media**
 - Ashley: There has been a lot of discussion around social media but we have managed to come through this and we now have a new facebook page for the group. It actually ends up being a good thing, we have a page that is an open forum for anyone to join and then the original facebook page where people can say whatever they want to say.
 - Ashley: Administrative privileges through the site, there will 3 admins right now, Kay, Lauren and myself. I think that it needs to be kept to a minimum with regards to the amount of admins but if you think that you need to be an admin on the page just let me know and I will add you.
 - Ashley: All censoring of curse words, etc. should be handled such as deleting the post or comment and sending a private message to that person explaining that there is another forum that can be used as an uncensored forum for comments, however this particular forum is being monitored because it an open forum and then we can always direct people to the closed facebook page.
- **Elections - How should this process be executed?**
 - Ashley: We could hold both nominations and elections online (with controls) and then announce new leadership at the CN Annual Business Meeting. Lauren and I have

discussed further controls for online elections and I can share those details later.

- Criteria for being a Board Member At Large:
 - Must be present at College Night
 - Recommend that there be a Member at Large/Class Rep for every decade
 - Extended networking among purple alumni of each decade
 - Board members need to send in additional criteria for these positions.
- Election Process:
 - Ashley: This is something that we need to outline.
- **Need to decide to on how many meeting a year will take place.**
 - Ashley: We need to outline how often it's necessary for us to have a meeting and get those on the calendars.
- **Structure and timeline for an initial newsletter**
 - Kay: The ideas that I have so far for the newsletter would be:
 - Snowpocalypse stories
 - 1st year Vintage Purples (story from Riley & Mia)
 - note from VP of Alumni Affairs (welcoming new alumni club)
 - Story from Beth Chapman (AL Secretary of State) on impact of purple on life and career
 - Purple Profile
 - Alice: We need to decide where those form can be mailed.
 - Lauren: We can set up a Montevallo PO Box that has the mail forwarded to another address.
- **Purple Profile**
 - We have 74 purple profiles filled out.
- **Emails**
 - We will have another email that needs to go out in the near future about the

Membership and Spirit

- **Are all purple profiles that have been completed been added to the Gmail contact list?**
What is the process for these getting added to the email list moving forward?
 - Ashley: The email contact list will need to be cross checked against the profiles database. Until there is a better option, (which I will talk to Lauren about) the only way to do it is to cross check.
 - Lauren: The purple profiles are time stamped so that if multiple entries from one people are entered because of change of contact information it is easy to see the older entries and delete those.
- **Initiative to drive people of fill out purple profile?**
 - Alice: Email drive, FB drive, seems like we have things started, just need to continue the push. Does the University Alumni database tell if someone played? Perhaps a targeted push would be better.
 - Kay: The university database has information marked records that they know of, but the data is a little messy pre 1980.
 - Ashley: I feel like we are doing well getting these together. We just need to continue to encourage people to fill them out.
- **Feedback on the Purple Pride booth.**
 - Alice: Positive feedback but not as much money changing hands. Perhaps we should look at what other things people were buying.
 - We need to look into what we are purchasing, what we are going to be selling

since we had a lot of competition with other people selling items and even the University having a booth where they were selling items.

- Alice: The shakers were never used due to the nature of the event and not returned to us either so because of that I feel like it might have been a waste of time.
 - Alice: I think that we need to utilize more volunteers
 - Ashley: If we are going to do the cups we can't be giving out solo cups.
 - Alice: I think that we need to be more strategic at which events we are selling items.
 - Fish: I think that we need an etsy store to keep the selling of items going. I would be more than willing and able to head that up if need be.
- **Organization of volunteers.**
 - Alice: More volunteers definitely needed to reach more people of more years.

Special Events

- **Feedback on the Welcome Dinner, Victory Party and Farewell Brunch**
 - Eve: I baked snickerdoodle & peanut butter cookies and sent them to Brad Robison & Hampton Inn Staff with a thank you note for their outstanding hospitality over CN weekend. In the future I would like to have a nice thank you gesture ready for him by the time we depart on Sunday (assuming I'm not in a quarantined intensive care unit on Sunday!) :)
- **Do we know the attendance numbers of the all events? It would be great to begin tracking our attendance to events.**
 - Alice: maybe membership needs to just do a rough headcount at all events
- **Victory Party:**
 - Amanda: I think that the Victory Party went well, it was kind of strange, everyone was really subdued when people were sitting around and talking but then around 1:30am it got to be more like a party.
 - Alice: Would be great to have name tags
 - Alice: We need to have purple profiles at the Victory party for people to fill out.
 - Amanda: We need to have the donations piggy bank more predominantly displayed at the event.
 - Amanda: We cleaned up right after the party was over instead of Sunday morning. I like how we did that because it seemed like everyone had the energy and it helped to not have so much more to do Sunday morning.
 - Eve: I definitely plan to increase the width of the photo backdrop if you guys liked having it at the VP Victory Party. I think I need to add at least 3 feet to the width so the pictures don't show the wall behind it.
- **Welcome Dinner:**
 - Eve: I would really like to explore the option of having Friday Night welcome dinner catered in to the conference room and maybe renting a margarita machine for the night. I have dabbled in catering a bit and I really think that even if we tack on enough per head to pay the hotel for the facilities that each person will end up saving money compared to their bill at Zapopans. More importantly, there would be no crowding in to the restaurant and fighting locals for seating close to each other, and we would have the exclusive space so as not to worry with talking, taking pictures, passing things over the heads of those good ol' country folks who are certain we are a cult or gang of some sort :) (Screen Share Approximate Pricing Info.)

- Eve: Consider moving it into the conference room and have it catered. I ran a lot of numbers through catering to see if we charged for food.
- Amanda: I think we should explore the idea of having the welcome dinner catered or at a bigger restaurant, like the Tavern. The Tavern definitely supports UM and purple side and I'm sure they would be more than happy to host the event.
- Alice: there is also the possibility of using some of our alumni.
- Kay: I know that the welcome dinner had 42 people at the end of the evening that participated.
- **Recommendations for 3rd or 4th Quarter Event in 2014**
 - Alice: I think that we are doing something, we need to separate ourselves from the kids.
 - Eve: What about we have a small Vintage Purple presence at Higher Education day. There could be a presence.
 - Eve: I would like to see something as a 5 year goal is putting together a scholarship fund.

Proposed Projects

- **Original Side Song Recording**
 - Kay: This is a great project that Ashley is wanting to put together based on the requests of the alumni. We'll let her talk to it more on the next call.
- **Alumni Groups**
 - Alice: Can we explore working with other Alumni groups?
 - We need to be really active in working with those groups to get new ideas out there on how to reach alumni.
 - We need to come back to this as
- **Scholarships**
 - Alice: There has been a lot talk around starting a scholarship. This is something that I would like to see happen in the next 5 years or so.
 - Kay: I think that a scholarship is a great idea but there are a lot of factors to consider. I've always had concerns about enticing people into leadership roles for scholarship money. I also have concerns about how to keep the scholarship financially viable. It takes \$25k to endow a scholarship for a long period of time and there are a lot guidelines and procedures that have to be set up for it that are sanctioned by the University. I think that this is a great initiative but something that we need to wait a couple of years before we move forward and at that time it will require it's own committee and group dedicated to the initiative.

Additional Topics

- Ashley: We need to further establish the routes of responsibility. How should we go forward? I think that we could utilize our committee members more next college night. Sharing in responsibilities more outside of the board will alleviate a lot of stress for everyone as long as we are smart about what and to whom we delegate. This can be tabled but I think it is worth mentioning.
 - Alice: I agree.

VP Board Meeting

09/06/2014

Welcome

- **Recorder of Minutes:** Kay Pruett
- **Meeting Attendees**
 - Kay Pruett, Robby Brueggeman, Ashley Kelly, Eve Black, Alice Moore, Fish Ranelli, Amanda Slay
- **Purpose of Meeting**
 - Kay: We had a great summer and it's been nice to have a break but now we need to get back in the groove of things. I want to use this meeting to identify the things that we want to move forward with and just set some tasks in place that will get us moving toward the college night season.

Operations

- **UMNAA alumni club status and next steps**
 - Kay: We are set up with the University, I'm going to touch base with Tracy Payne for contact lists and mailing lists for all alumni who played purple so that we can try to expand our contacts.
- **Board Meetings**
 - Kay: We need to set a meeting that happens once a month through college night with a couple of supplemental meetings during college night season. I think that it would be easiest if we pick the same day every month so it becomes a routine. Weekdays are hard due to everyone's job and some people are churchgoers which leaves us with Saturdays. Does the 1st Saturday of the month work for everyone?
 - All: Yes but 9AM is too early, can we move to 10?
 - Kay: Yes, let's move it back to 10AM CST. I'll set up all of the meeting invites on the calendar after this meeting and send to everyone.
 - Ashley: I can't commit to all of these meetings, I'll try but I'm busy and can't commit.
 - Kay: That's completely understandable. We are all going to have meetings that we can't attend, let's just do the best that we can. If you can't attend you can check the agenda, that's the nice part about having it on our google drive. You can check the agenda before the meeting and the minutes after the meeting to stay in the loop of what's going on. I think that everyone will have a conflict here and there, that's life, hopefully setting a schedule will help with that but we'll just do the best that we can.

Administration

- **Checking Account**
 - Kay: Email was forwarded to Robby with how to set up the finances for the alumni club with the alumni office.
 - Robby: I'll follow up on that and get it taken care of.
- **Expenses & Budget**
 - Kay: We have a spreadsheet that I created last year, if we can get that updated for this year and make a strawman budget of what we have to spend in different areas that would be helpful as we begin planning.
 - Robby: Ok.

Communication

- **Emails**

- Kay: It's time to send a "back to school" email so that we get the alumni re-engaged for the year. I've sent an email to the leaders to get an update on what's happening on campus so that we can send the most recent information to the alumni, as soon as we hear back from them I think we need to get an email out.
- Kay: In past years I have created a timeline of emails for the entire year to help keep things up to date and it helped the emails not be so overwhelming. I have uploaded all of my files from previous years onto google drive so you should be able to find it and use one of those as a template for this year. I think that if we do that it will help outline what needs to be done so that people can step in and help with emails as you need them to. Let me know if you need me to send this directly to you.
- Ashley: I'll try to find it on google drive.

- **Social media**

- Kay: I think that it would be helpful to get the momentum going if we get the social media going more than we have this summer. I think it's ok to be quiet in the summer but now that we're back in school it's time to get everyone in college night mode. I think that the more engaging and active our facebook page is the more likely we are to draw in more alumni to connect with Vintage Purples. We could run some contests, something like Throwback Thursday, Motivational Monday, or maybe something that's not so cheesy. Just anything that can get momentum and conversation going.
- Ashley: Yes, I agree that we need to get more activity on the page but I need help to do social media. I have too much going on this year, working on my dissertation and the students that I'm teaching, I don't have time to be doing this, it's too much. I'm here to do what I can but I really need as much help as possible. We need to be posting things that are fun and engaging and I think that anyone can do this. We also need to post about the purple profile but I think that needs to be pushed by one person and other people post the fun things. I know that everyone keeps in touch with their friends so we need to be the ones that help push by word of mouth and pull this together.
- Kay: I can help with the social media.
- Robby: I can help as well.
- Alice: I can help there as well, I just need some direction so that I don't double post.

- **Member at Large Elections**

- Kay: This is something that we need to do in the next couple of months. I believe that it's mostly on me to set up the best structure for going through this process then work with communications to actually set it up and execute it. I would like to take the next month to research the best practices for electing members at large and come back to the next board meeting with ideas on how to implement this process.
- **Notes from last board meeting:**
 - Ashley: We could hold both nominations and elections online (with controls) and then announce new leadership at the CN Annual Business Meeting. Lauren and I have discussed further controls for online elections and I can share those details later.
 - Group: Criteria for being a Board Member At Large:
 - Must be present at College Night
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 - Board members need to send in additional criteria for these positions.
-

- **Structure and timeline for an initial newsletter**

- Kay: I don't think that this is something that has to be an immediate project but I think that it would be great to do in the late fall, perhaps in the holiday season so that we can build momentum with the older vintages who really wanted to see a printed newsletter.
 - Ashley: I think that may or may not happen, that is certainly not something that I have time to work on right now. But I think that we could have something made to hand out to those vintages at college night.
 - Kay: That's a great idea, if we can't do it this fall it would still be great to have on hand for college night.
- Eve: I have tabloid printer that we could use and I would love to use my degree and put together the newsletter. I do projects like this all the time and would love to volunteer to work on this project. I think that it's possible to have this out during the holidays and I'm willing to take it on if others can help with the content and the writing.
 - Ashley: I can write, I just can't manage the layout and putting something like that together.
 - Kay: If you check into the meeting notes from the last board meeting you will see the topics that we discussed for the newsletter, that might be a good place to start. I can help Eve with this to make it happen. Eve, why don't we get together offline to outline the things that we want to include and if we start now we can piece it together over the next couple of months and get it ready. It would be great to do but it's not the highest immediate priority so let's just see what we can do.
- Eve: I can even perforated edge so that people could complete their purple profile and mail it back into us.
 - Kay: Now that's just cool and would be great to do!

Membership and Spirit

- **Are all purple profiles that have been completed been added to the Gmail contact list?**
What is the process for these getting added to the email list moving forward?
 - Kay: Where are the purple profiles being stored?
 - Ashley: We need to ask Lauren about where those are.
 - Kay: Do we know if they have been updated in the gmail contacts before we start emailing this year?
 - Ashley: We haven't done that, Lauren was trying to find a way to insert them seamlessly but we haven't done that yet.
 - Kay: That's ok. Let's make a note for Lauren to let us know how to access the list and tell us anything we need to know about it.
 - Eve: Was it our idea that we would update all of the information from the purple profile to the gmail contact so that eventually we can transfer all of that information to a cloud based program?
 - Kay: Yes, that's the long term plan once we have the financial resources to do it.
 - Eve: I can help with the data entry of putting that information into the gmail contacts.
 - Kay: Thanks Eve, that would be great. I need to meet with you before we do that to show you how the gmail contacts are set up so that we don't make any mistakes in reading anyone to the list who has previously opted out. Why don't we set a meeting in the next week to review that. We'll just need to get access to the purple profile from Lauren prior to that meeting.
- **Initiative to drive people of fill out purple profile?**

- Ashley: We sent an email out already, we can send another one out.
- **Organization of volunteers.**
 - Kay: We got a lot people who volunteered to help, we need to utilize those volunteers so that no one in this group is overwhelmed with work to be done.
 - Ashley: It's on the purple profile, so ideally what would happen is that if you have a need, you would go into the master spreadsheet and find someone to help you. There are people who have signed up to assist in different areas. I'll also send out instructions on how to access this information.
 - Ashley: We need to start thinking about where these volunteers are and begin working on the alumni who are in close proximity to Montevallo and utilize those people as much as we can.
 - Ashley: It's better to email me than to text me. Please don't text me. If you can email me then I can sit down and do that it's best. So that everyone has it, my email is: akell43@tigers.lsu.edu

Special Events

- **2015 Events**
 - Kay: I think that Eve and Amanda need to discuss offline what they would like to do for next years events and bring those ideas back to the group to discuss in a future board meeting.
- **Welcome Dinner:**
 - Eve: We had talked about moving the Vintage Purple Welcome Dinner to another location. We talked to Brian at Main Street Tavern where we could sell tickets and for an average of \$20/head we could do a meat and 2 veggies, a taco bar, pasta bar, etc. They max capacity at 75 people so it wouldn't be a long term solution but it could work now. We would only need to have a head count 2 weeks out and food choices 1 month out.
 - Kay: This sounds like a great idea. Why don't you make sure that this is still an option, come back with the costs, food options and all the details and we'll put it into place. I think that it's a great idea.
 - Eve: By the next meeting I will make sure that we have this confirmed and the food options, etc.
- **Recommendations for 3rd or 4th Quarter Event in 2014**
 - Kay: We discussed this as something that we might want to do this year, is it still something we want to do?
 - Amanda: What are some of the options of what we could do?
 - Kay: We discussed founders day, a fall picnic or we could also see if the kids are interested in inviting the vintage purples to the potluck thanksgiving dinner.
 - Ashley: We need to ask the leaders if they want us there, they may not want us tacking onto their event.
 - Kay: Of course, I'll ask the leaders if it's something that they are interested in. It usually depends on the leaders, some years they want us to join them, some years they don't extend the invitation so we'll just have to see what these leaders would prefer.
 - Eve: We could always offer if the alumni could provide the hams and turkeys to help the kids financially since food can be expensive.
 - Kay: I think that's a great idea. Whether we are a part of the event or not it would be nice for the alumni to provide some things for the dinner as a nice

gesture. I'll finance a turkey.

Proposed Projects

- **Projects Proposed in Last Meeting**

- Kay: There are some really great ideas that were proposed in our last meeting but I think that it's important to start with the smaller things that have to happen and once we get that moving we can then focus on the bigger projects so that we don't get overwhelmed.

Additional Topics

- Kay: I think that there are a lot of people who feel very overwhelmed and that's the point of getting organized and having a board, so that no one person feels overwhelmed. it's important that if you have something that needs to be done and you don't feel like you can do it to simply send an email out to the rest of the board to see if anyone can step in and help out. We are all going to have times when we can't do something and if we all work together we can make things happen.

FOLLOW UP TASKS

Assigned To	Task	Due Date
Kay	Set calendar reminders for all VP board meetings	9/6
Kay	Get alumni records from alumni office	10/4
Robby	Contact Tracy Payne about how to set up VP bank account	10/4
Robby	Set up spreadhseet for finances and create strawman budget for 2015	10/4
Ashley	Set email schedule for upcoming year	10/4
Kay/Robby/Alice	Ramp up social media on VP facebook page	9/8
Kay	Research best practices for member-at-large election practices	10/4
Kay & Eve	Begin outline for newsletter	9/14
Lauren	Tell Ashley, Kay & Eve where the Purple Profiles are and tell us anything we need to know about the system in place before we begin data entry to put them into gmail contacts	9/13
Kay & Eve	Insert all Purple Profile information into the contacts list so that we can make sure we are emailing everyone.	9/14
Ashley	Send out instructions on how to access the volunteers from the purple profile	10/4

Eve & Amanda	Discuss preferences for 2015 special events	10/4
Kay	Ask leaders if they are interested in the vintages joining the potluck thanksgiving dinner	10/4

VP Committee Meeting

11/01/2014

Welcome

- **Recorder of Minutes:** Ashley Kelly
- **Meeting Attendees**
 - Ashley Kelly, Robby Brueggeman, Eve Black, Alice Moore, Fish Ranelli, Lauren Brown, Amanda Slay

Ashley: Who has any ideas on how long terms should be?

Alicia: I think two years would be good.

Ashley: Lauren, didn't you propose two year terms?

Lauren: yes. It's tricky.... My concern is that if we relinquish our positions this year after elections, there's no time for training. I think overlapping terms would be the best transition.

We would have to stay on a third year. Two year terms work.

Talk to kay about bylaws and voting. Everyone was in agreeance that two year terms would be the best option. We need to document this.

Election Timeline: Should we push elections back? Ashley suggests coinciding our elections with leader

VP Committee Meeting

12/06/2014

Welcome

- **Recorder of Minutes:** Kay Pruett
- **Meeting Attendees**
 - Kay Pruett, Robby Brueggeman, Eve Black, Alice Moore, Fish Ranelli, Lauren Brown
- **Purpose of Meeting**
 - Kay: I have had a lot of concern in the last couple of months regarding the structure of this group and the best way to manage and maintain Vintage Purples in such a way that it will sustain itself for many years to come. After some discussion with

Operations Committee

- **UMNAA alumni club status and next steps**
 - Kay: Robby and I had a conference call with Tracy Payne and Brenda Knight yesterday afternoon to discuss the financial management of the group as well as the operational structure of the group. I'm going to let Robby review the financial process when we get to the Administration portion of the agenda and right now I want to address the operational structure of the group.
 - Concern: Kay: By adding too much structure to this group we are backing ourselves into a corner that we will not be able to get out of. It's been my concern of how this group is going to be sustained for a long period of time as well as coming back to what the mission and purpose of this group is. It's my belief that the purpose of this group is to bring our purple family back together at least once a year (hopefully more in the future), especially at College Night to keep our family united, support the tradition of College Night and provide financial support for the game of College Night and the Purple Side. That was the original purpose of how this all began. I started sending emails 10 years ago and put together an alumni dinner because I just wanted people to stay updated and know what was going on with the purple side so that they would remain emotionally invested and therefore come back to college night every year which would support this sacred tradition. And in doing this we would be showing our support to the Purples who are playing the game With that being said, I think that the issues we've been having with people being incredibly stressed out or not knowing what to do and having no power to do it need to be addressed, committee by committee.
 - By-Laws
 - Kay: As I've committed to, I've researched and pulled together a set of by-laws. However the entire time I've worked on them I kept having a nagging feeling that this is just not our group. I asked Tracy and Brenda their thoughts on the by-laws and they stated that we are not like any other alumni group and while we will be operating differently than other alumni clubs there's no reason to have by-laws or elections. That creates a structure that is difficult to maintain, especially as we are just beginning the group. Tracy Payne is going to send me the by-laws for the UMNAA under which we operate as an alumni club so that we can review and keep those in mind as we make decisions. It's my recommendation that we adhere to those by-laws and do not instate any of our own.
 - Discussion: none
 - Vote:

- Agreed: Alice, Alisha, Lauren, Eve, Robby, Kay
- Opposed:

■ Elections

- Kay: The same with by-laws goes for elections. I do not believe that we need to have elected positions. I believe that we can have volunteers for leadership role and that there is not a limit on how many people are sitting in on these calls. The more that we have participating the more people can share the workload which makes everyone's lives easier. And it is a commitment to be on these calls so only those that are truly dedicated to helping are going to be on the calls each month. When it's time to make decisions the individuals on the call will vote and the majority will rule. I think that we need to formally outline what each individual committee does so that people have a clear idea of how they want to volunteer.
- Discussion:
 - Alice: my concern is that because we are such a all encompassing group, the concern is that how do we know if people are volunteering just because they want to screw us up.
 - Kay: I think that it would take a lot of time and effort for someone to intentionally join the group to volunteer for the purpose of screwing it up. If someone does join and starts causing problems then we address it as a group in a meeting with that person. I see where we could have this happen but honestly don't think that people are going to take the time to do something sabotage-related on purpose.
 - Lauren: I think Kay is right and that elections are the source of the most stressful part of our last call, I agree that too much structure backs us into a corner. I think that people coming and going as their lives and time allows will lead to having more people involved and working better in the long run.
- Vote:
 - Agreed: Alice, Alisha, Eve, Lauren, Robby, Kay
 - Opposed:

■ Volunteers

- Kay: I think that the more people that can be involved and invested in pulling together the events and activities surrounding College Night the less that we will all have on our plates and the more likely we will have for other people to take ownership in Vintage Purples.

■ Terminology

- Kay: Because of this change in direction I am going to suggest that we change the terminology in which we speak so that it doesn't come across to others that there is a "board" and then volunteers. I would like for us to refer to ourselves as serving on the Vintage Purple alumni club "committee"

● Board Meetings

- Kay: I want to clarify that the first Saturday of every month still works for everyone. And that the time works for you because it's important that we are all on as many meetings as possible, is this still the best day and time of day?

- Eve: Amanda feels bad about saying that Saturdays don't work for her.
- Lauren: Saturdays suck for teachers, Sundays are better
 - Alice: I like Sundays as well,
- Alice: my concern is that my schedule fluctuates and I work every other weekend.
- Fish: I would prefer that the call by later, maybe at 11?
- Kay: What would be the best time?
 - Group: 5PM CST on Sundays would be better.
 - Let's vote and then I'll make the change on our calendar meeting
- Vote:
 - Agreed: Alice, Alisha, Eve, Lauren, Robby, Kay
 - Opposed:

Administration Committee

- **Checking Account**
 - Robby: There is an account set up and we need to send in our \$401 and we need to send that money to the university via money order or personal check and Kay is going to do that next week.
- **Expenses & Budget**
 - Robby: We then keep up with receipts and then submit for reimbursement or if a check is needed prior to College Night we can submit a check request.
 - Robby: We also discussed co-funding an event to get more people involved and having the UMNAA pay for the event.
 - Robby: I think that there is going to be some pushback on where the money is going. I feel like people are going to say that they don't want to donate to Vintage Purples if the money is used for goody bags because they don't stay at the hotel and don't get a goody bag or aren't coming to the after party. They want to put their money where it will be used for the entire group.
 - Fish: I like the idea of pitching in so that the money is used for other things that we won't get backlash from those alumni.
 - Alice: I look at the foundation money is raising for the purpose of supporting as the mission. I don't see the goody bags and things like that is putting forward the mission. It's something nice that we do.
 - Kay: I agree that those types of items
 - Robby: As of right now, I don't believe that we are going to be pulling money out of that account. I need to come up with a process for reimbursements.
 - Robby: There's nothing that we really can't do when it comes to fundraising, people can make donations directly to us and we can deposit or they can send directly to the University and earmark the money Vintage Purples and the money will go into our account.

Communication Committee

- Kay: I'm going to step in for just a moment before we get into all of the communications work to let everyone know that I've had several conversations with Ashley Kelly in the past couple of days and several things have come to our attention. The first is that she is not in a position to handle the workload that she has on her. She admits that she has taken on more than she can handle but also we've allowed her to take on many responsibilities that could and maybe should be the responsibilities of other board positions. So as we move forward I'll share with you what she and I have discussed and please if you think that something that is being discussed should be a part of

your committee please speak up. We need to work together to balance the workload for everyone.

- **Emails**

- Kay: Ashley has not been able to put together an email calendar or send out the first email of the year so I've spent the last couple of days putting together the email calendar and will have the first email of the year out by the end of the weekend as well as have the next several emails drafted. This should assist in getting our alumni up to speed on what's happening as well as get some work done in advance to ease workloads during the busy college night season.

- **Social media**

- Lauren: There are people posting in the group, random things but there's no structure and the same people post over and over and we're not bringing everyone to the table.
- Alice: We need a structured social media plan, I volunteered to help with that awhile ago but I think that it might have been forgotten. I am happy to do it but need some guidance as to what needs to be done.
 - Lauren: I don't use facebook, I check it every now and then but I'm not on it regularly.
 - Kay: Alice, why don't you and I have a call this week to brainstorm what we want to do with social media. I think that once I have the email calendar complete we will have the beginning of our outline for social media announcements and then we can just fill the rest of the calendar with fun updates, etc.

- **Newsletters**

- Kay: It's my suggestion that we completely redirect the newsletter to being an early January mail date with the content being informative about the group, how to get involved and informational details about coming back to College Night.
 - Lauren: At one point, we talked about putting more detailed descriptions as to what we do into the newsletter. I already have a template for the newsletter, it just needs the content loaded into it. I've also created a google form so that we can put together these descriptions. I can get that out today. I just need Kay to show me how to get into the email to send an email out.
 - Kay: Is a week (deadline would be 12/13/2014) enough time for everyone to fill out this form and submit it back to Lauren?
 - Everyone: agreed.
 - Lauren: I am committed to putting together the newsletter but I need someone to help me.
 - Eve: I'm willing to work with you to help put together the newsletter.
 - Kay: Lauren & Eve can meet to discuss what is needed and begin adding the content to the layout that Lauren has created.
 - Kay: I think that it's important to set a deadline to make sure that we are meeting our goals. I suggest:
 - 12/13/14: All VP's have submitted their job role descriptions
 - 12/13/2014: Kay has submitted all college night info to Lauren & Eve
 - 12/20/2014: Initial draft of newsletter is sent to all VP's for feedback
 - 12/27/2014: Final draft of newsletter is sent for final proofing
 - 1/3/2015: Newsletter is put in the mail to all Purple Alumni
 - Lauren: I agree with this timeline. .
 - Newsletter Content:
 - Committee Descriptions and Job Roles
 - how to volunteer and get involved

- College Night Information
 - buying tickets, hotel room block, vintage purple meals
 - alumni brunch
- Communication
 - Connect via Facebook, Text Messaging & Email
- Spirit Items for sale
- College Night Special Projects Endowment Fund
 - how to donate
 - what money will be used for

Membership and Spirit Committee

- **Are all purple profiles that have been completed been added to the Gmail contact list?**
What is the process for these getting added to the email list moving forward?
 - Kay: Where are we with getting purple profiles loaded into gmail so that when I send the alumni email tomorrow we know that it's an updated list.
 - Eve: I'm so sorry, I lost the password to the account and all of my notes from the first time that Kay showed me how to do everything. I need to review that again.
 - Kay: When do you want to do that?
 - Eve: I can do it anytime.
 - Kay: Let's do it immediately after this call so that you can work on it while I get the email pulled together and we can get an updated email with an updated list out by the end of the weekend.
- **Organization of volunteers.**
 - Kay: we need to reach out to anyone who has volunteered and let them know the person that they need to get in touch with if they are still interested in volunteering.
 - Fish: I can take the lead on that, I can reach out to people to volunteer. I just need to know where that information is and how I can access it.
 - Alice: I'm the same, I want to help and Fish and I can do it together, we just need to know where the information is.
 - Kay: I will email Alice and Fish the folder that contains volunteer information.
- **Recruitment**
 - Alice: I think that we need a more streamlined process for getting information collected. I really liked the iPad signup but we had some issues with getting online and we didn't have enough iPads to have them everywhere. I think that what works best is the written form and then at the end of the weekend one person would do data entry. We can still encourage people to sign up online but we have paper forms with us during the weekend to take people's information.

Special Events Committee

- **2015 Events**
 - Kay: UMNAA has offered to us the opportunity to pay for an inaugural event to recruit members and fundraise. We need to identify the best event to utilize this opportunity.
 - Eve: I think that the brunch is the best event to do this for .It's the most University friendly event and it would take strain off the kids.
 - Alice: Some of the kids think that it's their way to thank the alumni and their feelings might be hurt if we take it away.
 - Eve: Maybe we provide the food but they still serve it so that they feel that they are still giving back?
 - Kay: I can talk to the leaders about this but also know that there are other things

- that they can do to welcome us back and show appreciation besides making breakfast.
 - Robby: The business dept. used to hold a reception before and during the basketball game in a room in the gym. They stopped doing that, is that something that we could do?
 - Kay: We could, I worry that not a lot of people will attend because by that point they are interested in tailgating and watching the game.
 - Eve: Why are we will Wills? Is there a reason and could we move it?
 - Kay: We were put in Wills simply because it was available and once you're put somewhere it's hard to get moved because the calendar office likes to keep things the same from year to year. If we have catering it's a great reason to have us moved and I'll suggest that to Tracy Payne.
 - Lauren: If it's a university event, will we still hold our annual business meeting?
 - Kay: yes.
- **Events:**
 - Eve: We would have Vintage Purple homecoming weekend passes that are prepaid and will let us have a headcount to know who is going to attend which events. To encourage pre sales I've included a raffle. That you get one entry into the raffle that is for an oil painting or something else of value that would encourage people to buy their weekend passes in advance.
 - I was going to write a letter with our signatures and mail it explaining the situation, the pricing, the deadlines, the food, and the process.
 - I have to provide a headcount by January 30.
 - My suggestion for cost is:
 - \$20 presale until 1/16
 - \$25 after 1/16
 - deadline to buy is 1/30
 - Kay: I think that this is a great idea but it's going to cause confusion if we send a letter about the weekend pass before we send the newsletter. I think that we communicate this by email and social media and then include it in the newsletter.
- **Welcome Dinner:**
 - Eve: Main Street Tavern is going to set up a buffet and we can have a cash bar. The menu that we are looking at is:
Salad, Chicken Alfredo, Garlic Bread / Taco Bar, Rice / Banana Pudding, Bread Pudding
 -
- **After Party:**
 - Eve: We need to provide some light snacks and a punch or margaritas since the weekend pass is going to cost money.
 - Lauren: I suggest that we do punch since it's easier than margaritas

Proposed Projects

- **College Night Projects**
 - Kay: One of the items that we talked to Tracy and Brenda about is a fund to assist with special projects for College Night. Coming back to our mission being to help preserve the tradition of college night it's important that we put this project at the forefront of what we're doing so that alumni know and understand what our purpose is. The president, John Stewart, has suggested that there be an Endowed Fund for College Night special projects that would continue to pay out over the years and I think that is the perfect project for us all to stand behind. I've asked Tracy to provide:

- numbers surrounding an endowment for college night expenses, ex. \$25k endows a \$1k annually for 80 years.
- list of needs that warrant needing an endowment for college night expenses
- Kay: Once we have this information we can regroup on what is involved, we can promote it in the newsletter, on social media and I can begin working on major gifts to be donated to this endowed fund.

FOLLOW UP TASKS

** When cell is highlighted that indicates that the task has been completed.

Assigned To	Task	Due Date
Kay	Change the monthly VP meeting to Sundays at 5PM CST	ASAP
Kay	Send \$401 of Vintage Purple money to UMNAA to be deposited into Vintage Purple account #36217	12/13/2014
Robby	Create process and procedures for submitting a proposal for expense reimbursement. Submit proposal by Jan 2 for review on Jan 4th board meeting.	1/2/2015
Kay	Create email calendar for 2015 College Night season	12/20/2014
Kay	Send email to alumni with current announcements & updates	12/7/2014
Kay & Alice	Meet to discuss what is needed in the social media calendar and put together the calendar	12/20/2014
Kay	Show Lauren how to work Vintage Purple email to email the VP's the google form.	12/6/2014
Lauren	Send Google Form about VP committee positions out to all VP's	12/6/2014
EVERYONE	Complete and submit google form outlining committee job roles and responsibilities	12/13/2014
Kay	Submit all college night info to Lauren & Eve for newsletter	12/13/2014
Lauren & Eve	Initial draft of newsletter is sent to all VP's for feedback	12/20/2014
Lauren & Eve	Final draft of newsletter is sent for final proofing	12/27/2014
Lauren & Eve	Newsletter is put in the mail to all Purple Alumni	1/3/2015
Kay	Show Eve how to access the email contacts, update the contacts from the google form spreadsheet	12/06/2014
Eve	Update the gmail contact list from google form spreadsheet	12/07/2014

Kay	Send Alice and Fish a link to where the information is for volunteers	12/07/2014
Alice & Fish	Reach out to everyone who offered to volunteer and let them know who to reach out to if they are still interested in helping.	1/1/2015
Kay	Talk to Tracy Payne about the alumni breakfast being the event that UMNAA pays for and ask about moving the location.	12/13/2014
Kay	Work with Tracy Payne to get the College Night Special Projects Endowment Fund details so that we can decide as a group what our goal is and how we want to promote the project.	12/20/2014