

VP Committee Meeting

01/04/2015

Welcome

- **Recorder of Minutes:** Kay Pruett
- **Meeting Attendees**
 - Kay Pruett, Robby Brueggeman, Eve Black, Alice Moore, Fish Ranelli, Lauren Brown, Ashley Kelly, Amanda Slay
- **Purpose of Meeting**
 - Old Business (December Meeting Follow-Ups)
 - New Business

Operations Committee

- **UMNAA alumni club status and next steps**
 - Kay: I have a call with Tracy Payne scheduled for tomorrow to discuss the best way for me to obtain the mailing list for the newsletter as well as discuss the possibility of the UMNAA covering the cost of the alumni brunch.
 - Kay: Check has been mailed to UM so our account now has \$401 in it.
- **Purple Leader News**
 - Kay: There has been a change in the Purple Leaders and due to the lack of hours required to be leader, Sydney Fant will no longer be the female purple leader. Because this was discovered after school was dismissed and the College Night Manual doesn't allow elections to replace a leader to take place past the fall semester we will only have 1 Purple Leader this year and that will be Seth Michael.

Administration Committee

- **Expenses & Budget**
 - Robby will send out forms when he returns to Alabama this week.
- **Budget Requests**
 - People to present a request for budget money:
 - None.

Communication Committee

- **Emails**
 - Kay: I have created a communications calendar that includes emails, social media and remind 101's. I am working to draft all of the emails that are on our calendar by the end of this week so that they are ready to "plug and play" on the scheduled date.
 - I have an email that needs to go out, however I am missing a couple of pieces of information before I can send it out that we'll discuss when we get to the newsletter portion of the agenda.
- **Social media**
 - Kay: Alice and I met on Friday and reviewed the communications calendar and created a listing of all social media that needs to go out throughout the season so she will be assisting with that effort.
 - Alice: We have put together a calendar of social media posts that combines events and news posts as well as doing things like Throwback Thursdays and Friday Trivia contest. Tonight I'm reaching out to those who volunteered to do social media from their purple profile pages to see if they are still interested and

- how active they want to be.
 - Ashley: I have a question about the calendar, how do we signify which is which?
 - Kay: There are columns to indicate if there is an email, social media or remind 101.
 - Ashley: I'm hesitant to see how many emails are being sent out, I don't think that we should send multiple emails in a day, perhaps just a weekly email that shows what has happened.
 - Alice: That's what we have scheduled.
- **Remind 101**
 - Kay: We included Remind 101 in the communications calendar but need someone to own this element of the communications calendar.
 - Ashley: For the remind 101 I was concerned over how many posts we are doing, who's going to do it and how it should be used.
 - Alice: Is there a way to draft things to go out?
 - Ashley: Not sure that is an option, I can go through this calendar to set the reminders.
 - Lauren: yes, you can schedule things through Remind101.
 - Kay: The alumni cabinet can reach out to us to tell us who won a game, there isn't a need for anyone to actually be there. I can have Hannah send me the info, we just need someone to send it out to the group.
 - Lauren: If someone can communicate to me then I will send it out. I'll own that part.
- **Purple Profile Database**
 - Alice: Where is this list?
 - Ashley: It's in the communications folder under 2014. Lauren - can we move that to 2015?
 - Lauren: I've moved it into the 2015 folder.
- **Newsletters**
 - Lauren, Eve and Ashley to provide update.
 - Eve: Draft revisions are ongoing but I've put the most recent draft on the drive in the Communications folder for you guys to see.
 - Ashley: Just so everyone knows, I took the descriptions that everyone sent and made it into bullet points so that it fits into the publication.
 - Eve: Who is the return mailing address going to be?
 - Ashley: I'm not at a permanent address.
 - Kay: You can use my address but it's not an Alabama address.
 - Eve: I don't mind using my address.
 - Lauren: I'm good with it being Eve.
 - Ashley: After the meeting, if everyone could read through the newsletter and send back feedback, positive or negative, but everyone needs to respond by end of day on Tuesday.
- **Printing**
 - Ashley: Please note that in the 2015 Communications folder that there is a folder of To Be Printed where you can save your documents.

Membership and Spirit Committee

- **Purple Profile - member management**
 - Kay: Thank you to Eve who got us caught up on entering purple profiles into the database at the beginning of December. I have added all new entries this month into the

database and Alice is taking over the entry of the purple profiles into our gmail contacts starting with all entries timestamped 1/1/2015 and moving forward. I posted in several groups a couple of days ago so we need to add those new profiles.

- Alice: We have about 15 new profiles that have been submitted since those posts were made.
 - Kay: If you could let me know when those are updated in the email database that would be great, I'll hold on sending the email tomorrow until i hear from you that they've been added.

- **Organization of volunteers.**

- Kay: Fish has been great about calling everyone who has already volunteered and I met with Alice on Friday and we reviewed the Purple Profile spreadsheet and how she will be capturing the new entries from that spreadsheet and entering them into our membership database (gmail) and she will also be passing those individuals who indicate that they want to volunteer on their form to the appropriate person based on what they are volunteering to do.
 - Fish: I was able to get in touch with everyone who left a voicemail, and what I've done is compiled lists for each committees and I'm going to send those out to everyone this week and how they want to be contacted. I didn't want to give them our information so I'm going to give you their information.
 - Kay: Please make sure that when you receive an email from Fish with a volunteers info that you reach out to them as soon as possible and get them involved so that no one feels like their help isn't needed. We want as many people involved as possible!
- Fish: We do have some people that only provided email addresses and didn't provide phone numbers. So we need to figure out how we want to reach out to those people.
 - Ashley: I think that we don't want to email everyone if you've called some people, we don't' want to double dip and confuse people.
 - Fish: I think that we just email the people that we haven't called.
 - Lauren: My personal opinion, Fish, once you send out the list of who you have contacted, I would say rather than it coming from the Vintage Purples email, send an email from your personal email.
 - Kay: I completely agree with Lauren.
 - Fish: Great, I'll put together the list that says who I did and did not speak to and then reach out to those people.
- Ashley: For the committee heads, go ahead and have in mind what you want to do with your volunteers so that we are getting more member involved. Be thinking so that when you get your list you can send out targeted emails

- **Recruitment**

- Ashley: What did you think of the idea to have a Vintage Purple Street Team?
 - Fish: It sounds like people are just wearing buttons and handing out business cards.
 - Ashley: It was my thought that we would just have people wearing those buttons and answering questions about what is going on during the weekend and have them prepared with information to give out and get the conversation going about Vintage Purples.
 - Ashley: I can see if we can get buttons from my Aunt and we can ask that they be returned. It's something that they can do while they are having fun during the weekend.

- Fish: I got a lot of that during the calls that I made, people want to know what it is that we want to do. I think that we need to give them a list of the things that we are asking them to do when we email them.
- Kay: I think a street team is a great idea we just need someone to own this project.
 - Ashley: I am going to call my Aunt after this call and get an idea of cost and then I'll work with Alice and Fish to put it together.
 - Alice: I can work on that, I'm excited and we can get that organized.
 - Ashley: A lot of the information that we use will be the same as what's in the brochure that we distribute. So we just need to update that information and we'll use the template that we've done in the past.

Special Events Committee

● Welcome Dinner

- Amanda: So we've been working on this and we've struggled with talking to someone at the Tavern. We haven't gotten our calls returned so I'm going to email them tonight and then will go tomorrow night to talk to them. But it was spring since we've actually talked to them and then he was excited but we haven't talked to them since.
 - Kay: I have some concerns about the non-responsiveness. What is our back up plan?
 - Amanda: We initially talked about using the space at the hotel, I don't know if that would still work. We could use that room or have it catered. That would be another option to have everyone just a good, beyond that we haven't thought about any other options for venue or catering.
 - Eve: When we were there in the spring they were very excited, I think that once we have our hands on him it's going to be fine. I talked to Brad about the room, he is comping the room for us on Saturday with our room block and has it penciled in for us on Friday if no one else books that room but that room is \$300.
 - Amanda: I think that once we talk to him it's going to be fine. If we can't speak to him and have it confirmed by the middle of the week then we need to come up with a Plan B.
- Kay: I think that we should rethink the entire idea of the welcome dinner. I have concerns that we are making this harder than it needs to be and creating a lot of extra work with regards to having people send in money to buy tickets. It's common for Purples to wait until the last minute or not do things at all but still want to participate as well as \$50 for a weekend ticket for themselves and a spouse might present some sticker shock to people. And they are going to expect to get their money worth and we need to be able to provide on that. I just don't want to bite off more than we can chew with this idea.
 - Eve: I think that it has snuck up on me and that I'm not going to be able to pull this off, I think that I could if we needed it but I'm fine with nixing the idea because it's a lot to do in not much time.
 - Alice: I think that it's a great idea to get rid of it. Purples have a bad habit of not responding and then showing up and wanting to participate.
 - Amanda: So if we get rid of the weekend pass, we just have to make sure that we have the room booked and that the room is staffed.
 - Eve: We could also have the option of having a condensed menu.
 - Ashley: How many people did we have last year?
 - Kay: We had 47 people that I counted in the evening last year.

- Amanda: We need to make sure that if we do this we need to make sure that they open up the back door and the cash bar. My questions is that if we eliminate the weekend pass, will we still do snacks and a punch or will we not provide anything?
 - Robby: I think that we should not charge money, when you start charging for something people might decide not to do it but it should be more of a come and hang out and not charge for it.
 - Ashley: I think that we can still take donations.
 - Lauren: I think that there is nothing wrong with changing the venue for dinner and order whatever you want and then taking this to the club on Saturday at our business meeting, would you even be interested in catering this and having snacks?
 - Eve: We could put out cards and find out if they want that.
 - Lauren: I think that we do a survey to follow-up with people.
 - Kay: I think that it's a great idea to have a survey after college night so that we can gauge what everyone is interested in, what they do/don't like, what they would be interested in doing in the future.
- **After Party:**
 - Amanda: Could we maybe donate some snacks to the party?
 - Kay: I think that it's a great idea to ask everyone to bring some snacks to share to the party.

Other

- **Alumni Dinner:**
 - Eve: When is the alumni dinner?
 - Kay: It's Saturday, January 31st in Palmer at 6PM. I'll be sending out info about it in the email tomorrow and a specific email next week. I was going to go with mexican food, where we have the supplies to make salads, tacos, nachos, etc.
 - Eve: Great, I just needed to know the date.
 - Kay: Also, it would be great to think about us using that night as a Vintage Purple working session since many of us will be together that night.
- **Next Meeting:**
 - Kay: Just a reminder that now we are in College Night season and we will be meeting every other week so our next call is Sunday, January 18th.

FOLLOW UP TASKS

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

Assigned To	Task	Due Date
Eve	Complete the newsletter and send to everyone on VP committee to proof for final feedback	1/5/2015
Everyone	Everyone to proof the newsletter and send Ashley Kelly feedback.	1/6/2015
Robby	Send out financial procedures	1/9/2015
Alice	Text Kay when the Purple Profiles have been updated in	1/5/2015

	the email database.	
Everyone	Think of a list of things that volunteers can do so that when you receive the list from Fish you are ready to email out to everyone on your list with the things that need to be done.	1/9/2015
Ashley	Get a price on making Vintage Purple Street Team buttons	
Ashley, Alice & Fish	Meet to discuss what needs to be provided to the Vintage Purple Street Team	
Amanda & Eve	Meet with The Tavern to discuss just reserving the room for 50 people instead of doing a buffet dinner. Also discuss having the back bar open for the private room and having the room adequately staffed.	1/6/2015
Everyone	Mark your calendars for the alumni dinner on Saturday 1/31 if you are able to make it. And if you're able to make it then we can use that night as a Vintage Purple working night.	1/31/2015

VP Committee Meeting

01/18/2015

Welcome

- **Recorder of Minutes:** Kay Pruett and Eve Black
- **Meeting Attendees**
 - Kay Pruett, Robby Brueggeman, Ashley Kelly, Eve Black, Lauren Brown, Amanda Slay, Fish Ranelli
- **Purpose of Meeting**
 - Old Business (1/4/2015 Meeting Follow-Ups)
 - Robby- form uploaded in Admin. folder for 2015. Take a look at that and give me some feedback. I've never done anything like this before.
 - New Business

Operations Committee

- **Archives Project**
 - Kay: Great opportunity with UMNAA . Had a call with Vera Cox, a previous valuable donor to the VPs. The University has only recently started including in their alumni database the info of who is Purple and who is gold. Vera Cox was instrumental in this change. UM is now going to allow us to go into the archives (3-4 people) for one day, Wednesday, February 11th, before College Night to write down as many names of Purples as possible. This will provide us with contact info for these older purples. This will help get a lot of the older Purples involved in the Vintage Purples Alumni Club.
 - Eve: I can check tomorrow to see if I can do it. I will let you know tomorrow.
 - Kay: Let me know by the end of the week if you're interested in being on this project.
- **UMNAA sponsoring the Vintage Purples Homecoming Brunch**
 - Kay: Brunch will be in the same place, Wils 201. The only other option for us was the student retreat. I felt like we would lose attendees by having it off the beaten path like that. The alumni association is giving us \$200 toward the brunch. Rather than asking the kids to step away from preparing for College Night. We can probably make that \$200 go a long way if we promote it as a continental type breakfast.
- **College Night Endowment Fund**
 - Kay: I have calls over the next couple of weeks about planning for this. This is not a VP project. It is a University of Montevallo initiative to establish a \$100k endowment for College Night. The University will create an ad campaign and mailers. Our role in this is a driving force in it. We are not responsible for the creation of materials. UM will provide materials to include in our publications. Next year, we can plan a fundraiser during College Night weekend. Maybe a silent auction during the welcome dinner.
 - AK- Will there be any prompts or info sheets available to us and other alumni to explain the fund?
- **College Night Vendors with Portion Proceeds for VP's**
 - Kay: There are purples who create all kinds of custom things they sell at College Night. Kerry "Kiwi" York is one of them. I talked to Kiwi about this and she suggested that one way she could sell and give 20% of her proceeds back to VPs, is by setting up an exclusive facebook page. Another idea was for her to have a table at some of our events, with a statement "Endorsed by VPS". We can vouch for these vendors, we know they are legitimate and that a portion comes back to VPs.

- AK: What if we commissioned Kiwi to make an official VP shirt, and give her access to our design.
- AK: I'd like to get away from adding the years to the shirts. It's nice to have, but if there are shirts left over, we can't sell them later.
- Lauren: I think that if we send her the graphic and then tell her the type of shirt that I want it on we could do it. I think its good to outsource that. We all have a lot on our plates.
- Kay: Let's take a vote to approve to having official vendors that support the VPAC
 - Yay: Kay, Eve , Robby, Ashley, Lauren, Amanda, Fish
 - Nay: none

Administration Committee

- **Expenses & Budget**
 - Robby: The expense folder is under the Administration folder in 2015 if people want to take a look at it and send feedback. This needs to happen by the end of this week, 1/23.
- **Budget Requests**
 - People to present a request for budget money:
 - None.
 - AK- For general fund donations, I'm assuming that VPs need to send their money to UM. What about donations towards special projects/events such as publications?
 - Robby: I will come up with some guidelines that will outline what the procedure will be.
 - Ashley: People will send money into the university for specific purposes and then it will be earmarked for certain projects .
 - Eve: It sounds like we need to manage the accounting like a trust account where the earmarked donations are associated with that specific donor and when that money is used is changes the balance of that earmark category.
 - Ashley: Because I'm going to be asking for money in the near future, could you put together an address and an account number.
 - Kay: I will send that information to all VPs after this call.
 - Ashley: I want to know how to address the moeny that is earmarked for vertain projects.
 - Kay: Earmarked money needs to be managed in a spreadsheet by Robby where he will then do a checks and balances on a monthly basis of what has been committed, what has come in and what is earmarked for certain projects.
 - Fish: I know in the past if we spent money out of pocket, that maybe we didn't want reimbursement for, do we still need to save those receipts?
 - Kay: yes. keep all those receipts. like when I spend money out of my pocket, that is my donation to the VPs, but we need to account for it. Let send emails to robbly once a month so we can dump all that into a spreadsheet and be able to see what we are actually spending.

Communication Committee

- **Emails**
 - **Email Letterhead and access.**
 - Ashley: We sent out the email with a new letterhead. The letterhead was created

with Lauren and Eve. That needs to be used for official emails only. The process that I think we should use is that if you need an email to go out you would send content to me and then I would put it together in the email.

- Kay: I think that's a great process. this way all the information from the different committees can be consolidated and sent out efficiently in a clean and professional manner.

- **Communications Calendar Updates**

- Ashley: I'm updating a calendar to show what things have been done. I am impressed with the online stuff on facebook, Alice has done a great job getting some momentum.

- **Social media**

- **Google Form for Friday Funday Quiz**

- Ashley: This was my idea: I think that Friday Funday quizzes are awesome, in the future, I would love to create it as a google form like a quiz so that all the responses are in one place.

- Eve: Yeah, they didn't stop when the competition was over.
- Ashley: It was so great to have so many people get excited and I think that this way would be great to have a link and then the polls close. I'm going to touch base with Alice with about this idea. Does anyone have concerns about it?
 - Eve: I think that it's great.
 - Kay: I think that it's an incredible idea.
 - Ashley: We are sending our purple prize packs for these things, how is this working?
 - Kay: I am sending this out, I need to put together a spreadsheet for people

- **Alice: Brittney Hunt- Alice or Fish> Did either of you try to get in touch with Brittney? She said that she had received a call.**

- Fish: It was me.
- Ashley: If you could reach out to her again, she can't remember who called her because she has a baby and baby brain.

- **Business Cards**

- Lauren: I don't have the business cards. But I can order more.
 - Kay: I have some of the business cards but we can't use them because they have the old facebook group on them.
 - Eve: The font that you picked is Birmingham. It's a free font off of any free font site.
 - Lauren: I'm going to use the image from the letterhead to make the card reflect the same style of all other communications.

- **Remind 101**

- Ashley: I got a message asking if I was a student, does that affect anything? There's been a problem with the password so Lauren is going to reset that so if you need it
- Lauren: We think that you have to respond to it or it might kick you out?
- Amanda: It's meant for teachers to send messages to students so it wants you to respond that you are a student.
- Kay: Did that message go out to all of the users or did it go to the admins?
- Ashley: Not sure, lauren can you reach out to everyone and let them know what they need to do to remain opted into the programs?
-

- **Purple Profile Database Updates**

- Ashley: I helped Alice update these the other day, as of right now we at 148 profiles! We have more that need to be added. When I send out an email if I get a response stating that the email send failed?
- Kay: My process has been to send a facebook message to that person to let them know that their email has bounced.
- **Newsletter**
 - **Editorial Procedures**
 - Ashley: The newsletter is incredible and looks great. Lauren and Eve took on this project and
 - Ashley: My reflections on this process:
 - All the delays were due to things beyond our control.
 - What if instead of doing the handheld schedule, the welcome brochure, the newcomer package, all of these multiple documents. I think that we combine all of these items into a "College Night Weekend Edition" that you can only receive if you attend college night. That will make the welcome bags easier to put together.
 - Ashley: I've reached out to Fish to our Montgomery area volunteers to find some people who could help on Tuesday night to assemble the newsletters?
 - Eve: I'm either going to start printing tonight or tomorrow morning and as they are printing I will go ahead and start doing the labels. I would love to get them out on Wednesday so if i'm not done by Wednesday then I would love to get some help.
 - Ashley: If Fish could go ahead and pull the list to give to you so that if you need help you will have it.
 - **CN Special Weekend Edition**
 - Lauren/Ashley: As discussed above, these would go in the welcome bags and it would consolidate all of the information
 - Eve: It would be great because I can use the template and drop in information.
 - Ashley: I need the publisher files
 - Kay: This is genius, I love you all for being rockstars, and I will find the publisher files.
 - Ashley: I think that if Eve can drag and drop then Lauren and i will manage the content and proofing to take this off your shoulders.
 - Eve: That's perfect.
 - Ashley: if you want to put anything into this special edition then email it to vintagepurples@gmail.com and put Cow Tale Quarterly in the subject line.
 - Ashley: What is the cost?
 - Eve: The cost is \$0.07 a page
 - Ashley: Deadline to submit info to be included is by 5PM on 2/1 so that we have a master list of items to be in the newsletter that we can review in the board meeting.
 - Ashley: I would like to visit the idea of selling ads to some of these vendors so that we can put it
 - Kay: I think that it's a great idea
 -
 - **Printing for College Night 2015**

- **Deadline- Feb. 1 at conference call meeting**
- **Estimates of printing needs and costs**
- Ashley: I have a question. Are we going to use the VIntage purples Street Team to have something that is an identifier.
- Fish: I need some help with what should go in their hands, what we need to provide for them and what they need to do.
- Ashley: I think that a lot of that information is going to come out of the publications group. What are the types of things that they need to have.
 - schedules
 - newsletters
 - campus map
 - matches
 - business cards
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Membership and Spirit Committee

- **Purple Profile - member management**
 - Fish: Alice is managing the data entry and she is on top of it.
- **Organization of volunteers.**
 - Fish: Every one of our committees has a 2015 folder and within that folder is your list of volunteers and then there is another document that says uncontacted volunteers so that you can tell who I have contacted and who I have not contacted.
- **Vintage Voyage**
 - Fish: This is near and dear to my heart. I would like to do it next weekend for the PJ Party as well as the weekend of college night. I'm going to rent a van and go ahead and tarp it, do it with buckets.
 - Eve: I'm happy to meet you in Montevallo and ride along.
 - Ashley: How many cards do you have left for the DD program?
 - Fish: I have about 500 but I've got to find them.
 - Ashley: You could include that with the street team to hand out those cards.
- **Vintage Purples Street Team**
 - Ashley: I had mentioned that my Aunt may make buttons. But Kay had suggested lanyards and that is something that they could wear.
 - Fish: I like that idea.
 - Kay: I will send Eve the number of the lanyard Avery label number
 - Ashley: I think that this is something that you could even have a volunteer in charge of. I would do a call for volunteers or we could send out an email soliciting for people to be on the street team.
 - Fish: I will email all of the people who signed up for membership and spirit and if I don't get enough people that way then i will send you info to send out a mass email.

Special Events Committee

- **Hotel Welcome Bags**
 - Amanda: Lauren and I had a purple spirit bin left at our house, it was napkins, pop poms, etc. so right now I don't have any leftover bags.
 - Eve: Do we have an inventory of the box of leftovers from bags last year? If we are going to order stuff from oriental trading again this year, we need to do it in the next couple of days to make sure it is here in time.

- Eve: are the spirit items the same as last year? I think we will put much less in the welcome bags so as not to compete with the spirit items.
- Eve: Items for the bags:
 - Cow Tale Quarterly
 - College Night Program
 - The Alabamian
 - DoorHanger
 - Purple Pin Bow
 - Stickers/Temporary Tattoos (leftover from last year)
 - Moon Pie
 - Bottle of Water
 - Baked Good from Kay
- **Welcome Dinner**
 - Amanda: We were able to meet with the owner of the Tavern. We are doing individual table service. We are putting together a condensed menu to make it easier on the kitchen. I am going to create a menu that we can include in the cowtale quarterly special edition and will be available at the table at the dinner.
 - Kay: I think that this is a great idea, let's just make sure that we have plenty of vegetarian options and healthy options.
 - Amanda: I think that the banner that Brittany wants to make would be great,
 - Eve: I think keeping it simple is the best.
 - Kay: Just an idea that if you could ask the bar to make a purple specific drink like "Poof Punch" where for every one of those drinks sold they donate a \$1 back to the Vintage Purples.
 - Amanda: The cash bar will be open in the room for us, he has us on the books and we're all good.
- **After Party:**
 - Eve: Is anyone available to make the purple punch if we provide it?
 - Kay: Mine is expensive! If we pay for this, it makes us liable. I say BYOB and bring a snack to share!
 - Eve & Amanda: I agree
 - Lauren: I think I agree. Since we aren't selling tickets, it keeps it as a come as you go kind of thing.
 - Amanda: What about suggestions about CN? How are we going to survey people?
 - Ashley: We can definitely do that through google forms. Let me know what you need and we can send it out in email after college night.
 - Amanda: We want to know what people want to do.
 - Ashley: That will be covered with the "suggestion box" link.
 - Kay: I would like to suggest: I created an even for CN 2015. I would like to set up a special event for each of our special events. (dinner, brunch/meeting, farewell brunch, etc.) That way we have an idea of numbers. I would like to get these set up through Facebook.
 - Ashley: If you want to do that, send me the info and we will set it up.
 - Kay: Amanda and Eve, can you send Alice and AK one email with all four events with bullets of the pertinent information just so they have what they need to put together those events?
 - Eve: Amanda, could get that started since I'm printing?
 - Amanda: Yeah, no problem.

Other

- **Alumni Dinner:**
 - Kay: Mark your calendars for the alumni dinner on Saturday 1/31 if you are able to make it. And if you're able to make it then we can use that night as a Vintage Purple working night. I'm going to bring all the water that we will be using for the dinner and alumni bags so that we can get them labeled. If there is anything else that we can work on to get a head start, I'm going to be there with my niece to help and if there is anything else prior to CN, bring that project with you and we can get it done.
 - Ashley: make sure to email those volunteers to let them know about the work session.
 - Kay: will do. Don't forget about our next call and the printing deadline on Feb. 1st.
- **Next Meeting:**
 - Kay: Just a reminder that now we are in College Night season and we will be meeting every other week so our next call is Sunday, February 1st.
 - Last Minute Things:
 - Ashley: There are now two new forms that you can submit. One is the Master Inventory and the other is the Print Request Form. Please use these forms to submit your items. Lauren will send out the actual link through the email.
 - Kay: What an amazing call! This is incredible and kudos to everyone for finding processes and ways to make things easier! Let us know if you have bitten off more than you can chew. Call me or someone and we can jump in.

FOLLOW UP TASKS

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

Assigned To	Task	Due Date
Everyone	Review the financial reimbursement form	1/23
Kay	Send out the info on how mail a donation for VP account	1/19
Kay	Create spreadhseet for purple prize pack distributions	1/23
Lauren	Send out Remind 101 text about responding to be a student to continue to get texts.	1/23
Kay	Send Ashley and Lauren the original publisher files	1/19
Everyone	Submit information that you would like included in the College Night edition of the Cow Tale Quarterly	2/1
Kay	Count number of lanyards and send Eve Avery #	1/20
Lauren	Email Links for new Forms	1/20
Ashley	Door Hangers	1/20
Ashley	Set up facebook events for all 4 events to track expected attendance	

VP Committee Meeting

02/01/2015

Welcome

- **Recorder of Minutes: Ashley, Eve, Lauren**
- **Meeting Attendees**
 - Ashley Kelly, Lauren Brown, Amanda Slay, Alicia Ranelli, Roby Breuggerman, Kay Butts Pruet, Eve Black
- **Purpose of Meeting**
 - Old Business: 1/18/2015 Meeting Follow-Ups

Everyone	Review the financial reimbursement form	1/23
Kay	Send out the info on how to mail a donation for VP account	1/19
Kay	Create spreadhseet for purple prize pack distributions	1/23
Lauren	Send out Remind 101 text about responding to be a student to continue to get texts.	1/23
Kay	Send Ashley and Lauren the original publisher files	1/19
Everyone	Submit information that you would like included in the College Night edition of the Cow Tale Quarterly	2/1
Kay	Count number of lanyards and send Eve Avery #	1/20
Lauren	Email Links for new Forms	1/20 Sent during 2/1 meeting
Ashley	Door Hangers	1/20
Kay	Set up facebook events for all 4 events to track expected attendance	

Operations Committee

- **Archives Project**
 - Kay: Very exciting! It is going to be three people, myself, fish and eve. There will also be 3 student workers we will meet from 10am-5pm Wednesday. We will be matched with a student worker and a computer. We are going to work our way backwards from the year that they started archiving began. We will call out a name and the worker will input it on a spreadsheet to update the UMNAA database. I am going to ask them for another list of all the email addresses so that we can send them an email to opt-in to a purple profile. This could potentially add all of the names from their list into our purple profile database. Eve and I also already have a place to stay and it's all set up and ready to go!
- **UMNAA sponsoring the Vintage Purples Homecoming Brunch**
 - Kay: Yes. They are sponsoring the brunch. We have a \$200 allowance. That isn't much

so two things that I went ahead and did: I reached out to the University caterer but it is astronomical. The cheapest package is like \$350. We need to keep it like a continental breakfast. I am going to reach out to Einstein Bros. Bagel company to see if they will cater some fruit trays and bagel trays with coffee. It will have to be advertised as a continental breakfast.

- Ashley: Are the kids sponsoring any food at all this year?
- Kay: They want to set up the room and make a sign for us and decorate the room. With us providing the food, that takes away some of the burden. So that's why I had the newsletter to say that UMNAA is sponsoring the brunch and Purple Side is presenting it.

- **College Night Endowment Fund**

- Kay: The endowment Fund: Robby and I met with Tracy Payne for breakfast. We had a lot of questions about the fund: how it is set up, what it's used for, what is the construction? I made it clear to her that if we see fit and we agree that we want to move forward with it, we will but all of the marketing needs to come from the University since it is UM driven. We can use our venues of communication to get their information out. They are working on something but haven't given us a document at this time. If they have an insert for the newsletter, then they need to provide it to me than no later than Wednesday of CN week. I can insert them but they need to get it to us. It is out of our hands whether or not they will have it ready in time. It is a big thing to benefit CN but if it's not ready, we don't end put it out. That's where we are!

- **College Night Vendors with Portion Proceeds for VP's**

- Kay: Kiwi is doing great with her sales right now. We get 20% of her proceeds and she is already at \$500. That's \$100 to us right now. She also purchased an ad for \$50 and will be setting up booths at CN events. I am keeping in touch with her to make sure that she is happy. We met last and discussed that she will not sell the VP Koozies this year at CN since we are giving them out in spirit packs. She doesn't want to compete with our giveaway so she is not going to sell them. She is also going to put into place a round up program. She will offer them to round up their purchase with an extra donation to VPAC. That will be added to the 20%. She is very happy and people are loving it. We are in a great place! I do want to give a shout out to Fish for recognizing.... We need to protect our members from people selling items that may not be reputable. It raised a red flag and we caught that situation. So, shout out to her. She caught it, I contacted some others and we verified that it was not a person that we do not know and that we are not working with.
- Ashley: So, that it is not someone we know?
- Kay: Right I don't know who Breakfast at Tiffany's is. She has an online presence, but I do not know who she is. I would like to give the disclaimer that I will be putting you on mute soon but I'll be back! (potty break)

Administration Committee

- **Expenses & Budget**

- Robby: I've got to get the stuff from Brenda Knight, which we talked with Tracy this morning and usually Brenda... they give quarterly statements but we should be able to get them monthly. Once we get that, I can put the information up for you guys. I'll send her an email tomorrow morning.
- Kay: Do you want to talk about how people are going to pay?
- Robby: Oh yeah! One of the things that we talk to Tracy about, What about if you make a donation? Is it tax deductible? Yes, it is a donation that goes to the University but is then applied to our organization. If they donate, they will get a statement of their donations. Any cash that we receive has to be accounted for with a note of who donated it so that

- the donor can be credited with that donation.
 - Kay: We have envelopes as well that will be at CN. This will help keep the cash organized.
 - Robby: We also want to send a note of thanks for donations.
 - Ashley: Are they going to provide that list of names or do we keep track of it.
 - Robby: I think they can get that info but we will have to wait and see what they say.
 - Kay: I have kept a spreadsheet to record donations. It will all be recorded in the UMNAA database and they will run a report on a quarterly basis except in the first quarter when they will be monthly. I will just keep doing thank you notes as they send the reports.
- **Budget Requests**
 - People to present a request for budget money:
 - Lauren will request for postage costs.
 - Lauren: Let's go paperless! Postage is expensive!

Communication Committee

- **Emails**
 - **Email Letterhead and access.**
 - Ashley: How many people here have access to the email account? Right now Lauren and I both have access to the email letterhead. Almost all of us have access to the VP email account. Be careful to not accidentally send emails from the VP account and not your personal account.
 - Ashley: If you are logged in and you open an email, make sure you flag that so that we aren't missing emails that we should see.
 - **Communications Calendar Updates**
 - Ashley: The Calendar has been successful thus far but there have been a few things that didn't go out according to the calendar. With that said, I am happy to let this be a flexible timeline but I do want to remind everyone that we should try to adhere to the calendar as much as possible. This is the best way for me to determine how our communications are succeeding and where improvements can be made.
 - Fish: I appreciate the updates I'm getting.
 - Kay: Keep our eyes and ears open to comments and suggestions from other Vintages. Send yourself an email as a reminder when you hear a Vintage say, "it's awesome that..." or "I'd like to see ..."
 - Ashley: I'd like to look into setting up a forum for suggestions after CN
 - Kay: I think that's smart to wait until after College Night so that they can see what it is that we are doing before they put in their 2 cents.
- **Social media**
 - Ashley: Alice is going to test a new time for the trivia contests to see if the response is better. Follow-up will come from her.
 - Alice, make sure to announce the hashtags through social media. We are putting it in the newsletter as well.
- **Business Cards**
 - Lauren: Business cards have been ordered and have arrived. Showed to people at Alumni dinner. Ready for distribution.
- **Remind 101**
 - Lauren: I just sent a form for expenses. Look at that and submit your expenses.
 - Lauren: When I logged in to send out scores for CN volleyball game, Remind asked me if

all my students were over the age of 13. Much like signing up for a free email (Yahoo, Gmail, etc) they want to know that anyone who signs up is over the age of 13. When enrollees are asked if they are a student, they should reply yes and verify a birthday. I suggest that we monitor the number of enrollees. If we find that members are becoming inadvertently unenrolled, then we should send a communication with instructions.

- Ashley: I agree. Lauren, do you have anything to add about forms or IT?
- Lauren: I just sent out the expense forms and you should have also received the inventory form and the print request form.
- Ashley: We can still take print requests. Get them in.

- **Purple Profile Database Updates**

- Alice: Most current update?
- Ashley: We currently have 169 profile entries. Our email contacts are at 375. With Facebook at 496 members and such a high number in our email contacts, I feel like we should goal to get our profile database to a number closer to 375. This is possible but we need to really get the profile link out there at CN. Lauren has suggested that you all have a copy of the link that can then be forwarded directly to people's phones. We don't want to be pushy but we do want everyone to understand that we are only really asking for a record of their membership. They can provide as much or as little information that they choose. This should reduce any apprehension that people are experiencing. In the case of our non-tech savvy members, we should help by filling out the form for them!
- Ashley: The forms we used last year do not include the information we need. If you have left overs from last year, please recycle those.
- Eve: I want to go to the coffee!
- Fish: I got it!
- Kay: I'll be at the coffee!
- Ashley: What that means is, if you have a laptop or tablet, bring it. Lauren and I ran into the issue of wifi connections. I will contact the technology dept and get a wifi password so we can be sure to be set up and running properly. I recommend that whoever gets profile updates, keep a list of of the people who are submitting on a notepad or on your computer so we can cross check and make sure everyone's got submitted properly.
- Eve: Are any of you good at Windows 8? I want to set up a guest account on my computer. I'm happy to bring my computer but I don't want other people to use it.
- Kay: Eve, I can do that!
- Lauren: You don't have to hand them a computer. You can just talk to them and extract the information. My vision is not to have to carry around my iPad. I want to send them the link. They can click on that.
- Eve: I can make something that is printed to talk to the older people. I don't want to sit in front of my computer and not talk to them face to face.
- Kay: What I suggest is that... I am going to have my iPad as well. We can tag team and I will do the input for people that you introduce to me. That way, you can focus on making a connection and talking to people.
- Ashley: I like Kay's idea. That way, it goes right in!

- **Newsletter**

- **Editorial Procedures**

- Ashley: Yeah it took some time to get through the first edition. This time we are doing it a little differently so you know what to expect. We want you all to have a final glance at it to give feedback. Lauren and I talked about how we want to take a lot of the editorial process off of Eve so her part is primarily aesthetics. We will try to have the rough cut to Eve by Wednesday the 4th. There have been some

changes to the content. Originally, we talked about using the weekend edition to cover the CN newbie booklet, that is not going to be possible because we have a lot of content that is applicable to a larger audience.

- Eve: I have 10-15 of those booklets from last year.
- Kay: I have 14 of those booklets.
- Ashley: lets get all stuff like that up on the inventory so we know what we are working with.

- **CN Special Weekend Edition**

- Lauren/Ashley: We will have a rough draft to Eve by Wednesday. Eve can you have your final markup ready by Saturday?
- Eve: Yes.
- Ashley: Can you, Robby & Kay, give us your final remarks by Sunday?
- Robby & Kay: Yes. Please send a text to let us know when you send them to us.
- Eve: How many copies do we want to the weekend edition?
- Ashley: 400
- Ashley: Robby, we can put your blurb in the post-CN edition?
- Robby: yes.

- **Printing for College Night 2015**

- **Deadline- Feb. 1 at conference call meeting**
- **Estimates of printing needs and costs**
- Ashley: What else do we need besides the newsletter?
- Fish: I think we should do some handheld schedules for the street team. It would be good to have on hand.
- Ashley: I was planning on having the Street Team carry newsletter and the schedule is in there. Is that ok?
- Fish: yes!
- Kay: let's do 400 then.
- Ashley: Great!
- Ashley: Have all of your print requests in by this Friday the 6th.
- Eve: That would be perfect!
- Ashley: That will also include the agendas for the business meeting. Kay/Robby, are you guys working on that?
- Kay: I am now!

Membership and Spirit Committee

- **Purple Profile - member management**

- Alice: See Database comments by Ashley above.
- Database will be updated tonight.

- **Organization of volunteers.**

- Fish: I hope that you all sent emails out to your list of volunteers. I only have 4 street team volunteers. I would like to get us up to 20 if we can.
- Kay: Can I make a suggestion? To make recruitment and management easier, we should make a street team sign up form for people. We can push that through social media and people might sign up that way. It will have their contact information as well.
- Ashley: Fish, is that something that we can do to help you with?
- Fish: Yes!
- Fish: The volunteer lists are in everyone's individual folder under 2015.
- Ashley: Check your volunteer lists and make sure that you have deleted Joy Tilley Perryman from your lists. She has made it clear that she is not interested in committees.

- **Vintage Voyage**
 - Fish: Eve mentioned putting a piece about it in the Vintage Voyage.
 - Eve: Yeah, I will get with Fish and work something out.
 - Lauren: I think we should hold off until the edition following College Night Weekend so that all alumni have it rather than just the ones who are back for CN. This way we can show how it went on Victory night this year.
 - Fish: Vintage Voyage went well last weekend for the PJ party. I drove around about 15 kids. Right now Sara James has volunteered to be a sober monitor at the party. Right now that's all we have, but it really doesn't require a lot of people to make Vintage Voyage work at this point.
 - Kay: I had a dream that triggered this: How about getting a hand stamp with the vintage voyage information and putting it on their hands at the victory party.
- **Vintage Purples Street Team**
 - Ashley/Fish: We need to find more volunteers. Lauren/Ashley will make a form for sign ups for street team. We ask that you all ask your friends to get involved.
 - Eve: I know that they don't want to walk around with fanny packs. I have one or two bags/totes that they could use. Does anyone else have one?
 - Ashley: We could also ask them to bring a bag.
 - Kay: I have about 800 green grocery bags! I'll bring it.

Special Events Committee

- **Hotel Welcome Bags**
 - Amanda: I have purchased 150 bags. The list that I looked at in the last agenda and it's pretty much the same: CTQ, Alabamian, CN Program, stickers, water bottles (done), granola bars and mini moon pies. We will have 5 more cases for CN Weekend. I don't think we'll need more than that. I know we talked last night about going to a grocery store near Prattville to get moonpies or should I find another place?
 - Eve: I want to price compare and then I'll go get them.
 - Amanda: Even if you find a place, I can go get them or give you money.
 - Eve: I'll let you know.
 - Amanda: I've also purchased some kids' bags. Last year, there were about 10-12 bags for kids. I got some cowbells and stuff for them and I'm willing to do 10-20. We are going to do the labels with people's names on them and I'm going to do it myself.
- **Welcome Dinner**
 - Amanda: We have told the Tavern that we will give them a headcount for the welcome dinner(doesn't have to be an exact number, just an estimate for them to be well prepared). Have the Facebook events been created and are there RSVP's? Is facebook sufficient or should we also send out a google form for people to RSVP as well?
 - Ashley: The events are up and people are RSVPing. I don't think that we need to do a form.
 - Amanda: Lauren thought it would be redundant so we won't. I told Jeff that I would let him know a number of people before the event.
 - Eve: Right now, we have 21 going.
 - Amanda: They approved the menu and we (Lauren/Amanda) are printing the menus. If Kiwi is selling things at the Tavern, I need to let him know.
 - Kay: She has confirmed that she will do the welcome dinner, the brunch and she is uncertain about the victory party.
 - Will Kiwi be set up at the Welcome dinner?

- yes. see above.
- Menu options can be seen in the special events folder. There are only 1 or 2 things that could be made vegetarian. However, there aren't very many vegetarian options on the full menu.
- Kay: I have a couple of questions and an observations. Have we talked to them about a signature drink? Maybe a purple punch where a dollar goes back to VPAC.
- Amanda: No. I forgot about that but I'll send an email and ask.
- Kay: I would suggest in our next email that AK, I send you a note to say that we should push the events through emails and Social Media.
- Ashley: We can do that. I'll talk to Lauren about it.
- Amanda: Do we want to do table decorations?
- Eve: I have a ton of stuff left over from last year. I'm going to contact a local pharmacy or something to get balloons inflated. Brittney Hunt is also making a pennant banner for the welcome dinner.
- Amanda: I asked her about that last night and Brittney is going to get with Lauren about picking it up.
- Fish: I can pick it up.
- Ashley: Put it on the inventory.
- Ashley: Are we going to do doorhangers?
- Amanda: I can take it or leave it.
- Ashley: Amanda, let me know what you decide.
- **After Party:**
 - Eve: Not a lot has changed since the last meeting. We have cut it down and made it BYOB. All of the details have gone up on social media. I also have decorations. Lauren and I talked last night about using the photo back drop. People enjoyed it. We talked about making a new one next year with a new backdrop.
 - Lauren: I'm going to try to get that done for this year.
 - Ashley: Kalyn won't be able to help us due to a job opportunity so we need to come up with something else.
 - Lauren: I will take pictures at the victory with my camera and tripod.

Other

- **Next Meeting:**
 - Kay: We will have another meeting a week from today on Sunday 2/8/2015 @ 5PM CST to discuss last minute details before College Night week begins.

FOLLOW UP TASKS

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

Assigned To	Task	Due Date
Robby	Email Brenda about statements	Mon. 2/2
ALL	Submit expenses	Fri. 2/6
Ashley	Contact UM Technology Services	2/2
Kay/Robby	Agenda for Annual Meeting	
Kay	Green Bags for Street Team	

Fish	Picking up Banner	
Amanda	Contact Tavern: Drinks/vendor table	
Amanda	Decide Doorhangers	
Ashley	T-Shirt Call with Kiwi	2/2

VP Committee Meeting

02/08/2015

Welcome

- **Recorder of Minutes:** Kay Butts Pruett
- **Meeting Attendees:**
 - Eve Black, Alice Thompson Moore, Robby Brueggeman, Alisha "Fish" Ranelli, Ashley Kelly, Lauren Brown, Amanda Slay
- **Purpose of Meeting**
 - Old Business: 2/1/2015 Meeting Follow-Ups

Assigned To	Task	Due Date
Robby	Email Brenda about statements	complete
ALL	Submit expenses	complete
Ashley	Contact UM Technology Services	complete
Kay/Robby	Agenda for Annual Meeting	complete
Kay	Green Bags for Street Team	complete
Fish	Picking up Banner	complete
Amanda	Contact Tavern: Drinks/vendor table	contacted/waiting
Amanda	Decide Doorhangers	complete
Ashley	T-Shirt Call with Kiwi	complete

Operations Committee

- **Archives Project**
 - Kay: Wednesday from 10AM - 4PM, we need to bring our laptops with chargers.
- **College Night Endowment Fund**
 - Kay: No news from Development, we will not present formally to the VPAC until we have something from UM Development.
- **College Night Vendors with Portion Proceeds for VP's**
 - Kay: Kiwi is doing well, planning on setting up a booth at: Hampton Inn Lobby on Friday, Homecoming Brunch and Tailgate.
- **Business Meeting**
 - Kay: Proposed agenda is on drive under Board meeting minutes. File Name: 2015_02_14_Annual VPAC Business Meeting.docx
 - Let's discuss anything that needs to be added to it:
- **Working Sessions**
 - Kay: Let's keep a running tab during this meeting of the items that need to be done in the "working sessions" that will take place Wednesday in Ramsay 119 and Thursday in Hampton Inn Conference Room. I have invited Vera Cox join us with her other purple

friends to come help on Wednesday. Then, we'll have the master work session at the hotel for goodie bags etc. I'm going add to this list as we go.

- Eve: Wednesday night, Ramsay, that's the newsletter and street team?
- Kay: It will be projects like folding the newsletters and doing the street team badges.
- Eve: We haven't gotten the room for any other nights.
- Kay: Go ahead and call them and book it.
- Eve: I will do that if someone will add it to the list.
- Kay: I'll do that.
- Eve: Do you think we will need it for Friday night too?
- Kay: No.
- Eve: I was just making sure we weren't using it for storage or anything.
- Amanda: Are welcome bags going to be done Thursday night?
- Kay: I was thinking Thursday night unless you want to come down Thursday night anyway. Wednesday, I was thinking that we would do the stuff that I have on hand and then the other stuff on Thursday.s

Committee	Project	Task	Who's Bringing What?
Communications	Cow Tale Quarterly	Fold Newsletter	Eve
Operations	Cow Tale Quarterly	Donation Envelopes & Inserts	Kay
Membership	Street Team	Label & Stuff Lanyards	Kay - Lanyards & Labels Lauren - Business Cards
Operations	VP Donation Gifts	Stuff bags with VP items	Kay - everything
Special Events	Water Bottles	Put labels on Water Bottles	Eve - Water Bottle Labels Kay - Water
Special Events	Gatorade	Put labels on Gatorade	Eve - Gatorade Bottle Labels Kay - Gatorade
Special Events	Hotel Welcome Bags	Stuff welcome bags	Amanda - Bags Amanda - Labels Eve - Cow Tale Quarterly Kay - Alabamian's Kay - College Night Program Kay - Granola Bars Amanda - Moon Pie Kay - Bottled Water Kay - PV Cookie Lauren - Business Card Kay- Purple Pin Bows
Special Events	Rookie Packets	Stuff rookie packets	
Special Events	Cow Kits for Kids	Stuff children's bags	

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Administration Committee

- **Expenses & Budget**

- Robby: We're good. I just have to get Lauren's reimbursement submitted of the \$294

expense for postage. As long as everybody's good with reimbursing the \$294, I can get that in the process so that Lauren can be reimbursed. I believe that's it unless anyone else has anything.

- Kay: We need to sit down Friday morning or something to look through the spreadsheet to allocate monies to individual committees.
- Eve: I'm having trouble submitting through the google form. My 2nd submission replaced my first submission. Is it okay to just type directly into the Responses document, rather than use the submission form???
- Lauren: Eve, I will email you a link to the form. I can resend it any time that you need it.
- Eve: I have figured out what I need

○

- **Budget Requests**

- People to present a request for budget money:
 - Lauren: Reimbursement for Postage, approved.
 - Ashley: Publications Budget and Projection

Communication Committee

- **Emails**

- Ashley: Next Email will go out on Wednesday. Items for the email should be submitted no later than Tuesday by 5PM CST.

- **Social media**

- Alice: I can do all of the updates that are needed through the weekend for the announcement of the game winner and college night winner.
- Ashley: I will post the announcement of CN winner since Alice won't be at the show.

- **Remind 101**

- Lauren: There will be more Remind 101 communications this week. Reminders and score updates for each event.
 - Ashley: Alice and I will

- **Purple Profile Database Updates**

- Alice:
- Kay: We have a lot of people in our database but we really want people to step up and volunteer. If they've already done a profile, you can submit a new form with their name and interests that need to be updated for the person. Then, Alice can see when an update comes in. Some people have submitted without some of the fields in the form. That's ok. We will just reach out in whatever form we can when people are signing up. It's a great way to record current members who want to volunteer for what. I'm going to save the link on my phone and send people the link when they say that they want to volunteer.
- Lauren: If you and I can find some time sit down and talk about how the form should be laid out, I will have it fixed before we get to the weekend.
- Kay: Let's do it immediately after this call, then.

- **Newsletter**

- **CN Special Weekend Edition**

- Lauren/Ashley: Good to go. We do not have a budget to afford the printing for this issue. Calling for any volunteers to help pay. We need \$56.
 - Lauren-- pledges \$25
 - Robby pledges indiscriminate amount. Lots of \$1 bills.
- Ashley: We need to work on raising money for future publications. Next issue minimum cost is \$400.

- Distribution:
 - Hampton Inn
 -
- **Printing for College Night 2015**
 - **Deadline- Feb. 1 at conference call meeting**
 - **Estimates of printing needs and costs**
 - Ashley:
 - Eve: I see the "print request form" but where are those requests going? I don't see a list or document file on the drive for that. If there are additional items that need to be printed this is officially the LAST CALL. Tomorrow will be the last day that I am able to do any more printing.
 - Eve: The weekend edition is going to print by 5pm tomorrow. Kay, do you have time to print the labels for the VP lanyards?
 - Kay: I am printing after work tomorrow.
 - Eve: Good. I will get it to you. I will make a point to have it to you by lunch time.
 - Kay: I have all the labels. I updated what I'm printing on the spreadsheet.
 - Eve: I haven't updated it yet but I didn't put Crystal and Greg's last names.
 - Kay: I updated that. If you want me to print those, I can.
 - Amanda: I just bought the labels so I will do it.
 - Fish: Are you printing the street team labels?
 - Kay: yes and I'm also doing the VP street team labels when I get them tomorrow.
 - Eve: It won't say street team on them though. It will have your name and your committee.
 - Kay: Okay! Anything else that needs to be printed?
 - Amanda: Rookie packets are from leftovers, right?
 - Kay: Yes. I have 16 of them and we are recycling.

Membership and Spirit Committee

- **Purple Profile - member management**
 - **Lauren: GROUP MESSAGING- I'm SORRY!**
 - Alice:
 - Ashley: If we are going to make changes to the purple profile, let's
 - Kay: Lauren, Alice and I let's touch base after the call to sort through this.
 - Ashley will we have printed forms?
 - Lauren. No.
 - Kay: Thank you to the person who updated the purple profile to indicated the volunteer positions/programs that we have in place with each committee.
 - Kay: I would like to suggest that we use this form as people say that they want to get involved to pull up the form on your phone, enter the person's name and email and select where they want to help. If a profile comes in on someone who's info we already have and all that has been filled out on the form is the interests then Alice will know that the only section to be updated is the volunteer interests.
- **Vintage Voyage**
 - Fish: I pick up the van on Friday so I will need someone to take me to the airport to pick up the van after 12PM. I have tarps and buckets. If we want to decorate it we can do that but the only supplies that I have is car chalk.
 - Kay: Be careful if you're using car chalk that it doesn't ruin the car.
 - Lauren: If I can get a half day off on Friday I can swing by and pick you up.
 - Alice: We're coming up mid-day Friday so we can work something out if it doesn't

work with Lauren.

- Ashley: Talking to Kiwi about having a magnet that we could reuse every day.
- Lauren: Fish, we must get some good pictures of you and the van for publications. I will strive not to have the black death this year so that I can take those pictures.

- **Vintage Purples Street Team**

- Fish: We have 7 volunteers so I'm not sure if we're going to have more sign up.
 - Kay: I think that as we get there.
 - Fish: If we could include it in an email.
 - Fish: We will be meeting on Friday night or Saturday morning.
 - Ashley: I think that a great way to recruit for it is just to recruit your friends and ask people if they are interested in helping people out.
 - Ashley: Libby is our coordinator to find out when she is coming to Montevallo, so what I had envisioned is that Libby was going to have a meeting with them on Saturday morning and that way she can get their stuff.
 - Kay: It sounds like Fish and Libby need to get on the same page by touching base as to when the meeting will be.
 - Ashley: An informational document for the street team. Those volunteers need to have Libby's phone number then Libby needs to have all of our phone numbers.
 - Fish: I don't have Libby's phone number.
- Kay: I have the label for the front and we're putting the business cards in the pocket. Do we need to put anything on the back of the nametag like contact info?
- Kay: Can we please make sure that we have all bags with leftover newsletter returned to us. I want to do this so that:
 - 1. We can count the total amount not given out so we have an idea of how many were distributed.
 - 2. We can save the donation envelopes that are stuffed inside to be used in the future, this will save money.

Ashley: Where are we putting stacks of the newsletter?

Kay: at the Coffee and a stack in Ramsay since it's a center for the older alumni.

Fish: I was wondering if we were getting moon pies or if I need to get them.

Lauren: We got them today.

Fish: so are we giving them out through street team?

Kay: No. All that they are giving out are the business cards, matchbooks, CTQ and printed info sheet.

Ashley: Yes.

Kay: So, Fish is going to get ahold of Libby to establish a meeting time. Is there anything else for membership and spirit?

Eve: We're good.

Special Events Committee

- **Hotel Welcome Bags**

- Amanda: I purchased mini chocolate moon pies today and am working on labels. How many bags will we prepare for Ramsay? Do they also get name labels? Are we going to put a VPAC business card in the welcome bags?
- Kay: The hampton inn is whatever number of people are on that spreadsheet and they are listed by name. I typically make about 10 extra for Hampton Inn that don't have

names. They do not get a cookie or moonpie. It's an all-paper bag: CTQ, Alabamian, etc. The ones for Ramsay don't get moon pies because they don't get the joke.

- Amanda: I would still like to the business cards tied with ribbon to the handle. That can be tedious so I will get that done.
- Eve: We could staple them to the bags. It would be faster.
- Kay: You could make sure that people really pay attention to it by attaching it to the cookie. That way, we know that they will see it.
- Eve: Why don't we do double sided tape?
- Ashley: It was a mess.
- Amanda: I have like four things of ribbon already that we can use. I think that's it. I looked at the agenda to see who's got what and I think that we have all that we need.
- Eve: I have the stickers and matchbooks in my tote.
- Amanda: I think that's all we have. We are going to do those at the work session Thursday night.
- Kay: When we get down to just a few items of something, we should just allocate it for prize packs and donors.
- Amanda: I don't have the purple pin bows. Kay, do you have them?
- Kay: They are either with me or Eve.
- Eve: I went through all my stuff and I don't have them.
- Kay: I'll double check. I have the last two issues of the Alabamian and I will be picking up the most recent one as well. I plan on rolling them up into a scroll for the bags.
-
- Kay: I will have PV cookies for all of the bags that will be at the Hampton Inn.
- Contents of Bags:
 - Amanda - Bags
 - Amanda - Labels
 - Eve - Cow Tale Quarterly
 - Kay - Alabamian's - rolled like scroll
 - Kay - College Night Program
 - Kay - Granola Bars
 - Amanda - Moon Pie
 - Kay - Bottled Water
 - Kay - PV Cookie
 - Lauren - Business Card
 - Kay- Purple Pin Bows
 - Eve: Purple Spirit Stickers

- **Welcome Dinner**

- Amanda: What is the updated number of RSVP's? I will email Jeff on Thursday the number we have at that time.
- Kay: right now we are between 23 and 25 on Facebook but last year there were around 47 so I'm guessing between 50 and 60 people. What about karaoke?
- Kay: What about signature drink where portion of proceeds go back to VP's?
 - Amanda: We're not doing this.
- Kay: Are we having karaoke after the dinner?
 - Amanda: The Tavern hosts karaoke every Friday night from 10-2am. Sounds like a yes to me:)
 - Amanda: The tavern does karaoke every Friday night from 10-2.
 - Kay: Perfect! I would stick around for that.
 - Ashley: That would be a good thing to chat up on social media, everybody.

- **After Party:**
 - Eve: The punch?
 - Kay: It's BYOB
 - Eve: Ok. good. Well, I got all of last year's decorations minus the centerpieces. I just need helium for the balloons. Lauren, do I need to get fabric?
 - Lauren: I bought some material today. It's still folded up so I need to get it out and measure it to make sure that we have enough. I have a plan. Why don't you and I talk tomorrow night and we will get it together.
 - Eve: Alright. I wanted to have some past programs and stuff in one of the alcoves in the room. Does anyone have any objections?
 - All: no
 - Eve: I also have an alumni directory from 2012 that has updates on alumni. It's a big nice book. I thought it would be cool to look through at the after party.
 - All: sure
- **Homecoming Brunch**
 - Kay: I am reaching out to Einstein Bros. on campus to see what we can get in the way of a bagel, pastry or fruit tray. They are not typically open over the weekend so if they haven't told me by tomorrow if they are willing to do our order, I'm just going to put the order in with the one in Alabaster. The purple side is making a banner and setting up the room. We just have to show up with the food. I will be paying for it but the university will reimburse me up to \$200
- **Farewell Brunch**
 - Kay: This always at Cracker Barrel it we get seated as we come. I typically am the one that gets there and puts in the reservation but I don't think that I can be there this year. I can come by to say hello, but someone needs to step up and take the lead on going to the brunch. Can someone do this?
 - Eve: Okay, I guess I'll do it.
 - Robby: I'll be drunk (with some strippers--Robby, don't give them all your singles, publications needs them) so I can't do it.
 - Eve: What time do you recommend that I get there?
 - Kay: I call them an hour out but then get there 10 or 15 minutes early. It's happening at 11AM. The last thing is the hotel staff thank yous.
- **Hotel Staff Thank Yous**
 - Kay: The last thing is the hotel staff thank yous. Last year we sent thank yous with cookies. If we want to make a gift box I can give you a couple of cookies from the welcome bags batch.
 - Eve: Do you guys have any suggestions as to what to put in the thank you bags?
 - Robby: A good razor or nice shaving cream is a good gift.
 - Eve: What about a gift card for a restaurant?
 - Kay: I like that.
 - Lauren: Multi-restaurant gift cards are great for that because you can use them with options.
 - Eve: This is just for Brad, right?
 - Eve: Last year I sent cookies and a thank you note to Brad & his staff at the Hampton Inn after CN weekend. This year I would like to prepare a small token of thanks to give them while we are there. Do you guys have any ideas for this gesture?
 - Kay: If want a gift box, I can give you a couple of cookies to add to a gift box.
 - Robby: Shaving Cream, a gift card.
 - Kay: I'll pick up the gift card for Brad.

Other

- **Next Meeting:**

- Kay: The next meeting is scheduled for Sunday 3/1. This will be a recap email of College Night where we will run through the weekend of activities and feedback/thoughts will be shared.
- Kay: If we're going to send a follow up survey in 2-3 days following College Night to get the best responses and feedback to grow on.
- Ashley: We need to keep it to less than 14 questions and need to make sure that those questions are questions that can
 - Special Events:
 - Are these special events relevant?
 - If there was something such as a weekend pass available, would you purchase it?
 - Communications
 - Initiatives

Lauren: I suggest that if everyone has something that they would like to ask, email those questions to Vintage Purples by Tuesday night and by the time we prepare for the weekend I will have the survey for everyone to look at so everyone can review and state if it works for them or doesn't work for them so that we can get it approved to send out.

Eve: I think that we need to be careful of how we word the questions and how we are asking the questions.

Robby: I am coming in Thursday and staying with Charlotte/Bliss Thursday night, will be at hotel on Friday morning.

FOLLOW UP TASKS

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

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AGENDA

- ✎ Vintage Purples Alumni Club
 - Structure of alumni club
 - Review of committees
- ✎ Administration Committee
 - Financial Management
 - Fundraising
 - Point of contact for UMNAA
- ✎ Membership Committee
 - Database management
 - Volunteer recruitment and management
 - Social media spirit
 - Vintage Voyage, your DD after the PV!
- ✎ Special Events Committee
 - Homecoming Weekend Activities
 - Vintage Purples Welcome Dinner
 - Vintage Purples Homecoming Brunch
 - Vintage Purples Victory Party
 - Farewell Brunch
- ✎ Communication Committee
 - Email/Text/Social Media Updates & Info
 - Cow Tale Quarterly Newsletter
- ✎ Operations Committee
 - Organizes and conducts committee meetings
 - Project manager for all Vintage Purples committees
 - Special projects fundraising
 - Point of contact for UMNAA
- ✎ What's Next?
 - You Tell Us!
- ✎ Questions

Vintage Purples

02.15.2014 Business Meeting

Alumni Club

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Our Leadership

Ultimately, the Vintage Purples 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 volunteer committees. Each Vintage Purples committee will work together to accomplish the goals of our organization.

Administration Committee The administration committee is responsible for managing club finances. This committee is for the people who want to get things done! Administration works closely with the operations committee on fundraising campaigns, with other committees on special projects and with the UMNAA.

Membership Committee The membership committee is tasked with coordinating and cultivating meaningful relationships with the members at large. Committee members organize and implement the Vintage Purples street team and the Vintage Voyage program as well as maintain the membership database.

Special Events Committee The special events committee is responsible for planning and executing all Vintage Purples events before, during and after the College Night weekend. Committee members are hard-working and devoted to the Vintage Purples experience!

Communications Committee The communications committee maintains all venues of communication for the club, provides news and informational publications, participates in communication initiatives, such as The Cow Tale Quarterly. In addition, communications plays a critical role in the editorial and creative processes of all other VPAC publications.

Operations Committee The operations committee leader is a liaison between VPAC and the UMNAA to identify and address the needs of the College Night tradition. Operations organizes fundraising campaigns, acknowledgements and special projects. This committee needs more project managers to assist with the overall operations of the Vintage Purples Alumni Club.

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VP Committee Meeting

03/01/2015

Welcome

- **Recorder of Minutes:** TBD
- **Meeting Attendees:**
 - Eve Black, Alice Thompson Moore, Robby Brueggeman, Alisha “Fish” Ranelli, Ashley Kelly, Lauren Brown, Amanda Slay
- **Purpose of Meeting**
 - Post College Night Discussion

Operations Committee

- **Operations**
 - Kay: After much thought and with a heavy heart I have made the decision to take a step back from the Vintage Purples Alumni Club and lessen the responsibilities that I have within the group.
 - I would like to continue to work in the capacity of fundraising and being a liaison to the University (a shared responsibility with Robby), however there are several other responsibilities that I need to take a step back from.
 - When trying to recruit people during the College Night weekend I was looking for people to assist with the Operations committee and the common theme among the responses was “oh, there’s not another Kay, I can’t do what you do but I’d be willing to help out on another committee” which is very frustrating because I can no longer dedicate the same amount of time that I have in the past which has enabled me to do as much as I do for the VPAC.
 - I would like to continue:
 - Serving as a liaison between UM and VPAC (along with Robby)
 - Fundraising - I imagine that this would work in such a capacity where if \$TBD is needed, that it’s communicated to me and I work with that committee to put fundraising initiatives in place to raise the money needed.
 - Organizing the annual alumni dinner
 - Mailing social media prize packs as they are awarded
 - It’s my recommendation that we identify a volunteer who is interested in serving as a “Stage Manager” for the VPAC and the responsibilities would include:
 - Drafting agendas for meetings (time estimate: 1 hour/meeting)
 - Typing, proofing, distributing minutes from meetings (time estimate: 2-3 hours/meeting)
 - Sending project/deadline reminders via text, phone, email (time estimate: 1 hour/week)
 - Sending Thank You notes (donations) (time estimate: 1 hour per week)
 - Serving as the main point of contact on all projects across committees (time estimate: 3-4 hours/week)
 - Alice: I think we could have some other people take over some things. I would be willing to do the thank you notes but I wouldn’t really have the ability to do the deadline reminders and point of contact stuff. Does it have to be one person?
 - Ashley: I think that’s what we have to figure out.
 - Alice: I just wonder if we should all just take on a chunk of it instead of it all being on one person.
 - Lauren: If there is an email going out at some point, and see if we get a response back... I’m opening the profiles to see if anyone clicked leadership. Surely we can reach out to new people and advertise it as well.
 - Ashley: I think we could definitely we could put it out like a want ad through email and social

media to see who would be interested. What do you think Robby?

- Robby: We can definitely just see what's out there. Yes. All of the things.
- Alice: For the time being, dividing it up among us will work until we find someone.
- All: Agreed.
- Robby: We are all done till next year, thankfully.
- Ashley: What we need is a person who will prepare the agenda and minutes. Then clean them up and send them out post-meeting. Other than publications, we don't have many impending deadlines. So, we have some downtime. If we commit to looking at the task-list and completing our tasks, we may be able to cover this until we find someone. Is this something we can do?
- All: YES.
- Alice: I will cover thank you cards.
- Eve: We made stationery to send out VPAC mailings.

Special Projects

- **Archives Project**

- Kay: This has begun with the University, we were able to record about 13 years of College Night Program purple names! I am waiting on the Carey Heatherly from the archives to provide an update. He's going to have his student workers scan the programs then email them to us so that over the next year we can continue to record the names to update the alumni database.

- **College Night Endowment Fund**

- Kay: No news from the University Development.

- **College Night Vendors with Portion Proceeds for VP's**

- Kay: Kiwi did extremely well and was able to make a \$305 donation to VPAC which has already been deposited into our account.
- Kay: I think that this is one of the best fundraising initiatives that works well for our group. I would like to see us having 2-3 vendors next year who are all operating the same as Kiwi (just different products) and donating a portion of the proceeds back to VPAC.
- Ashley: How to we proceed with this?
- Robby: That will be something that we, as the committee, I don't think that we need anyone to be in charge of it. We can just approach them.
- Alice: I think it is a good idea to vet the as they come to us.
- Ashley: Should we post about it online?
- Lauren: No. I think it will be more of a headache.
- Alice: I think just let them find us.

- **Purple Side Song & Cheers**

- Kay: We will need to have someone who is taking the lead on this project. We will need to hold on this project until after the leader elections take place because while alumni are geared up and ready to "fix" things we need to approach this delicately to not upset the purple side. Once new leaders are elected we need to reach out to them to ask if they are interested in the alumni coming to the Baby Purples mixer (or another event) to teach the side song and some cheers/chants.
- Ashley: Zach Banks is interested in leading this project, even though he doesn't have a profile. We will have continuing conversations about this as we work and make it a "History Preservation" project. Then if the kids want us, we will be ready.
- Lauren: This should be advertised on social media. We need a mailing address in addition to a digital version. There was so much talk on Facebook about what people have and did when they were in school. I think that we could advertise on social media as an all-call of any spirit/baby purple things that they have. We will probably get an overwhelming response.
- Alice: Let's make this digital. That should probably go on the newsletter.

- Ashley: I agree. If everyone agrees, I'll talk to Zack and get a game plan.
- All: yes
- **VPAC Storage Shed**
 - Kay: I need to make a phone call about this and get us a discounted rate since the location that Eve found is owned by my former landlord whom I still have a great relationship with. I'll follow up with Eve in the next couple of weeks.
 - Kay: It would be great if we could update the inventory list to see what we have to put into storage to be access how much space we need.

Administration Committee

- **Expenses & Budget**
 - **Current Account Balance:**
 - Robby: I haven't gotten the latest budget from but if I don't have anything tomorrow, I'll reach out to Brenda about it. I sent her an email asking some questions and she can send us the name and addresses of people who donated but not the amounts. She also wants to be put on the distribution list for the newsletter. Let me know who to send her contact info to?
 - Ashley: We can add her to the email with no problem. Just send the contact info to vintage purples.
 - Kay: Please let me know when the list is complete of donations received since 2/1/2015, I need to write thank you notes for these donations.
 - Ashley: Alice, can you just do them this time so that Kay doesn't have to deal with it?
 - Alice: Yes.
 - Robby: I will let Alice know who needs a card.
- **Budget Requests**
 - People to present a request for budget money:
 - Fish: I received donations totaling approximately \$90 and I don't know what to do with it to offset my cost. \$60 of that was from one single donor.
 - Robby: Just send it to UM. I don't know how you want to it. If you want to do the whole \$90 to UM and then reimburse or if you want to divide up the money. They can't really divvy up the money for us so we will have to keep up with that. I just need to know how you want it divided so I can add it to the spreadsheet.
 - Fish: I just want to make sure that the person who gave the \$60 is provided with the tax deduction. I'll just put it in two seperate envelopes and send it in.
 - Lauren: Fish, as far as requesting things, I can email the link to the expense form to you if you want. There is a question on there about reimbursement. Just fill it out and request what you want to be reimbursed. Robby can see those responses.
 - Robby: Because of the weather, I haven't been able to process Lauren's request but I will this week. Fish, how much was the total?
 - Fish: Roughly \$180.
 - Robby: Well, how much do you want to be reimbursed? I don't know the budget right now.
 - Fish: I just want the \$90 that was donated.
 - Robby: Everyone has to approve or disapprove.
 - Eve: I suggest that Fish should just keep the cash donations as reimbursement.
 - All: I agree
 - Fish: I just didn't know if we needed a record of that for tracking.
 - Ashley: I think that would be best but it's up to you guys.
 - Eve: Yeah.
 - Robby: We can put a spreadsheet under special events folder for tracking that money. Simple as that.
 - Fish: I'll send in the \$60 for the one donation and hang on to the cash and you guys can track

it internally.

- All: Yes.

Communication Committee

- **College Night Survey**

- Ashley/Lauren: We have only had 31 responses so far. We are going to make a push for one more week, then we will compile the data and share it on our next call. We would really like to get to 50 responses. We will then sift through that information, compile the data and be able to share with you what we got back on the next call.
- Alice: We need to put it out on social media again.
- Ashley: We need to all tell our friends about the survey and they need to fill it out. It's important.

- **Emails**

- Ashley: I'll put the point breakdown in the next email with the survey. We need to hold off on publishing the points until the newsletter goes out.

- **Social media**

- Alice: I've been kind of lax because life gets in the way but prior to CN Ashley and I talked about creating separate accounts to manage the social media pages.
- Ashley: We are going to try to reach out for guidance on how to create an entity for the organization. We want to get individual names off of official posts. There are a lot of questions now relating to this issue.
- Eve: Is there a way to tag the group on pictures.
- Ashley: I don't think so. We are working on it.
- Alice: One thing real quickly, when people ask to be part of the group, check on them. We have had some "people" added that aren't real. Check into them and see who they are.

- **Remind 101**

- Lauren: College Night 2015 fail. Sorry guys. I need to look at volunteers and get a team together for this. This year, I simply got distracted and forgot to send things.
- Ashley: I think that Remind might not be as valuable to us as it was.
- Lauren: Yes, we lost a lot of membership and I couldn't remember to send things out. Once we got there, I was too involved with other things that it just wasn't on my mind.
- Eve: You're being awfully hard on yourself.
- Lauren: I just never sent out some of the things like the scores from the basketball game.
- Alice: I like the concept of Remind for committee purposes but for everyone else, it may be too much information.
- Ashley: We'll see what the survey results are. The feedback has been good so far. We may not even need Remind in the future.

- **Newsletter**

- Lauren/Ashley: Please submit IMMEDIATELY.
- Alice: What about talking to the lady that wrote the side song?
- Ashley: That's something that I'm working on now. I plan on it being a future piece on her and the evolution of our side song. Are you volunteering, Alice?
- Alice: No.
- Eve: Did everyone see the email of the things that I received?
- All: Yes.
- Robby: I have an idea. Why don't we put out a question on the VPAC page asking if there are any purples who have journalism experience? That way, we can get someone who knows what they are doing.
- Ashley: I have reached out to some people but I need to do that in the future. We will be able to do longer editions once it goes paperless

Membership and Spirit Committee

- **Purple Profile Database Updates**
 - Alice: If emails can wait till after Tuesday, that would be great.
- **Vintage Voyage**
 - Fish: I don't have much but I hope that my submission was okay. I'm not sure what to say.
 - Ashley: This is great. Very quotable. Is it okay for me to quote you?
 - Fish: Yes!
- **Vintage Purples Street Team**
 - Fish: I kind of felt like it was a dud. I don't know what the answer to is. I think just the lanyards with business cards is all they'll need. We need a different lanyard. They didn't hand out any of the quarterlies or anything. It's good idea to have people representing but business cards are the way to go for next year.

Special Events Committee

- **UM Alumni Office Request**
 - Kay: The alumni office has requested that we begin putting sign up sheets at our events so that both UMNAA and VPAC can track attendance to events. Is it possible to look at the group photos from each event and type up a list of the people who attended?
 - Ashley: We've been asked to have a sign-in sheet so VPAC and UM can track who attends our events. I suggest that we divide it up and make lists of attendees based on pictures.
 - Eve: Yes, okay.
 - Amanda: That works.
 - Eve: Maybe we should post them and make something in Google Drive. I'm not sure who all the people are.
 - Alice: I think that's a good idea. And I know that some people left before pictures.
 - Ashley: Maybe we can all pitch in and look through the pictures to make a list of those in attendance.
 - Eve: I don't know if it would be beneficial to put it up on the drive and all work together.
 - Alice: That may be a good idea.
 - Eve: Maybe Alice, Amanda and I can have a call on this. We can look at it together.
 - Amanda/Eve/Alice: Okay.
- **Hotel Welcome Bags**
 - Amanda: We got some good feedback. They were really overstuffed this year due to the free things that we weren't planning on. it was great to have it and it all went well.
- **Welcome Dinner**
 - Amanda: It went really well. I thanked Jeff at the end of the night and he said that everything went smoothly for them and I told them that we would probably be back next year and he said that would be great. I got positive feedback about the dinner itself. I don't know if we need to revisit how we do the food. Ordering at the table was good but it took a long time so I think for next year, I want to communicate better with them about the bar. I was under the impression that the cash bar would be open for dinner and it was never open. We just need revisit the buffet option to speed things up. People would then have to pre-purchase tickets. It will be the best option for next year.
 - Ashley: That's on the survey too so we will have feedback.
 - Robby: Next year, if Jeff is still there, we should get him to work our table if he is still there. The issue from the bar was because Jeff didn't make those drinks. The servers make the drinks so that kind of caused problems since they were pulled away from serving. So, maybe next year we ask for Jeff to be at the cash bar to be our bartender. That also gets tricky because if it is not successful, that's jeff's money.
 - Ashley: We could do a guarantee against his tips if we have the budget.

- Amanda: We could also account for that in the weekend pass.

After Party:

- Eve: I love doing events. I feel like people don't care about it. Take it or leave it. We only had 10 or 15 people show up and it just seems like the energy could be applied to another event. I don't think it would be missed.
- Ashley: Maybe we can table this until we get the survey results back.
- Eve: I love hanging out and the pictures look great but people don't come to it. Most people have other obligations.
- Ashley: We can still hang out without all the work if we want.
- Eve: We are not always guaranteed access to the conference room so what would we do?
- Amanda: There were more people there last year. It was more lively.
- Eve: I didn't get to experience it last year so I was disappointed this year.
- Alice: I think everyone is exhausted by that point.
- Eve: It could be dependent on who wins.
- Alice: And I think that it depends who is staying at Hampton. I think we had more people who didn't come to College Night and people who didn't stay in the block.
- Everyone: It looks awesome.
- Ashley: I just hate that people aren't there to see your hard work.
- Eve: It could be fun but I think that we should focus our efforts on the Welcome Dinner.

● **Homecoming Brunch**

- Kay: I thought that this went incredibly well. We had an estimated 62 people in attendance and two donations handed to me during the brunch which have been turned into the university.
- Everyone: That room is superior.
- Robby: Next year we will have to provide the food. So, that will be interesting.
- Eve: Why was it only one year?
- Robby: Because it was our first year.
- Eve: Why?
- Ashley: Many are put on and paid for by individual departments.
- Lauren: Other departments sell tickets to cover the cost of food.
- Robby: I think our budget issues will be resolved because we will be spending less money on printing, etc. so we will be able to cover the cost of food.
- Ashley: Yes, but the publications so far have been successful. The newsletter has been our most successful venture.

● **Farewell Brunch**

- Eve: It was successful. Around 20 attended. Cracker Barrel wouldn't seat us until we had our full group.
- Ashley: Did the attendees match who put in an RSVP on Facebook?
- Eve: Yes, I think so. I have a picture, so I can compare.

Other

● **Next Meeting:**

- **Ashley:** The next meeting is April 5
- Eve: I can't make any guarantees. I will be planning a wedding.
- Ashley: That's ok. Just add your notes before our call so that we are updated.
-

FOLLOW UP TASKS

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

Assigned To	Task	Due Date
Lauren/Ashley	History project in newsletter	
Alice	History project on social media	
ALL	Newsletter submissions	3/1
Eve, Alice, Amanda	Call about event rosters	ASAP
Robby	Donor Spreadsheet Update	3/6
Alice	Profiles Updated	3/6
Lauren/Ashley	Survey Results	4/5
Lauren/Ashley	Vacancy Ad	
Alice	Thank You Notes	
Kay	Confirm Storage Shed	
ALL	Lists of people in event photos	
Kay	Update from UMNAA on CN Endowment Fund	

Vintage Purple Conference Call

November 1, 2015

Host/Minutes: Teresa Banks

Present: Teresa, Lauren, Robby, Destiny, Ashley, Amanda

• Debrief of CN 2015/Vintage Purple Survey Results (Lauren)

- Following CN 2015, a survey was sent out to Vintage Purples to gain feedback on how to best serve our membership.
- There were 40 total responses. 36 CN attendees, 4 non attendees
- Events ranked from most successful to least successful based on results:
 - § Brunch
 - § Friday Night Dinner
 - § Business Meeting
 - § Vintage Purple Victory Party (received as many negative/neutral responses as positive responses)
- There was overwhelming positive response to the Vintage Voyage. Few people volunteered to drive, but 41.9 responders were willing to fund the VV.
- There were many questions in regards to the Street Team and its purpose.
 - § Suggestion – Use the Street Team at non CN events like Graduation, Founder's Day, Purple Mixer, etc. (Ashley, Robby, and Teresa agreed.)
- Many VP's had questions/concerns about live streaming CN. While we have no authority here, we would like to use our University Liaison to voice the concerns of our members.
 - § Why have there been changes about paying for the streaming? One year it was free; one year there was a fee to stream.
 - § If a fee is charged, can the data be downloaded for later viewing for people who can't watch the event during the live stream but would still like to watch CN.
 - § Could other CN events, like games, be streamed?
- Based on the survey results, the following two recommendations were made:
 - § Restructure/remove the VP Victory Party
 - § Rethink the use and purpose of the Street Team

• Communication (Ashley)

- The committee is ready to launch the Cow Tail Quarterly by the end of November.
 - § If anyone has any items that need to be included in the newsletter, let Ashley know.
 - § After the open invitation to the last conference call, Ashley was not sure if that open invitation should continue to all future conference calls and did not advertise this call on social media.
 - There was a majority consensus to continue advertising an open invitation to the monthly conference call via social media.
 - § Lauren – Communications will be launching a website by 2016.

- VP will move away from email communication and begin to primarily use Facebook, Twitter, and the new website.
 - The new website will have a calendar feature in which members can copy events onto their personal calendars. Google can send out automatic reminders for calendar events instead of having to manually email reminders.
 - All contact information for the VP committee will be on the website.
 - We are currently using a free server, but Lauren would like to pay for a simplified domain. Currently it is www.vintagepurplesalumniclub.weebly.com, and it would simplify to www.vintagepurplesalumniclub.com.
 - At the next call we will vote on Lauren's reimbursement of \$40/year for the simplified domain.
- § Please get on the VP Facebook group and make posts, share pictures, etc. to keep the positive energy up.
 - We will continue the photo contest this year.
 - If anyone has ideas for fun Facebook contest, etc., please let Ashley know.
- **Operations (Teresa)**
 - Kay was on a conference call for work and was unable to join us. She sent notes for Teresa to share with the group.
 - § Teresa is stepping in to help with minutes and project management.
 - § Destiny has volunteered to help with fundraising and general operations needs.
 - § Robby and Kay need to follow up with the Advancement Office to see where they are with more detailed information about the endowment.
- **Administration (Robby)**
 - Robby is working on fundraising and upcoming expenses.
 - The budget is good right now, but in February, we will need to renew our fundraising campaign among the VP members.
 - Upcoming Expenses:
 - § Reimburse Lauren for website domain
 - § Cow Tail Quarterly Newsletter
 - Next issue will be a full print and be mailed.
 - After that, all issues will be paperless.
 - § Vintage Purple Brunch
 - Current Fundraising:
 - § Robby is working with the University on the endowment. We do not know at this time how much that is or how long it will take to access those funds.
- **Membership (Ashley)**
 - Ashley updated with information from Alice.
 - § There have been no new entries recently on Facebook.

- § We need to remind people to fill out or update their Purple Profile so we can keep membership information current.
- § Suggestion: Send a periodic (1-2 times a year) reminder via Facebook for members to update their Purple Profile.

- **Special Events (Amanda)**

- Friday Night Welcome Dinner

- § The Tavern is moving to the old Coach Company building. They will no longer have a special events area, and cannot host us this year.
 - § Amanda is working on other options:
 - Buffalo Wild Wings in Alabaster – They do karaoke on Friday nights, but they do not take reservations. They do not use the patio for large groups during the winter.
 - Zapopan in Montevallo – They have a side room, but when we went to speak to a manager about reserving it, no one would come and speak to us. Because of this communication issue, we would prefer not to use them as it may cause a larger problem in the future.
 - We could show up to The Tavern or BWW in smaller groups of 6, 8, or 10 and wait to be seated, but this could cause long waits and not everyone could sit together.
 - Catered dinner at the hotel conference room – We would have to advertise and presell tickets or front the money and sell tickets at the door.
 - Robby – This would bring too much financial responsibility on us and would seem too formal.
 - Destiny – She is related to the owner of The Tavern and is willing to speak with him to get more information or see if we can work out an arrangement to still have the dinner there. She will contact him tonight or tomorrow and get back with Amanda.

- § Survey Results:

- Based on the survey, the Brunch and Friday Night Dinner were the most successful events. We will put more of our time and energy in these areas.
 - The Vintage Purple Victory Party was not rated well. We will not have it this year. Looking at the survey results, we will go to a more informal hangout time in the hotel conference room and individual's rooms.
 - Lauren – Could we have an informal coffee/dessert hangout time at Eclipse?

- § Saturday Brunch:

- Teresa will pick up food from Panera Bread.
 - We need to be sure to remind them of our tax exempt status now that we have the documentation.
 - Last year the active Purples brought juice, milk, etc. We would like for them to do that again this year.

- Ask Abby to convey this to the actives for CN 2016.
- § Ashley – Suggestion: Speak to Vivian about volunteering for Special Events.

• **Closing Remarks (Teresa)**

- Teresa will send out a simple agenda before the next call. Each committee leader can fill in talking points for the meeting.
- Teresa will keep all meeting minutes and post them to the Google Drive following the meetings.
- Please let Teresa know if you have any questions/concerns regarding the agenda or minutes. We want to make this as efficient as possible.

ACTION ITEMS

Robby and Kay	Contact the Advancement Office regarding the status of the endowment.	By Dec 6
Destiny	Speak with Tavern owner regarding Friday night dinner. Relay results to Amanda.	By Nov 8
Committee Heads	Get in touch with potential volunteers and committee members.	By Dec 6
Communications/Ashley	Complete Cow Tail Quarterly	By Nov 30

Vintage Purples Alumni Club

Committee Meeting

10/04/2015

Welcome

- **Recorder of Minutes:**
- **Meeting Attendees:**
 - Alice Thompson Moore, Robby Brueggeman, Ashley Kelly, Lauren Brown, Amanda Slay, Kerry Komai, Theresa Hereford Banks, Kay Pruett, Destiny Hayden, Justin Banks, Abby McNeely
- **Purpose of Meeting**
 - Committee Organization for 2016

Communications Committee

- **Communications Vacancies-** Ashley
 - Open call for volunteers. Areas of interest include social media, publications, email and telecommunications, and web-based content.
 - Names: Kiwi,

Operations Committee

- **Operations Vacancies-** Kay
 - VPAC Secretary: Generates and archives agendas and minutes of official VPAC meetings. Acts as support personnel for the Vintage Purples Alumni Club.
 - Active Side Liason: Acts as a contact point between the active purple side and the Vintage Purples Alumni Club. Ideally, the individual(s) would be a recent graduate of the University of Montevallo with strong connections to the side.
 - Names: Theresa Hereford Banks (Secretary), Abby McNeely (Active Side Liaison)

Administration Committee

- **Expense & Budget Report-** Robby
 - Current Account Balance: \$1,172.00
 - Budget Requests: None currently.
- **Administration Vacancies-** Robby
 - Open call for volunteers. Areas of interest include budget and expense management, fundraising, and fund allocation.
 - Names: Justin Banks

Membership and Spirit Committee

- **Membership Vacancies-** Alice
 - Open call for volunteers.
- **Spirit Vacancies-** Fish
 - Open call for volunteers.
 - Names: Theresa Banks, Abby McNeely

Special Events Committee

- **Special Events Vacancies-** Amanda
 - Open Call for volunteers
 - Welcome Bags: Commitment includes 1 work session to assemble bags.
 - Friday Welcome Dinner:
 - Saturday Brunch: Theresa Banks

- Sunday Breakfast:

Closing Remarks- Lauren: efficiency and all inclusive

Our calls have gotten tedious and long at times with the small groups of volunteers that we have had. Our committees need more autonomy and do like Kay has promised to meet together as a committee to work and then report to the full group. If you are a committee head, you need to at least touch base with your committee members to let them know what you've done in the past and your vision for the future. This should happen before the November call. We hope to make this as efficient as possible and we, the communications committee, believe that having meetings between meetings is the best way to go. Let us know if you need to know anything or would like to volunteer for anything after this meeting! PV!

[illegible]

Agenda
Vintage Purple Conference Call
December 6, 2015

- **Communications**
 - Update on progress of Cow Tail Quarterly
- **Operations**
 -
- **Administration**
 - Update on status of endowment
- **Membership**
 -
- **Special Events**
 - Update from Destiny regarding use of the Tavern.

ACTION ITEMS FROM 11/1 CONFERENCE CALL

Robby and Kay	Contact the Advancement Office regarding the status of the endowment.	By Dec 6
Destiny	Speak with Tavern owner regarding Friday night dinner. Relay results to Amanda.	By Nov 8
Committee Heads	Get in touch with potential volunteers and committee members.	By Dec 6
Communications/Ashley	Complete Cow Tail Quarterly	By Nov 30

Minutes

Vintage Purple Conference Call

December 6, 2015

- **Host/Minutes: Teresa Banks**
- **Attendees: Teresa, Eve, Robby, Fish, Ashley**
- **Communications - Ashley**
 - Update on progress of Cow Tail Quarterly
 - We are working on the template and getting everything in place.
 - We are still waiting on a member spotlight on Rebecca and Stephen. Desmond is writing it and is trying to schedule an interview with them. Ashley is working on a plan B if this cannot be completed in time and considering rerunning Sara's piece from the CN edition.
 - Eve is leaving for PA on December 19 and has set a deadline of December 18 to have everything completed.
 - Communication to Alumni
 - CN Tickets are on sale and the Purple side has many exciting announcements such as the cabinet being announced, the baby purple mixer, try-outs for show have taken place, etc.
 - Concerns from Kay: None of these things have been communicated to the Vintage Purples. I know that we are waiting to launch a website, but should we consider sending at least 1 email to everyone to let them know that tickets are on sale and that we are working on a new communication plan (website) so at least they hear something from us? Not communicating at all could cause concern and frustration of why we're not providing updates, especially that tickets have gone on sale.
 - According to the flow chart, these should be communicated via social media. Alice is in charge of social media, and these requests should be referred to Alice first. Ashley will reach out to her and see if she needs help. The website is looking great and will have all of the information on it. It will be up over Christmas break. (Possible work session on New Year's Eve)
- **Operations - Teresa**
 - Alumni Club Call
 - Quarterly call (hosted by Tracy Payne & Stephanie Shaw from UMNAA) is Tuesday 12/8 from 6PM - 7:30PM CST. (Call information was forwarded to Robby & Teresa)
 - Kay cannot attend call due to rehearsal, someone from the group needs to represent the VPAC on the call.
 - Justin Banks will be on the call.
 - Annual Brunch in Homecoming Schedule

- In order for the brunch to be included in the homecoming schedule of events, Tracy needs confirmation of our time and location ASAP.
 - Our typical brunch is the Saturday of College night 10AM - 11:30AM in Wills 201
 - I've left multiple messages with Marion (Calendar office) about confirming room but haven't heard back from her.
 - Need to confirm the room with Marion in order to confirm with Tracy.
 - ****Robby completed the booking and forwarded the information to Kay.**
- **Administration**
 - No current update on status of endowment.
 - Current budget: \$1,172
 - Current/Upcoming Expenses:
 - Lauren needs a \$40 refund for the website. Robby called for a vote, and all approved.
 - Eve has an old receipt for printing CTQ. Robby will process it this week. Eve will work up a new cost breakdown for the current CTQ to Robby.
 - Brunch
 - **Membership - Fish**
 - We are planning on reaching out to graduating seniors and recent alumni.
 - We would like to be involved at the Alumni Coffee and Brunch with the Street Team.
 - Membership needs more volunteers, so please let Fish and Alice know if you hear of anyone that is interested.
 - Eve wants to be involved with the Alumni Coffee and Brunch again.
 - Ashley recommended promoting membership/requesting volunteers on Facebook.
 - **Special Events**
 - Update from Destiny regarding use of the Tavern. - No update available.
 - Fish has the van covered at no cost for the sober ride program.

ACTION ITEMS

Robby	Process old receipt from Eve.	By Dec 13
Robby	Check with Calendar Office to reserve Wills 201 for the Brunch.	COMPLETED
Destiny	Speak with Tavern owner regarding Friday night dinner. Relay results to Amanda.	ASAP
Communications/Ashley/Eve	Complete Cow Tail Quarterly	By Dec 18