

**PSUAA Greater Chicago Chapter
Board Meeting
Fox and Hound Smoke House and Tavern
Arlington Heights, IL
November 6, 2004**

1. Welcome And Introductions

Sally Anderson, President, called the meeting of the Greater Chicago Chapter of Penn State Alumni Association to order at 10:15 am. Those present were:

Jaime Ellis, Vice President
John Wenaas, Treasurer
Kari O'Brien, Membership
Kristen Richards, Service
Charlie Carter, Scholarship
Erika Dusen, Communications
Ken Sherman, Parent-Student Interaction
Ron Kochman, Member at Large
Samantha Shaffer, Member at Large
Mark Israel, Member at Large

2. Approval of Minutes

Charlie Carter requested a change in the minutes from the September 11, 2004. The change is under section 6. New Business, item H. It should now read, "The next meeting include an agenda item examining the Chapter's by-laws regarding credit card usage." All were in favor.
The motion Passed.

3. Committee Reports

A. African American Alumni Organization
No report.

B. Alumni Admissions
Colin Murphy stated that he would begin assigning schools to members. He also held a meeting after the last board meeting with the volunteers.

C. Communications
Group discussion regarding mailings and whether a mailing permit would be beneficial for the chapter. Sally Anderson stated that we need to have at least 200 mailings in order to obtain a permit.

Erika Dusen also suggested a Networking Event. Erika was interested in a business-networking event for that would include members, current students, and parents during spring break. She will work to organize a March networking event.

D. Membership

Kari O'Brien will begin flagging new members on the spreadsheets so that we can do a mailing to new members.

Kari also discussed the need to separate the football ticket mailer from membership. The current process delays the mailings to new members, as Kari does not have the membership information right away. Further discussion involved the use of pay pal for online payments. This would simplify the process for members and we may improve our membership and event attendance. For both the membership and event mailers (and the potential use of pay pal), we need to follow up with people planning the event so that members can pay in one mailer. Group voted to keep the same form.

The board also discussed rolling membership. Erika Dusen could have a mailing sent to non members (only to those members that did not renew for 2005.) Board also determined a cutoff for membership to those members that joined late in the year, as they should not have to renew within a few months. The cutoff for current membership will be May (any person that joins between May and the end of the year will not have to renew until the following year's membership newsletter is sent.)

Sam Shaffer agreed to merge and verify the multiple member lists so that we have one clean list of current members and those that have not renewed.

E. Scholarship

Charlie Carter reported that 4 out of the 5 students that received Scholarships have sent Thank you notes. The notes have been e-mailed / covered with the board.

E. Service

Kristen Richards reported that there were 6 runners / walkers for the City of Hope's "Walk to Cure Breast Cancer" on October 17th. The group raised \$450.

On Sunday, January 30th, the Chapter will again participate for the "Step up for Kids". (see also the Social report for further discussion).

F. Social

Mike Irwin reported that the football viewings have been going well. Group talked over how many viewing spots we should 'sponsor'. Many members request suburban locations. Mike also mentioned that he will be planning events for Big Ten Alumni night and Second City.

Jaime Ellis mentioned that she would like to plan another post holiday party at Dunlays in January. Kristen asked that we look into the possibility of holding the party as a joint

fund raiser for “Step up For Kids.” Jaime said she would contact Michael Dunlay the following week.

H. Sports

No report.

I. Web Site

No report.

J. Parent-Student Interaction

Ken Sherman reported that the directory would be sent out shortly. Ken credited Erika for the advertisement idea. We had two ads: Allstate and Potbelly. Approximately 170 are part of the directory.

4. Treasurer’s Report

John Wenaas provided a copy of the Treasurer’s Report to the Board. The report was reviewed. The Chapter’s Balance Sheet as of November 6, 2004 was shared.

We were able to distribute all of the football tickets for the season.

The Treasurer’s Report was approved by all.

5. Old Business

A. Chapter Master Card Account

Board agreed that credit card ownership will fall with the Treasurer. Board also needs to review by-laws for the next meeting. The chapter by-laws are on the psu-chicago website.

Charlie Carter suggested that each member put together a budget for the following year to help plan card usage. Board approved and each member will estimate their own budget and submit for board approval.

6. New Business

A. Board / Chapter Goals

Sally Anderson asked that all board members think of Chapter and Personal goals for their committees and areas for the next meeting.

Board voted on filling the open Member at Large spot. Two candidates wrote emails / bios describing their interest in the position. Upon discussion of the letters, the board voted Jennifer Price as the new member. Sally will contact Jennifer.

Sally Anderson passed out the new magnets to the group. She is finishing the magnet mailing and sending to the new members.

Ron Kochman will be transitioning the hard copy newsletters from John Wenaas for those members that wish to have the monthly newsletter sent home. (Approximately 20 members have them mailed home. Ron has agreed to do the mailings for the next 6 months.) Ken Sherman agreed to the following six months.

7. Next Meeting

The next meeting will be on January 8, 2005 at the IBM building in Chicago.

8. Adjournment

There being no further business, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Jaime Ellis

Vice President