



Alumni and Friends Association Focus Group Meeting 4
Thursday, May 13, 2010 – 7PM
Agenda

Introductions

In attendance: Anna Scholl 81, Michelle Brill 79, Jennifer Vander May 88, Melissa Mackenzie 88, Sandy Spender 86 and Bill Harwood

*Review last meeting notes

Communication Modes:

Facebook Page Update

We discussed using the Facebook pages already in place to continue to spread the news about the Alumni and Friends Association through postings and links to emails. We discussed adding Bill/Director of Development to the sites as an administrator to facilitate timely postings of information and links to the School Website. A jpeg photo of Bill is needed to add to the sites. We need to do an inventory of the available sites and move forward. If you are an administrator of a LWCS Alumni Facebook page please contact Bill at bharwood@lwcs.org to make contact and give information.

LWCS Website Update – Alumni and Friends Page: Outline Content

We looked at the new website for the school and the Alumni and Friends page. We will have an outline of the page by the next meeting so all will be ready when the new school website is launched.

Data base Update

We currently have 400 names entered into the database and student aids continue to add to the database daily. We also spent a lot of time revising the old database to add additional information. We will match the fields of the data base with the new contact information page of the new website. They will match so we have easy transfer of information. This item is now under construction. Thanks to Kevin Albury for all his help with the database.

Events – What's next?

August/Early September – Kickoff Mixer/Date

Everyone agreed to an adults only mixer in September. Tentative dates are Friday, September 10th or 17th. More information coming soon. We will look at ER Bradley's at the WPB Country Club or Salainte in Boynton Beach depending on the availability of a private room.

Leadership and Charter

It was agreed by all that by the Summer, a leadership will be voted in place. We still need additional participation by Alumni and Friends. The Alumni and Friends Association will operate under their own leadership and Charter. After the leadership is in place, Bill Harwood will become the Alumni and Friends Relations point for the school along with his duties as Development Director.

Development Board Appointment

This will be the responsibility of the VP of the Alumni and Friends Association. The group nominated, and the nomination was accepted, for an appointment to the Development Board. Upon final acceptance by the nominee, the name will be announced at the end of the month.

Open Discussion: Ideas

Next Steps – Set next meeting agenda

We will focus on selecting leadership at the next meeting and continue planning for the September Mixer.

Next Meeting Date

The Next Meeting Date is:

Wednesday, June 9th at 7PM. Room TBA.