



Alumni and Friends Association Focus Group Meeting 5  
Wednesday, June 9, 2010 – 7PM  
Agenda

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Attending: Charlene, Michelle K., Aaron, J. Paul and Bill

### Introductions

\*Review last meeting notes

### Communication Modes:

#### Facebook Page Update

It was recommended that we use the 50<sup>th</sup> Anniversary Facebook page as the focal point/hub of the Association. We will speak with the administrator of that site to add Bill/School to the site as an administrator. We discussed links directly to the Alumni and Friends page on the school website as well as a link to the Facebook page from the Alumni and Friends page.

#### LWCS Website Update – Alumni and Friends Page: Outline Content

We looked at the new website template for the school and discussed the content and dropdowns for the Alumni and Friends Association page. The dropdowns may be: Register (opt in to receive emails and information), Facebook, “Do you remember?”, Alumni News, Alumni Business Directory, Alumni Fund.... The Business Directory would be linked to the School’s General Business Directory/Network

#### Data base Update

We will target a mailing for early August to heavily promote the September 10<sup>th</sup> mixer and encourage Alumni and Friends to go to the website and register. The new registration site will be updated with the fields we discussed at the last meeting.

### Events – What’s next?

#### September 10 – Kickoff Mixer/Date

We will target Friday, September 10<sup>th</sup> for our Kickoff Mixer. It was decided that all participants in the Alumni and Friends Focus Group Meetings will serve as committee members to plan and execute the event

## Leadership and Charter

We discussed electing leadership until after the September 10<sup>th</sup> Mixer. There will be an Association meeting scheduled shortly after the Mixer to elect leadership (Tuesday, September 21)

### Open Discussion:

#### Ideas

We discussed the idea of an Alumni and Friends Trophy/Display Case somewhere on campus. It would be a place for Alumni and Students to “bond”.

#### Next Steps – Set next meeting agenda

The next meeting will be on Tuesday, July 20<sup>th</sup> to plan the Mixer for September 10<sup>th</sup> and work on content for the website.

#### Next Meeting Date

Tuesday, July 20<sup>th</sup>. It was agreed that Alumni and Friends meetings will be held going forward on the 3<sup>rd</sup> Tuesday of each month for planning purposes.