

WDJAA Officer Meeting July 18,2004 Gilbert, AZ

Officers Present:

Dawn Farmer-President
Tanya Marsh-VPP
Patrick Brown-VPM
Shannon Scannell-Secretary

Meeting Called to Order At: 10:21am

Dawn's Report on Current Banking Situation:

- We now have a Tax ID Number for donations and such. The Tax ID number is (removed for security) and the business name is WDJAA. For the current time, we are using Dawn's address as the address for the Alumni Association. Our new bank account is at Washington Mutual and the # is: (removed for security). Officers are allowed to make deposits but only Dawn is allowed to make withdrawals and write checks on the account. We also have a debit card to be used for online purchases and when necessary.
- We are working on closing the bank account in Flagstaff. Lucas is going to close the account in Flagstaff and place the money into the Washington Mutual Account.
- Discussion on the possibility of putting Pay Pal on the WDJAA website as well as an online membership form. A check would still have to be sent in to the NAA.

Discussion on Membership/Dues Situation

Discussion about current memberships; who has paid their dues and are currently in good standing. Patrick is going to create a color-coded spreadsheet to show when people have paid and how long their dues are good through. The list of current members and those needing to pay are as follows:

Blue designates that they have paid through Dec '05

Catherine Brown
Patrick Brown
Alicia Boyd
Dawn Morford
Kris Wright
Shannon Scannell
Adam Cantley
Diana Puig
Mark Degenkolb
Paul Patterson
Kimbi Sigle
Dawn Farmer
Tanya Marsh
Jessica Stone
Richard Mackey
Heather Mackey
Jessup Ferris

Orange designates that they have paid through June '04

Aaron Seifert
Brian Parker

Eric Geedy
Chuck Gawlik

Red indicates people that have not paid their NAA dues and are therefore ineligible to be in WDJAA

Mark Degenkolb
Brian Parker
Diana Puig
Eric Geedy
Chuck Gawlik

- Memberships will last 1½ years now instead of 6 months.

Dues:

Having to join both the NAA and WDJAA is a deterrent for joining WDJAA. We have to still pay the \$25 for the NAA. We can just say that the dues for WDJAA are \$45 and give the breakdown as: \$20 going to WDJAA and \$25 goes to the NAA.

- Really push the idea of giving a NAA membership as a senior gift.
- Idea of making a special on dues and have them be \$35 for dues through December '05. Have dues be \$45 for the 1st year and \$40 ever year thereafter. Cannot be any gaps in the membership, if your membership lags, you need to pay the full dues.
- Put on the form that a suggested donation to WDJAA is \$20.

Treasurer Plan:

- Deadline to get work done by 9/1/2004. Discussion of WDJAA Bylaw 3.214.
- Fulfill the duties of the office as outlined.
- Create a working budget using Excel or another program. Deposit checks, send a xerox copy to Dawn and straighten out banking issues with Lucas.
- **Pay NAA dues.**
- Be able to attend online meetings, and if she is not available to come, needs to tell someone and give the information needed to conduct business.
- Be able to attend the next online meeting on Thursday, August 26th at 9:30pm.

WDJAA Purpose:

Discussion about what the purpose of WDJAA is. Need to come up with a 2 or 3 sentence purpose of what we do. One of the values of WDJAA is that it is a networking tool for alumni of KKPsi and TBSigma. Continuing way to support the fraternity and sorority. Need to work on keeping a history of the Western District.

Mission Statement: The Western District Joint Alumni Association is an organization that provides alumni with the opportunity to remain actively involved in serving music, to maintain relationships with other alumni, and to serve as the liaison between the National Organizations and alumni. Furthermore, the organization provides assistance to the active membership in meeting their goals.

Our Purposes:

- Organizing worthwhile projects and events for alumni members
- Provide networking and knowledge sharing opportunities
- Communicate information regarding projects, events and activities of National and Local organizations.

- Offer professional, organizational and financial assistance to members of Kappa Kappa Psi and Tau Beta Sigma.

Vision Statement: To encourage alumni participation in music and service.

Planning by Office:

Secretary:

Newsletter: Fanfare: There is no actual date in the bylaws of when the Fanfare needs to come out. We discussed as a group possible dates for publication. The dates chosen were September 15, February 15, April 15 and June 15. The Fanfare will be geared towards the alumni but will also keep the actives in mind. The Fanfare will include information that alumni can pass onto their active chapters about awards and scholarships that they can apply for. The newsletter will be created using Microsoft Publisher. Each officer will have their place in the newsletter for articles. WDJAA members will also have the chance to submit articles. Submissions will be sent to Shannon by the 1st of the month for each newsletter. Shannon will delegate when articles are needed for the newsletter. Vision and mission statement and contact info needs to be in each issue. Accent articles will be defaulted to Shannon and if she cannot do it, needs to delegate to someone else. Stuff for the Accent will be sent to Shannon one week before the due date on the Accent.

Roster: Working on a roster, which will include chapter designation, name, e-mail, phone number. Pat is currently working on membership and updating the membership list.

Minutes: Minutes from meetings will be sent to Tanya to be posted online. Minutes from full meetings need to be sent out to the people listed in the bylaws.

VPPrograms:

Vegas Trip:

Sept 10th-12th, 2004. Working on the hotel situation: Caesars Palace, New York, New York, Excalibur, Luxor. Hotel information will be e-mailed out along with a cost breakdown.

Website: Currently working on the website and updating the information

Projects: Going to put a list up of community bands. Tanya is also on the Save The Music listserv, and will send along any important information she receives to members in areas where activities and programs are going on.

Handbook: VP of Projects and Membership are going to work on making a tri-fold to send with chapters after districts. Have the FAQ thing up on the website. Have the handbook reviewed and a working draft of the tri-fold by the leadership conference. By the pre-convention meeting, have the tri-fold ready for review.

NIB: Try to get more people to participate/try out for the NIB. Offer opportunities for people to do recordings for NIB and mail them out.

Alumni Ceremony: Send out Alumni Ceremony to schools who do not have them yet.

District Convention: Pitch to the District Officers the idea of lowering the cost to only include the banquet, ritual and some meetings to help increase alumni involvement. Talked about potential fundraisers, including something new on Friday night.

Talk about a Has Been Reunion-time(for past district officers) at district convention with time to talk and meet with people. Send out invitations to past District Officers. Possibly have a social event for alumni to meet and hang out.

Western District Day of Music: Compile a list of what each state is doing and pass on the information to the alumni so that they can participate too.

VPM:

- Working on the list of what alums live in our area. Have a link on the website so that people can e-mail Pat their information (chapter, last name, first name, address, phone #, e-mail, AIM).
- **Membership:** Have the form for membership. Pat changed the membership form a little bit, looked at the updated version. We changed the membership fees for renewals-making it \$40 for renewals.
- **Membership Renewals:** If you signed up as a new member at convention, your dues will not need to be renewed until December of the following year. Otherwise, your dues go from Jan 1st to December 31st, if you are renewing membership. If you registered in April 2004, you will not have to pay dues until December 2005. Pat's job to send out renewal notices in Nov. and to also fill out the NAA forms for WDJAA members.
- Pat is working on getting alumni information from the different chapters so we can have a current list of alumni in our district

Senior Lunch/Activity: Want to plan something for the graduating seniors. Talk about what we can do to recognize them. Using it as a recruiting tool. On registration form, do we have access to who is graduating? What do we want to do for the graduating seniors-goodie bag, pin to wear at ritual, banquet, etc?

Dawn's Bag 'O Crap

- District Council stuff: The district council wants more Local Alumni Associations-we had a discussion about this. The LAA's are more the job of the NAA and the local chapters as well.
- Alumni Award: Talked about Emily Parcell's idea of creating an alumni award for a chapter that keeps in good contact with their alumni. Em wanted our input on the idea and whether or not we would want to be a part of it. Our consensus is that it is not an award that we want to have.

Strategy:

Dawn is going to e-mail the chapter presidents, DO's, governors and counselors, offering up our help with anything that they need. We talked about when to buy equipment for chapters. Financial assistance: ritual equipment when in dire need.

Projects:

Day of Music
Vegas-Event
VH1 Save the Music
Active Chapter Project Support

Fanfare
Maintenance of Database
Alumni representation at local and national events
Senior recognition
NIB Support-tapes at events, delegate scholarship fund
Community Band List
Has Been Reunion
Alumni Breakfast

Bylaws: Discussion of bylaws

Proposed Changes to Bylaws
4.7 Removal of officer-criteria for removal
4.8 Filling a vacated office

6.6 Expenditures made by the association must be approved by quorum of the executive board.

Article IX
Strike bylaw 9.1, and renumber accordingly.

Meeting Done Finally at 3:45PM!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!