

# Simmons UNIVERSITY

## Alumnae/i Association

### October 15, 2022 Agenda Hybrid meeting

**Meeting Room: Knight Foundation Room (MCB Ifill College 1st Fl.) Masks Required**

**Theme: 125<sup>th</sup> Anniversary**

- Goals:**
1. Create and implement clear and consistent communications strategy
  2. Build and define effective relationships with internal and external collaborators
  3. Review and clarify the Alumni Association's internal structure, processes and accountability
  4. Develop consistent programs activities to (re) engage alum

**Meeting Facilitator: Karen Thomas '77- Co-President**

#### **Welcome - Karen Thomas**

- Karen welcomed and acknowledged meeting attendees, attending either in person on the Simmons campus or online via Google Meet. Some housekeeping items were discussed and folks were requested to continue wearing a mask if they were not speaking or eating.
- The meeting was broadly attended from Paris, West Coast, Minnesota, East Coast, Italy, New Jersey
- The meeting began with folks celebrating big and little events in their lives

#### **Roll Call - Priyal Goyal**

- Present - [Barbara Campbell Harvey](#), Jasmine Clark, Priyal Goyal, Kelly O'Connell, Gina Patterson, [Bobbi Thompson](#), [Karen Thomas](#), [Maddie Gretzky](#), [Theresa Brewer](#), [Lynne Devnew](#).
- Absent - Renata Bule

#### **Greetings by President Wooten**

- President Wooten spoke about everyday leadership. She started with a quote "Be a good ancestor. Stand for something better than yourself"
- Now that the world has resumed again, it is time to think about how we honor the legacy of Simmons as an alumnae board. This can be done by practicing everyday leadership.
- Spoke about 5 Ts of philanthropy -
  - Treasure, time, talent - Lynne wants to engage alumnae more.
  - Elevating the T of testimonies - everyone should be sharing their Simmons stories.
  - When Simmons leads, the world works better
- President Wooten spoke about a potential summer program where first and second year students would stay on campus during summer break and engage in internships, leadership development, alumnae mentoring opportunities to help them get ready for their life work

- She spoke about creating those special moments and memories that makes us close to our alma mater

### Introductions - AAEB Officers/Directors

- All officers introduced themselves to the group and online attendees
- Simmons Administration Guests
  - Acknowledgement of Regina Pisa, Jane Buyers, Enna Jimenez, Erica Schuling, Beck Rollins, Corey Zohlman, Renique Kersh, Elaine McCarthy attending the meeting

### Celebrations - Special Presentation

- Karen congratulated the great work done by Lynne Devnew, past president of AAEB and thanked them for their hard work and leadership that has contributed a lot to the legacy of AAEB. Lynne was presented with a Simmons pin.
- Bobbi congratulated the great work done by Theresa Brewer, past president of AAEB and thanked them for their hard work and leadership that has contributed a lot to the legacy of AAEB. Lynne was presented with a Simmons pin.

### Presentations - What's new @ Student Services by Dr. Renique Kersh (Vice-President for Student Affairs at Simmons)

- Renique was available remotely for the meeting.
- Renique shared the video that was shared with the Board of Trustees last year about the progress Simmons has done so far.
- She acknowledged that the past year has been tough at Simmons and the institution has come a long way in making progress
- She spoke about her early days at Simmons where she gathered a lot of feedback and focused on working towards what students and faculty/staff were saying. They focused on bringing the different departments together.
- She shared the mission of the Student Affairs department

## Mission, Vision and Values

The **vision** for the Division of Student Affairs is to deepen the Simmons student experience through strategic partnerships, coordinated care, and thoughtful and intentional programming.

To that end, the **mission** of the Division of Student Affairs is to empower all Simmons students to engage in transformative experiences outside of the classroom that foster career readiness, self-efficacy and a sense of purpose.

We **value**: Inclusive Excellence and Belonging; Collaboration; Data-Driven Decision Making; Student-Centered Practice; and Transformational Experiences

- She also shared the goals of the department that were carried into this year

## Goals

- To create an inclusive community where students develop a sense of identity, belonging, and pride
- To deepen strategic partnerships that enhance engagement, leadership and student success
- To prioritize well-being and support for undergraduate, graduate and online students
- To coordinate and strengthen communication to students, faculty and staff
- To reduce systemic and organizational barriers to student success
- To engage in data-informed decision making

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- They are working on prioritizing well-being and reducing barriers by re-looking at the policies and procedures and figuring out how processes can become more efficient.
- She introduced the recently hired staff members in student affairs as shown below:

## Current State



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- She spoke about the priorities of Student Affairs which continue to be very important issues not just across the university but around the world. Thrive is focused on student's mental health, Student agency is focused on making students more empowered and building deeper connections with the academic community



## Division of Student Affairs FY 2023 Priorities

A Pivotal Experience  
for Students



### P1: Well-being

Students will thrive in all areas of wellbeing



### P2: Student Agency

Students will be self-efficacious, resilient and empowered



### P3: Deepening Academic Connections

Engage in deep and meaningful partnerships with our academic partners leading to an enhanced student experience

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- She spoke about ideas how AAEB can be of better support to the university and better student life on campus



## Our Collective Work

- Alumni support of critical initiatives
  - Financial (Financial Aid and Retention)
  - Expertise (Wellbeing)
  - Pipeline Opportunities (Student Agency and Leadership)
  - Attendance and Participation
- Preparing Leaders for Life's Work
  - Internships
  - Employment Pipelines
  - Speakers Series
- Ideas? Please reach out at [kersh@simmons.edu](mailto:kersh@simmons.edu)

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## Nuts and Bolts of Chairing Great Committees      Bobbi Thompson (Co-President)

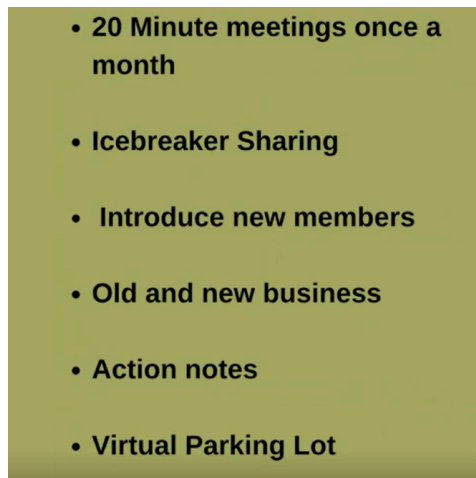
- Bobbi shared ideas on how to build a productive, fun and engaging committee. The tips would be helpful for the board members as they are building their respective committees



### SOURCING YOUR COMMITTEE

- Simmons Network platform
- Linked In Alumnae/i Groups
- Simmons Digest Alumnae/i profiles
- Your Simmons Friends
- Network at Simmons Events
- Ask Advancement for Suggestions

- Use the Simmons network to find interested alums or social media can be a great tool as well. If alums leave, make sure you stay in touch with them as they might come back



- 20 Minute meetings once a month
- Icebreaker Sharing
- Introduce new members
- Old and new business
- Action notes
- Virtual Parking Lot

- Schedule quick 20min meetings during the month as they are easy to schedule and more productive.

- Borrow ideas you like from other Aum Associations
- Bring your proposal to the AAEB for Resolution and approval
- Know your members' strengths and backgrounds
- Ask Members Directly to take on specific tasks
- Ask if they need support for that
- Make tasks bite-sized, defined and do-able.
- Have members bookend with emails that a task is completed
- 
- Choose your channel of communication for High 5's

- Try to find ideas that work for other committees either online or through your other experiences and use them with your committee. If the ideas work, bring it to the board and gauge feedback to see if we can make it bigger
- Always ensure to stay in touch with your committee and send reminders. Use technology that will be helpful and keeps your committee informed and in touch

- Send reminders 2 weeks & 1 week in advance
- Next Day action notes recap
- In between meeting news-

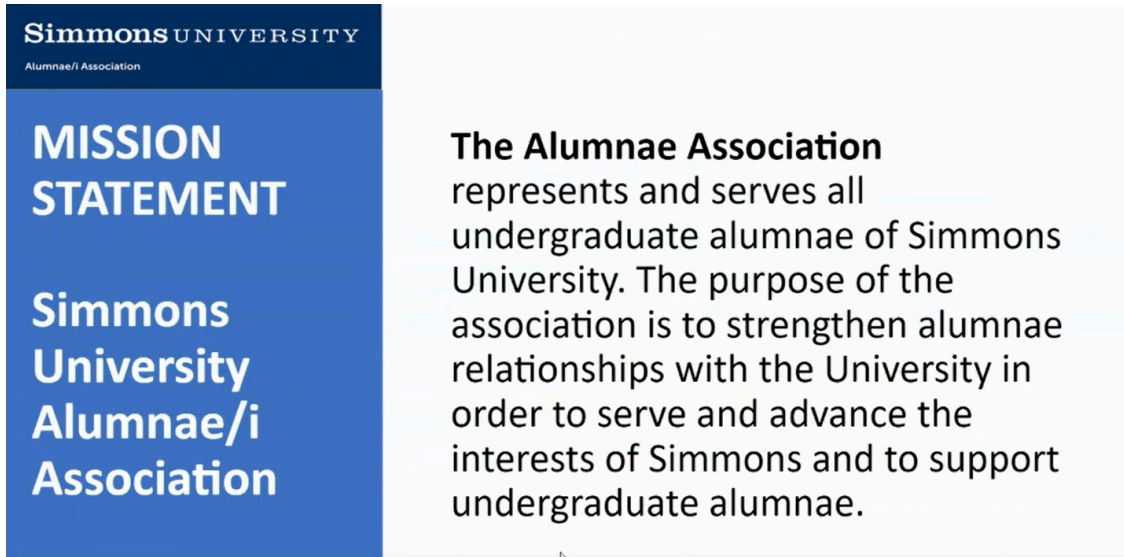
- Always praise your committee, make sure they know they are appreciated and their time is a valuable asset for the committee and AAEB

## Committee Reports

12:00- 12:50

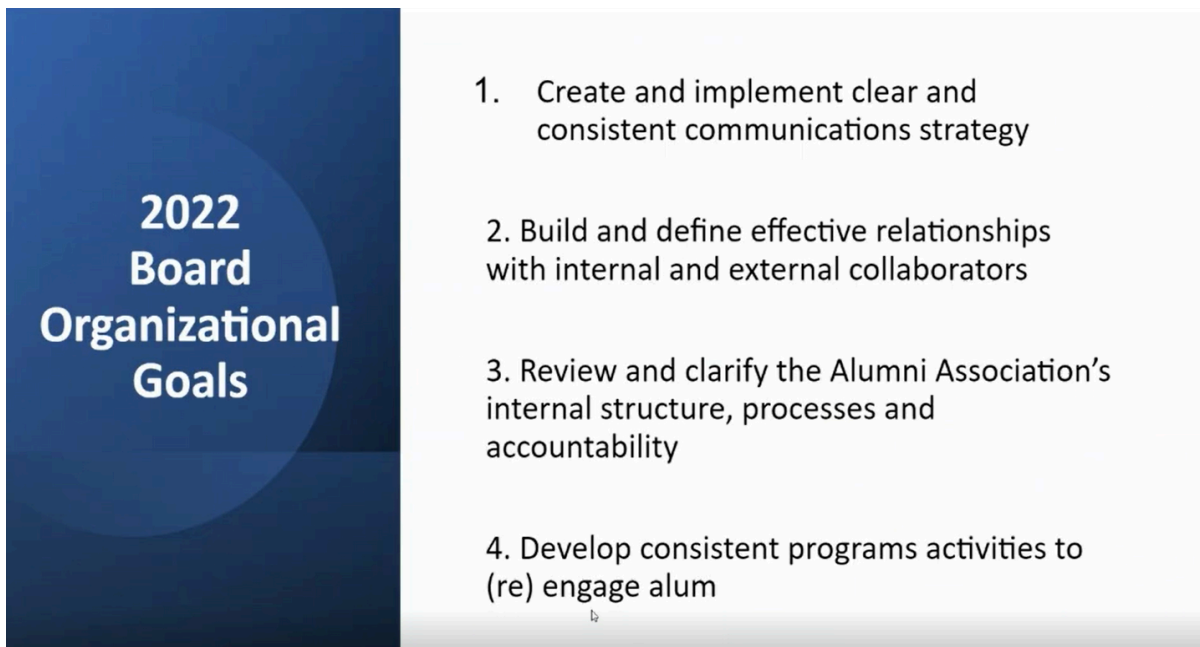
### Co-Presidents Report **Karen Thomas**

- Karen shared the mission statement of Alumnae Association



The slide features a blue header with the Simmons University Alumnae/i Association logo. The main content is on a white background with a blue vertical bar on the left containing the text 'MISSION STATEMENT' and 'Simmons University Alumnae/i Association'. The text on the right reads: 'The Alumnae Association represents and serves all undergraduate alumnae of Simmons University. The purpose of the association is to strengthen alumnae relationships with the University in order to serve and advance the interests of Simmons and to support undergraduate alumnae.'

- She shared the goals of the board that were discussed with Lynne and Theresa as one of their parting activities for the board.



The slide features a dark blue background with a white circle containing the text '2022 Board Organizational Goals'. The main content is on a white background with a dark blue vertical bar on the left. The text on the right lists four goals: '1. Create and implement clear and consistent communications strategy', '2. Build and define effective relationships with internal and external collaborators', '3. Review and clarify the Alumni Association's internal structure, processes and accountability', and '4. Develop consistent programs activities to (re) engage alum'.

- She spoke about how Karen and Bobbi have split the responsibilities amongst each other in order to ensure the operations of the board are carried smoothly. They have distributed the roles and responsibilities as per their strengths

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Goal 3 of the AAEB strategic planning retreat strives to :

**Review and clarify the Alumni Association internal structure, processes and accountability.**

As co-presidents we will work to focus on specific areas for support, accountability and clarity as we align the organization for the optimum and effective work on behalf of Simmons University and its Alums.

We will continue to work together and be available to each board member, our objective is to streamline our process and increase our effectiveness and capacity.

As a protocol, we will serve on the respective committees as illustrated.

Continue to feel free to reach out to either of us, as many projects will require collaboration.



- She spoke about introducing new positions to the board - Historian and Assistant Treasurer
- She mentioned that Susan Brady will be working with the co-presidents on leadership

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**October Co-Presidents Report 10-15-22**

Goal 1	Goal 2	Goal 3	Goal 4
<p>Create and implement clear and consistent communications strategy</p> <ol style="list-style-type: none"> <li>1. Letter to all alum announcing new leaders and October hybrid meeting</li> <li>2. Approved minutes will be posted to the website in the month following the meeting</li> <li>3. Hybrid October meeting streaming and in person</li> <li>4. Met w/ Leadership Conference to begin dialogue</li> </ol>	<p>Build and define effective relationships with internal and external collaborators</p> <ol style="list-style-type: none"> <li>1. AAEB past presidents Carol Waller-Pope, Lisa Peterson, Enna Jimenez, Lynne Devenew and Theresa Brewer info meetings</li> <li>2. Monthly meeting with Advancement to discuss collaboration, vision, 125<sup>th</sup> Ann- 14 m capitol campaign</li> <li>3. Met with offices Advancement, Finance, Properties, Student Services,</li> <li>4. Alum collaboration lead by Krissy Raposa and Enna Jimenez</li> <li>5. Met Simmons Athletic Dept., Iffill College Dianne Grossman, Bob White</li> </ol>	<p>Review and clarify the Alumni Association's internal structure, processes and accountability</p> <ol style="list-style-type: none"> <li>1. Working through research and coaching to define co-presidents model for clarity and efficiency</li> <li>2. Met with alum orgs from Smith, Douglass, Brown, MSU, Brown and Hofstra to explore best practices</li> <li>3. Advancement and website to post openings possible. Candidates reconvened.</li> </ol>	<p>Develop consistent programs activities to (re) engage alum</p> <ol style="list-style-type: none"> <li>1. Support Homecoming with Hybrid Meeting, attendance at events</li> <li>2. Presented a proclamation to class of '72 celebrating 50 years</li> </ol>

- She mentioned that the board's meeting minutes will now be posted on our website after they have been approved by the board members.
- They have gathered feedback from the past presidents and continue to work with the Simmons administration to figure out areas of improvement and most impact. They will also be working with the Athletic department.



- She also spoke about a possible internship opportunity with the AAEB where the student will work with each of the members for a 24 week project to learn about the board responsibilities and help out with projects. The student worker would be likely in their junior year.
- They are also working with alumnae associations from other universities to learn about their organizations and get ideas on things that can be implemented on our board
- Karen mentioned they presented a proclamation in a special dinner event the night before of the meeting to celebrate their 50 years of being Simmons alum.

**Treasurer Barbara Campbell**

- Barbara spoke about the budget process and shared the proposed budget for 2023. She works with all directors to fund projects
- The cash on hand for the Alumnae Association Board is \$151,168.11
- Barbara has the ability to withdraw cash from the Association’s Vanguard account on a quarterly basis
- Currently our projected expenses for 2023 is \$37,000
- Reach out to Barbara for any questions on the budget.

**Finance Committee  
October Report**

- **2022-23 Finance Plan draft developed with co-presidents**
- **Goal to build a 3-yr budget once program planning begins**
- **Finance Committee that will include our CPA, Asst. Treasurer, volunteers**
- **Hire a freelance bookkeeper**
- **Identify a separate audit firm to review audit opinion**
- **Simmons insurance covers officers and directors’ insurance for all board members as well as offsite events**
- **Create finance guidelines and update related by-laws**

2022-2023 Proposed Budget	
<b>Income</b>	<b>\$51,500</b>
Athletics	TBD
Awards	7,500
Alum Relations	TBD
Communications	7,500
Co-Pres	3,000
DEI	TBD
Finance	5,000
Nominations	TBD
Student Outreach	7,500
<b>EXPENSES Projected 22-23</b>	<b>\$37,000</b>

**Alumnae/i Outreach and Regional Planning Kelly O’Connell**

- Kelly is responsible for alumnae engagement
- She spoke about the importance of creating value in the lives of the alumnae population.
- Kelly is looking for an engagement committee chair as she is working towards the 125th anniversary celebration that will help us connect with communities outside of Simmons, to partner with Kelly on her project and have Simmons participate in the first Female only Entrepreneurship pitch. Kelly is already working with the Simmons Institute of Inclusive Leadership on this project and build an engaging committee on balancing career and life.
- Reach out to Kelly at [kelly@360venturecollective.com](mailto:kelly@360venturecollective.com)

**Awards                      Renata Bule**

- Renata announced to the board prior to the meeting that she will be resigning from her position of Director of Awards effective immediately. There was no report from Awards at this meeting.

**Diversity, Equity and Inclusion                      Gina Patterson**

- Gina has a full committee but always available to chat with anyone interested in joining
- She works very closely with President of AAAA (African Alumnae Association of America) - Kenyora
- They hosted a panel discussion last year discussing the great resignation and talking about career pivoting in powerful ways
- They hosted another panel discussion on going to graduate school and different paths that lead to it
- This year Gina will collaborate with AAAA to host the Black alumnae symposium in 2023
- They will also work with Dr. Renique Kersh's office to find ideas on how to support students of color, understanding their needs and what can the alums do
- They are also looking to engage with alumni for more panel discussions and also potentially hosting an in-person local Boston alums and discuss their career and topics of wellness

**Nominations    Jasmine Clark**

- Jasmine's position is more behind the scenes and helping onboard new members to the board.
- She announced a new Assistant Treasurer position has been assigned to Clare Pak. The position was not confirmed until the resolutions were voted on by the board. This decision was deliberate to ensure the treasurer position has more continuity and can handle the board finances. Clare Pak has been a member of the Math & CS Advisory Board council and also organized a Shark Hackathon and collected over \$4,000 in donations.
- She also announced that [Elaine McCarthy](#) will be replacing Jasmine as the Director of Nominations. Elaine will be re-joining the board as Director of Nominations.
- Jasmine also spoke about her position of Director of Athletics and how she will be working with the Athletics Department on better connecting the shark alums

**Communications    Bobbi Thompson**

- Skipped due to time constraints

**Operations    Priyal Goyal**

- She spoke about the creation of a new repository where all the documentation related to the board's activities are located. This will help the organization to keep their information centralized and make the transition easier amongst departing officers
- Since the board will be going through a few transitions of officers in the coming weeks, this repository and centralized email system will help the board members to make the transition process smooth and ensure information gets transferred easily amongst departing and incoming members
- The board will also record their meetings going forward and post their meeting minutes on our website to provide transparency to the alum community regarding our business

## Student Outreach

## Maddie Gretzky

- Maddie works with the current students and primarily with the junior and senior classes as they eventually transition to becoming alums.
- Her role has a bunch of annual events ranging from Welcome gift for the incoming class and a departing gift to the outgoing senior class
- Last year a gift was presented to the incoming class - a laundry bag that the students can use in their dorms. The bags were distributed during the move-in day and still have some remaining. We are looking for ideas on how to distribute those.
- Maddie is also working with Krissy Raposa and the senior class to figure out a senior class gift that will be presented to each of the class members if they meet their senior giving goal
- Maddie is also trying to brainstorm ways of providing funds to the students to purchase their cap and gown.
- She is also brainstorming an event/process for the senior class to pair them with recent grads so they can provide advice with their career in terms of a possible mentoring program.
- She also spoke about a recent donation of the Alumnae Association to the Simmons REEF Centre to help them kick-start their goal to help students in need. These funds were taken from the funds that were dedicated to donate for last year's outgoing class but were not spent due to lack of clarity on the senior year gift program in 2022

## Student Representatives

- This was presented by Bea Jones (Class President for 2023)
  - Provided updates on a full class council including a treasurer and social media chair to help with senior year events
  - They have been planning the commencement ball and wrapped up the details for it.
  - They are also working on a 50 day countdown event.
  - They are also thinking of having events that would be joint planned by junior and senior classes as a transition for junior class to their senior year
  - They are also planning a senior bar fall crawl
- We also had another presentation by Megan Watras (Simmons Student Government Association President)
  - She announced the names of her executive board members. Below is their list:
    - Megan Watras, President - [watras@simmons.edu](mailto:watras@simmons.edu)
    - Muskan Idris, Vice President - [muskan.idris@simmons.edu](mailto:muskan.idris@simmons.edu)
    - Sunei Clarke, Finance Officer - [sunei.clarke@simmons.edu](mailto:sunei.clarke@simmons.edu)
    - Kadijah McClean, DE&I Officer - [kadijah.mcclean@simmons.edu](mailto:kadijah.mcclean@simmons.edu)
    - Bella Yee, Student Affairs Officer - [isabella.yee@simmons.edu](mailto:isabella.yee@simmons.edu)
    - Kate Farrell, Academic Affairs Officer - [farrelkk@simmons.edu](mailto:farrelkk@simmons.edu)
    - Safanah Jalal, Communications Director - [safanah.jalal@simmons.edu](mailto:safanah.jalal@simmons.edu)
    - Ayan Mohamud, Secretary - [ayan.mohamud@simmons.edu](mailto:ayan.mohamud@simmons.edu)
    - Reham Zeroual, SGA Senate President - [reham.zeroual@simmons.edu](mailto:reham.zeroual@simmons.edu)
  - The SGA senate is almost full where 16 spots have been filled out of 20
  - They are still working on unveiling their DEI committee.
  - 2 resolutions were passed by SGA in the last year
    - They passed the Divestment resolution last year which will span across multiple years
    - They also passed a resolution to revise admission process terminology to be inclusive to incoming trans, non-binary students

- Megan also gave a shout out to African American Caribbean Students Association who have planned a lot of exciting events in the past year
- SGA has also started planning Women's College Week happening in March 2023 and the Leadership Recognition Ceremony happening in May 2023

### **Resolutions**

**1-10-22** The AAEB approves putting out the off-cycle call for the following positions (PASSED)  
Assistant Treasurer\*Communications Director\*Athletics Director \*Awards Director\* Historian

**2-10-22** The AAEB approves the addition of the position of Historian as an ex-officio 3-year term to the board. (PASSED)

**3-10-22** The AAEB approves the appointment of Jasmine Clark as Director of Athletics with the caveat she continues as Nominations Director until December 31, 2022. 10-22 (PASSED)

**4-10-22** The AAEB approves the appointment of Clare Pak as Assistant Treasurer effective immediately for a 3-year term to expire 2025 when she will assume position as Treasurer, and Barbara Campbell Harvey will become Finance Committee Chair (PASSED)

**5-10-22** The AAEB approves the appointment of Elaine McCarthy as Nominations Committee Chair for a 3-year term to expire in 2026 . (PASSED)

### **Co-presidents**

- **6-10-22** The AAEB adopts the 2022-23 meeting schedule as presented. (PASSED)

### **Finance:**

**7-10-22** The Simmons University AAEB adopts the 2022-23 budget format and projected 3-year budget with necessary on-going revisions (PASSED)

**8-10-22** The Simmons University AAEB approves the estimated expenditure of \$1,800 for the October in-person meeting (PASSED)

- *All resolutions and the board's votes are posted [here](#).*

### **Post meeting survey**

- A survey was sent to attendees.

### **Reflections closing remarks**

**Bobbi Thompson**

- Bobbi spoke about thinking of ideas on how can we talk Simmons with everybody
- Bobbi ended with a quote

*There is a hope*

*That's been expressed in you*

*It's the hope of seven generations, maybe more*

*And this is the faith*

*That they invest in you*

*It's that you'll do one better than was done before*

*And inside you know*

*Inside you understand*

*Inside you know what's yours to finally set right*

*And I suggest*

*Yes I suggest to you*

*Yes I suggest this is the best part of your life*

### **1 pm Adjourn**

### **Board Lunch immediately following**