

AAEB December Board Meeting Minutes (12.16.2023)

Attendance

Link for attendance info - [12162023 Resolutions and Attendance](#)

Board Updates

- **President (Karen Thomas) -**

- Karen and Adunni participated in the interviews to hire interns for the Board for spring semester. As part of the process, she interviewed 2 candidates
- Candidates interviewed were Sophia and Grace and Sophia was finalized for the intern position. Sophia is a senior at Simmons and will be joining the board for Spring of 2024.
- Karen will be working with Barbara to ensure the intern is onboarded with payroll. The intern will begin working on January 16th for 10hrs a week and expected to work with each of the board members closely
- The intern gets paid \$15/hr
- The job description for the intern is posted here - [AAEB Intern Job Description](#)
- Elaine and Priyal will be onboarding the intern before their term begins
- Karen will be traveling overseas from January - March. Maddie will host January meeting
- President Wooten is doing a tour in key locations with Simmons alums to ignite interests with Simmons alums and Karen will share those details with the board members.

- **Treasurer (Barbara Campbell Harvey)**

- Fay has been onboarded as Assistant Treasurer and Kaitlyn Maloney is member of the 125th finance committee Kaitlyn will move up to Assistant Treasurer in June and Fay will pick up as the Treasurer in June 2024.
- Balances listed below as of December meeting

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| ● | Balances: | |
| ○ | SVB Boston | \$111.63 |
| ○ | TD Bank | \$12,428.54 |
| ○ | Vanguard | \$129,065.44 |
| ○ | Total cash on hand | \$141,605.61 |



- John Lopak has been helping Barbara with the ongoing issues with Liberty Mutual.
- We have asked the actuals from the book-keeper in January

- We have \$49k of expenses, so we need to generate \$49k of revenue in order to not generate any income as a 501c3
 - We need to decide if we need the book-keeper to attend every finance committee meeting as it comes with a cost
 - Barbara is working with the book-keeper to ensure October hybrid meeting expenses are processed in the correct account
- **Student Outreach (Courtney Bryant)**
 - Courtney and Krissy are working together and will have more updates in January
 - Courtney is working with the Senior Class President to help students engage professionally, participate in mock interviews etc.
 - A potential event will be planned for February once students are back
- **Nominations (Elaine McCarthy)**
 - A few open positions on the board are - VP, Director of Marketing, Director of Communications and Director of Athletics
 - Elaine is networking within her network to try and fill these positions
 - Elaine was wondering if the school athletics department can help us fill this position
 - Or can the marketing/communications department help us fill positions by giving us names of alums who might be interested
 - Karen requested Elaine to send a blurb of the open positions that will be sent out in the “alum digest” newsletter which is targeted to be sent in January
 - Another idea was for Elaine to host zoom meetings where people can join and ask her about “what's it like to be on the board” and she can either talk to individuals or groups
 - Elaine could email the distribution list created by Priyal post October hybrid meeting to send an email with open positions
 - Susan Brady from the Leadership Institute can help us run a leadership workshop with alums to help them connect better with the leadership conference
 - Elaine will also volunteer for the event with Courtney to meet with students to talk about recruiting but will also bring up open board positions
- **Marketing (Karen on behalf of Janine Coveney)**
 - Karen spoke about the marketing logos that Janine was working on with a vendor before she stepped off the board
 - One of these logos will be used as the board’s logo now and going forward
 - These logos also align with the 125th anniversary theme
 - Maddie’s feedback was the logos look outdated and “older” style even though they have been recently developed
 - The cupola looks nice on the logo but the overall look and feel does not look modern
 - Logos should be something easy to be put anywhere with ease
 - This logo can be tough to put on a merchandise due to the multiple colors being used
 - Kelly liked the simple framed logo but the design can be a bit more modern
 - Adunni mentioned that maybe the idea behind some of the marketing is to make Simmons feel how it was 50 years ago. Some of the logos are in-line with the 125th anniversary branding

- The idea is to figure out how to engage with alums
- **Alumnae Outreach (Kelly O’Connell)**
 - The Beyond Balance digit event took place on 11/17/2023 and outgrew its initial capacity and the event was broadcasted across 342 participants in 32 states representing 6 countries
 - Due to this the real world Beyond Balanced event has been transformed into a hybrid event which will be held on 3/29/2024. However, this date is receiving pushback due to school being out for spring break
 - Most attendees are early to mid-career
 - As part of the registration process, we did not ask registrants about their university
 - The event has added a compelling list of speakers including one of the former President of AAEB which will be added to archive
 - Kelly has been working with Krissy to build the momentum from AFFW weekend to engage more participants for the March event
- **Historian (Maddie Gretzky)**
 - Maddie is still working on getting access to the AAEB website through Janine and has not been able to get the login yet.
 - Priyal will provide her the login details for the website
- **Life and Transitions (Adunni Anderson)**
 - Adunni continues to define her role and meeting with alums as well as Simmons administration. She also met with the Director of Alumnae/i and volunteer engagement
 - She plans to leverage the Simmons Leadership Conference to gather ideas as well as build connections with alums
 - She is also brainstorming on how to engage with younger alums
 - She plans to meet with Krissy in January and will also include Dr. Cotey who is the interim Director of Alumnae/i Engagement
- **Operations (Priyal Goyal)**
 - Fay has been onboarded to the board and has been able to access the treasurer email
 - Priyal to work with Morgan Ward, the incoming Director of Awards in December to onboard her to the board
- **Diversity, Equity & Inclusion (Pam Moran Dashiell)**
 - Pam working with Krissy to plan programming for Black History Month in February and Women’s History Month in March
 - Pam might be attending the AAAA meeting in January to understand their ideas for programming during Black History Month and look for opportunities to collaborate

- Resolutions
 - **OPERATIONS:** 12-23-01 The AAEB approves the minutes from the November 18, 2023 meeting with some changes (PASS)
 - **PRESIDENT:** 12-23-02 The AAEB approves the intern for the 2024 Spring Semester. Sophia Getz (PASS)
 - **FINANCE:** 12-23-03 The AAEB adopts the 1-year working budget for Fiscal Year ending June 30 2024 presented by the Finance Committee with any necessary updates. (PASS)

12162023 Resolutions and Attendance

- Post resolutions, the meeting moved on to discussion about 125th Anniversary committee. Minutes from that discussion will be circulated during the February meeting.
- **Meeting Recording Link:**  AAEB December Board Meeting (2023-12-16 10:02 GMT-5)
- **Meeting Transcript:**
 AAEB December Board Meeting (2023-12-16 10:02 GMT-5) - Transcript
- **Meeting Chat Transcript:**
https://drive.google.com/file/d/1xNOpeLL6K1gh7EO7sdZy_y95EYHQVZU-/view?usp=drive_link