

ALLIANCE COLLEGE ALUMNI ASSOCIATION
Board of Directors Meeting

Conference Call
Saturday, March 3, 2018 – 11:00 AM EST

President Michael 'Mike' Anderson called the meeting to order at 11:09 am EST.

PRESENT:

Board members present (Terms expire 2018):

President	Mike Anderson
Vice President	James 'Jim' Koscielniak
Secretary	Mary Carr
Treasurer	Leslie 'Les' Rachocki
Officer Ex-Officio	Celeste 'Mickie' Mickiewicz

Directors present:

Basia Adams	(Term expires 2018)
Anna Berry	(Term expires 2018)
Richard Day	(Term expires 2018)
Aundrea Heschmeyer	(Term expires 2022)
Randy Polovick	(Term expires 2022)

President

Mike Anderson

Mike welcomed everyone to the meeting and stated the purpose was to discuss the web-site, reunion and new business.

Mike asked Mary to review the minutes from the October meeting. Afterwards, Richard made a motion to accept the minutes; Les seconded.

Treasurer

Les Rachocki

Les reported:

As of 31 Dec 2017

- Total assets: \$ 9,002.43
- Total income: \$ 35.00

Les had previously sent the financial statements to the group (Attachment 1). He noted the Association had one person join in the past year.

Les next reviewed the Alliance College Alumni Association Foundation (ACAAF) financial status. He said ACAAF received \$4400 in donations the past year, one-third which was the result of the reunion weekend giving challenge. He said ACAAF had \$5500 in investment growth, so the investment was a wise decision; four people donate on a monthly basis. The \$1500 2016 scholarship award was paid.

Jim asked Richard what kind of response/success the Foundation has had with fundraising solicitations. Richard said the Foundation mostly has to rely on the reunion weekend for donations. He also asked about how the new tax law is or could impact future donations. Les suggested there be a 50/50 raffle at the reunion dinner with the hope the winner will donate their proceeds to the Foundation. Elaine remarked that people donate to the Foundation because of interest and loyalty to the college.

Richard commented to ensure Danny Matejczyk, 2016 scholarship award winner, be invited to the dinner. Les said all scholarship recipients will be invited; Mike said Danny already indicated he will attend the October reunion. Les offered to confirm his (Danny's) attendance.

To promote the Foundation, Aundrea and Richard agreed to develop a 1-pager.

In closing, Les said he needs to contact Dennis Pilarski to review the financial records.

Web-Site

Elaine and Les Rachocki

Elaine said minor adjustments were made to the web-site and the URL would be forwarded to the Board of Directors for review; she asked comments be forwarded to her by 16 March 2018. There is a page for requesting Alliance College transcripts and a separate page for obituaries. Jim requested the site contain the form for the scholarship application and said the application date has changed. He requested the scholarship application be user friendly with the applicant able to submit everything on-line except the required transcript.

Les requested all Board members make a concerted effort to look at the new web-site and reminded everyone they need to register for the new site.

Elaine said the current web-site sunsets 21 Mar and while we could probably pay Antoine to maintain it further, she doesn't think that's necessary. Les said we need to get the web-sites wrapped up. Mickie commented an individual doesn't need to register for the new site to have access to the alumni directory and she will be happy to wrap up the site. She also said there should be two or three people with permission to make changes.

Reunion

Jim Koscielniak

Jim announced he has reserved 55 rooms at both the Marriott Courtyard and Sheraton hotels at a reduced rate with free parking and Wi-Fi and the room block is valid until Sep 14, 2018. Links for the ACAA website and FB page will be available in the near future. He encouraged all BOD members to book as soon as possible. The Courtyard has time limits on events held at the Anchor Plaza. Jim had previously sent a spreadsheet of proposed events and room charges (Attachment 2) and asked if there were any questions.

Jim suggested a letter be drafted to the PNA reminding them of the reunion and asking if they'd like to attend, especially the President. Les said the PNA always purchased a one-page ad in previous reunion programs and Basia said they also donated to the goodie bags. Aundrea recommended we extend an invitation to the President, PNA, to attend the reunion; however, he pay his own way.

Mickie said historically we've paid for the dinner for the Mayor of Cambridge Springs and any faculty who attend the reunion. She also suggested we send an e-mail announcement to the Zgoda staff.

Jim plans to have an updated plan/outline to all Board members the 1st week of April.

Reunion discussion synopsis:

- Jim said the Friday night bay cruise option will cost \$38/person with a maximum of 120 people capacity. The cruise requires a \$500 security deposit. Aundrea confirmed the \$500 deposit is refundable and said the 120-passenger limit is valid up to 60 days before departure; after that date, the booking will be semi-private.
- Jim chronologically went through the agenda as shown on the spreadsheet. It was decided to eliminate the scholarship meeting beverage service. Jim said Room 110 at the Erie Bayfront Courtyard will also serve as the Memorabilia Room.
- Jim recommended one continental breakfast-Sat; Basia agreed. Mickie said Sunday A.M. breakfast was a 'bust' in the past. Aundrea recommended a breakfast option be offered for those who want more than a continental breakfast.
- Basia said it would cost approximately \$1,000-\$1,200 for a Polish band and approximately \$300-400 for a D.J. Les suggested we budget \$1,500 for a band and asked if the room is large enough that people can sit in it and talk. (The music was so loud at the Riverside that attendees migrated to the bar.) Jim mentioned the ballroom room capacity is over 250+ and can be configured in any way. Subsequent discussion wondered if there was a need for a band or entertainment (i.e. children's Polish dance group). The conclusion was to have a band, no Kuj type dance group; keep the reunion simple and sweet.
- Jim said he would reach out to St. Stanislaus in Erie regarding alumni association participation in the Mass and transportation options to/from the Church. Reception will be from 530-700pm; Dinner would be a quasi-Wigilia celebration with oplatek, then a semi-buffet featuring soup, salad, bread at the tables, a carving station with prime-rib, chicken, fish and desert. Les complemented Jim on his preparedness and vision.
- Mike asked about mailing and program costs for the budget. Mickie responded the 2016 printing and mailing costs to alumni only was \$1600. She offered the goodie bag cost should be budgeted at \$10/bag. Basia confirmed the

2016 cost for 160 bags was \$603.32 and the contents cost \$1,270.28 for a cost of \$9.07 per bag; excess bags were sold at the reunion. Basia recommended budgeting for 140 goodie bags at \$10/bag. Richard asked about Alliance College Reunion theme T-shirts for the reunion.

- Les recommended we invite former Riverside personnel to the event; Mickie recommended the budget contain an estimate for 10 complementary dinners.
- Jim noted the reunion weekend, after the changes were made; would cost approximately \$134/person at 150 attendees which would include a \$15 ACAAF donation and \$25 ACAA dues.
- All plans for the Reunion will be finalized by the first week of April to allow six months of marketing and build-up to increase turnout!

Old Business

- Basia to get a quote for a Polish band and D.J. (*Complete, decided to pursue band*)
- Mickie recommended we look at pricing for alumni/guest to include the dues amount. (*Complete, will include*)
- There was discussion regarding bringing back past scholarship winners to discuss the impact of the scholarship- that perhaps the personal appearance would stimulate involvement. (*Complete, will invite all past scholarship recipients*)

New Business

Mickie motioned \$100 be donated to ACAAF in memory of Delmira Diagostino, Elaine's mother, who passed away 16 Jan 2018. Motion passed unanimously; Elaine expressed her gratitude.

Due Outs:

- Basia will pursue finding a Polish band.
- Richard will send bulletin announcements.
- Basia will obtain newspaper, including Polish newspaper, contacts.
- Basia will obtain fraternity meeting contacts.
- Jim will obtain soccer team member contacts.
- Everyone to review new web-site and send comments to Elaine/Chet by 16 Mar 2018.

Next Meeting

The next meeting is TBD however; should be within the next six weeks or so. Mike Anderson will send an e-mail polling members for their availability.

Adjourn:

Motion to adjourn was made by Les Rachocki and seconded by Mickie; the motion passed unanimously. The meeting adjourned at 1:20 P.M.

Respectfully submitted,

Mary F. Carr
Secretary

Alliance College Alumni Association Balance Sheet

	31-Dec-16	31-Dec-17
<u>ASSETS</u>		
Current Assets		
Checking - Huntington Bank	\$ 12,692.24	\$ 9,002.43
Total Checking/Savings	\$ 12,692.24	\$ 9,002.43
 Total Current Assets	 \$ 12,692.24	 \$ 9,002.43
 TOTAL ASSETS	 \$ 12,692.24	 \$ 9,002.43
 <u>LIABILITIES & EQUITY</u>		
Accounts Payable - ACAAF	\$ 100.00	
 Equity		
Unrestricted Net Assets	\$ 10,185.33	\$ 12,592.24
Net Income	2,406.91	(3,589.81)
Total Equity	\$ 12,592.24	\$ 9,002.43
 TOTAL LIABILITIES & EQUITY	 \$ 12,692.24	 \$ 9,002.43

**Alliance College Alumni Association
Profit & Loss**

	<u>31-Dec-16</u>	<u>31-Dec-17</u>
<u>INCOME</u>		
Donations	\$ 150.00	\$ -
Dues and Contributions		
Lifetime Memberships	965.00	
Membership Dues	<u>3,570.00</u>	<u>35.00</u>
Total Dues and Contributions	\$ 4,685.00	\$ 35.00
Reunion Cash Receipts		
Refunds	(80.00)	
Reunion Income	<u>11,405.43</u>	
Total Reunion Cash Receipts	\$ 11,325.43	
Total Income	<u>\$ 16,010.43</u>	<u>\$ 35.00</u>
 <u>EXPENSE</u>		
Alumni Association Expenses		
Donations	<u>2,750.00</u>	
Total Alumni Association Expenses	\$ 2,750.00	
Bank Service Charges	32.50	
Reunion Expenses		
Banquet Expenses	5,657.00	
Entertainment	400.00	
Miscellaneous	102.82	
Printing	1,555.43	
Supplies	<u>2,818.19</u>	
Total Reunion Expenses	\$ 10,533.44	
WebSite	287.58	1,119.70
Software Upgrade		109.37
Postage & Mailing		1,319.90
Annual Meeting 10/7/2017		<u>1,075.84</u>
Total Expense	\$ 13,603.52	\$ 3,624.81
Net Income	<u>\$ 2,406.91</u>	<u>\$ (3,589.81)</u>

Alliance College Alumni Weekend:

Proposed Events & Costs

October 5-7, 2018

Friday													
Oct-05	Event	Location	Time	Cost	Comments	Per Person @ 150	Per Person @ 100	Per Person @ 125	Notes				
	Registration Desk	Anchor Plaza Hallway	100pm to 500pm	\$ -	Need volunteers, badges, signs. Gift bag items, etc.	\$ -							
	Alumni Mixer	Anchor Plaza Courtyard; Tent structure	500pm to 800pm 900pm	\$ 1,495	Hors d'oeuvres only for 100.	\$ 9.97	\$ 14.95	\$ 11.96					
				\$ 250 ??	Heating units if needed.	\$ 1.67	\$ 2.50	\$ 2.00					
				\$ 500 ??	Entertainment; music.	\$ 3.33	\$ 5.00	\$ 4.00					
				\$ -	Cash bar.	\$ -	\$ -	\$ -					
	Bay Cruise Dinner w/cash bar.	East of Sheraton Parking	600pm to 800pm	\$ 500	Down payment required. Per person if 30 people commit.	\$ 3.33	\$ 5.00	\$ 4.00					
						\$ 38.00							
Saturday													
Oct-06	Event	Location	Time	Cost	Comments	Per Person @ 150	Per Person @ 100	Per Person @ 125	Notes				
	Continental Breakfast	Room 100-BFF	700am to 830am	\$ 1,793 ??	Final menu and cost/person TBD	\$ 11.95	\$ 11.95	\$ 14.34					
	Registration Desk	North Point Lobby-BCC	800am to 1000am Noon	\$ -	Need volunteers, badges, signs. Gift bag items, etc.	\$ -	\$ -	\$ -					
	ACAAF Scholarship Selection Meeting	Voyage Room-Courtyard	900am to 1000am	\$ 50	Minimum beverage service	\$ 0.33	\$ 0.50	\$ 0.40					
	ACAA General Meeting	Room 110-BFF	1000am to Noon	\$ 500	Three day rental	\$ 3.33	\$ 5.00	\$ 4.00					
				\$ 395	Beverage service-100 persons	\$ 2.63	\$ 3.95	\$ 3.16					
	Sorority Tea	Sheraton Main Floor Room	100pm to 300pm	\$ -	No room charge.	\$ -	\$ -	\$ -					
				\$ 100 ??	Beverage service for 20.	\$ 0.67	\$ 1.00	\$ 0.80					
	Saturday Mass	St. Stanislaus 516 E. 13th Street Erie PA	400pm to 500pm	\$ 150 ??	Mass donation.	\$ 1.00	\$ 1.50	\$ 1.20					
				\$ 500 ??	Limo Bus to/from hotels.	\$ 3.33	\$ 5.00	\$ 4.00					
	ACAA Reception Cocktail Hour	Terrace-BFF	530pm to 700pm	\$ -	No room charge.	\$ -	\$ -	\$ -					
				\$ 2,243	Hors d'oeuvres for 150.	\$ 14.95	\$ 14.95	\$ 14.95					
				\$ -	Cash Bar only.	\$ -							
	ACAA Dinner Dinner Program Entertainment	West Ballroom-BFF	700pm to 1159pm	\$ 1,700	Room charge	\$ 11.33	\$ 17.00	\$ 13.60					
				\$ 4,043	Dinner for 150 persons	\$ 26.95	\$ 26.95	\$ 26.95					
				\$ 2,500	Service Charge	\$ 16.67	\$ 25.00	\$ 20.00					
				\$ 1,000	PA Sales Tax	\$ 6.67	\$ 10.00	\$ 8.00					
				\$ 1,500 ??	Polka Band/Polka DJ	\$ 10.00	\$ 15.00	\$ 15.00	\$ 86.57	\$ 108.90	\$ 98.50		
Sunday													
Oct-07	Event	Location	Time	Cost	Comments	Per Person @ 150	Per Person @ 100	Per Person @ 125	Notes				
	Continental Breakfast	Room 100-BFF	700am to 830am	\$ 1,793 ??	Final menu and cost/person TBD	\$ 11.95	\$ 11.95	\$ 11.95					
				\$ 21,010		\$ 140.07	\$ 86.57	\$ 177.20	\$ 108.90	\$ 160.31	\$ 98.50		