LIS Alumni Board Meeting

March 11, 2019, 6:30pm

Attending: David, Elizabeth, Jennifer, Lynn, Sam

Absent: John

1. Stone Lecture - Friday - 4/26 - 6:00pm Louise is taking care of food order from Aramark based on feedback. Includes dessert. Ask if we should do Costco cake to save money.
	1. She would like someone from the board to pick up two cases of soda. We will be reimbursed. Sam will pick up the soda -please remind him. The Department isn’t interested in alcohol.
	2. Lynn will confirm with speaker and see if she has a title or description for the lecture. Lynn will serve as the point person for the Stone Lecture
	3. Lynn will draft a flyer for the lecture and send it to the group for comments
	4. The location will be the courtroom. This location holds 90.
	5. Can everyone attend? How much additional help do we need? Jen needs to check her travel plans. David, Elizabeth, Lynn and Sam can attend. Uncertain about John.
		1. Need folks for the following: sign in, help with food set up, and raffle. introduce Van Dram award recipient, open and close program, raffle, any other roles? Lynn will work with speaker and will open program/introduce speaker. David will help with program as a speaker. Look at program for routine in terms of board members assigned to parts of program. Opening, speaker introduction, Van Dram award, and closing
		2. Lynn will work with speaker
		3. Printing program - Alumni association - print out programs in color or Louise. Ask Alumni association if they can help re-write program, and reach out to Advancement as well.
		4. Ask Louise/Margaret about video and photography - does the department have a video camera?
	6. Raffle
		1. Jennifer Froetschel has volunteered to help, but needs to check her availability
		2. We have some beverage containers, stickers, wallets
		3. Need to ask Louise about graduation gown raffle items - Lynn will email
		4. Solicit tickets from the Spy Museum. Wooly Mammoth or other tickets like the Newseum
		5. Wardman Wine gift card donation - Sam
		6. Elizabeth - books
		7. We made $53 last time - designated for Stone scholarship
2. 2019 Raymond Von Dran Memorial Award
	1. Need to send out announcement by tomorrow; email reminder in two weeks, due April 12th
	2. Email addresses for posting information to listserv can be found here: <https://lis.catholic.edu/alumni-and-giving/stay-connected/google-groups.html>
	3. Need someone to take on  the Van Dram award
	4. The award needs to be carved - need one week to create plaque once the template is done. The group needs to determine in consultation with LIS if we want to continue with the carved award, or revert to a printed award.
3. Election - Nomination process starts before Stone Lecture in April. Finalized in May after graduation. Mid or end of May. Monthly Meeting can include new members. First transition meeting is in June.
	1. Officers serving for next year: Lynn, Sam, John
	2. Draft email for AGLISS to send out encouraging participation?
	3. Need someone to take on Elections
4. Reduced tuition for Alumni - law school has and perhaps we could
	1. Status - Sam hasn’t had a change to work on this yet
	2. Who is taking ownership of this?
5. Comps Happy Hour with AGLISS - 3/30 - 3pm - Murphys in the Pryz. Lynn will try to be there, and will check to see if there will be any drink or food specials
6. Graduation - Alumni representation - May 18th - save the date
7. Lynn will contact Alumni Affairs to see if we can get a email for 2019 Raymond Von Dran Memorial Award, Stone Lecture, Election and Comps Happy Hour
8. Schedule April and May Meetings. John prefers Monday. Next meeting is Monday, April 15th.
9. Panel Discussion - On Wednesday May 15th, Alumni (and adjunct faculty member) Bruce Rosenstein will be leading a panel on "Reinventing Yourself Professionally" at Lexis Nexis here in DC. Also featured will be alum Ray Maxwell. The event is being organized by DC/SLA. Cost is $5 members/students/retired, non-members are $10.
10. Will try to work on RSVPs for Alumni Events using Eventbrite