



Town & Gown
of the
University of Southern California
Founded 1904

In and Out Board Meeting Part 1 **June 30, 2020**

MOTION: I, Sandy Johnston, move to approve the Board Meeting Minutes from May 28, 2020 and the Consent Agenda for June 30, 2020 as distributed.

Second: Chris Gregg
Approved 6.30.20

CEO Report and Updates

Paula Ciaramitaro

Oral Report/ YES
Consent Agenda

Board Meeting on Zoom, Tuesday, 6.30.20 @9:30AM

At 9:30AM click on link that will be sent to you and follow directions.

Attachments:

Town and Gown President
USC Hospitality Letter

Paula welcomed all the old Board members and the new incoming members to the zoom meeting. She talked about the meeting being bittersweet. She had hoped we would have been able to have our in-person meeting/luncheon with a celebratory atmosphere to pass the presidents gavel to Hilary.

Paula mentioned going back and forth with Jerry Wingate on the restoration fund. This fund currently has \$8000.00 in it. Paula has confirmed the money is there for any big improvement on beautification.

Despite Covid and not being able to do all of our year end events as planned, Paula spoke about how as a group we have accomplished a lot. Our fiscal year ended really well. We are financially strong, have funded our scholarships and accomplished our goals. We are doing business differently but it has all been okay. Paula expressed her appreciation for everyone's willingness to adapt and step up to the plate to do whatever was needed to make everything happen the way it should. She is excited for Hilary and also excited and looking forward to being able to sit in on the Board meetings, listen, and be a guest at the meeting luncheons.

The following Presidents letter is reprinted here noting the Board accomplishments under the direction of President Paula Ciaramitaro during her 2018 to 2020 term as President of Town and Gown of USC.

TOWN AND GOWN 2018-2020

PRESIDENTS NOTES:

“The strength of the team is each individual member. The strength of each member is the team.”

Henry Ford

To my wonderful team..... The quote above epitomizes how I feel about this board. We've accomplished so much together over the last 2 years. I'm disappointed that the last few months of world craziness took us off track a bit but also so relieved that we have all remained healthy and well.

Here is a brief list of what we have achieved the last 2 years. Thank you! I appreciate all of your help, support, guidance and mostly your friendship

*Established -2- new scholarships through Benefit proceeds and Dollars for Scholars.

Town and Gown of USC 115th Anniversary Fund Scholarship

Marc Brown Scholarship

A third scholarship was established through member donations for our own dear

Carol Thueson.

*Launched Dollars for Scholars in December 2018 and introduced the Giving Trees.

Total money raised through DFS from 12/2018-5/2020 \$69,683.50

Money continues to come in thru membership renewals

*Increased membership numbers:

In 2018-2019, 66 new Annual Members and 2 new life Members

In 2019-2020, 49 new annual members and 7 new life members

New members also to be voted on 6/30/20

*Increased attendance at all General Luncheons. Kicked off October 2018 with Coach Helton and October 2019 with President Folt. Record attendance at all meetings!
Every luncheon was profitable for Town and Gown.

*Introduced a Sunday Basketball Watch Game at Galen and a Fireside Chat with Interim President Wanda Austin narrated by Dean Willow Bay

*Negotiated for zero cost AV at all our functions at Town and Gown for perpetuity saving approximately \$1000-\$1500 per luncheon. Negotiated for zero meal cost upgrades and zero fee rental for umbrellas, chairs, tables, etc.

*Negotiated for 50% off all tram transportation

*Introduced the Board Portal where all information, reports, bylaws, etc. are easily accessible and safe for all board members.

*Upgraded the Membership Portal so notices would be generated automatically; and renewals, new membership applications, etc. were handled online

*Upgraded the Scholarship Portal so letters, notices, etc. would be generated automatically.
Increased the safety and privacy. Streamlined the application process

*Initiated the Donor Portal to gather and record past Donor history

*Introduced professional “Board Training” with a certified expert and budgeted funds
for continued board education

*Partnered with Surefire Grill to provide family meals to Keck front line workers during the Pandemic. Provided 45 families with meals.

*Streamlined payroll process to ACH payments eliminating Fed Ex costs and ensuring timely payments to our independent contractors

*Conducted our first Member Survey to assess the wants and opinions of our members

*Introduced an exclusive Timree product Line

*Cleaned out, organized and labeled both Town and Gown storage units

Labeled and stored flash drives of photos from each luncheon and event

*Featured Town and Gown in a 3 Part/Front Page article in the USC News Magazine.

The article brought awareness to Town and Gown and highlighted several of our students

*Obtained a Bulk Permit Mailing pass

*Featured our luncheons in “Around Town” online publication for the University

*Provided scholarships to 158 deserving students in 2019

Presently, we have confirmed 149 scholarships and still adding to it.

*Re-did the independent contractor agreements. thanks to our legal expert Izzy!

*Created Tag Line ***Town and Gown... Grounded in Tradition... Changing the World one Scholar at a time***

We’ve tweaked so many other processes along the way and added others to make T&G more efficient and more current with present times.

We’ve adjusted our routines to cope with this pandemic and really haven’t skipped a beat with our progress. I thank all of you for your continued support and commitment to keep Town and Gown growing and moving in the right direction. Thank you for a wonderful 2 years!

Paula Ciaramitaro

Recording Secretary/ Permanent Records**Kathi Nicolard****Oral Report/ NO
Consent Agenda**

As my term comes to a close and this is my last Consent Agenda, I wish to thank all of you for your patience and kindness.

It has truly been an honor to serve as your secretary for the past 2 years. I have learned so much about this wonderful organization and have gotten to know all of you. I feel blessed to have met such a positive and wonderful group of ladies. Your energy inspires me. I wish you all a Happy, Safe and Healthy Summer.

Kathi

CFO/Treasurer**Kathleen Campos****Oral Report/YES
Consent Agenda**

Submitted By: Kathleen Campos
CFO/Treasurer

REPORT:

5.31.2020 Financials
Check Requisition Form
Letter to change officers for A.J. Gallagher (insurance)
Admin Budget

MOTION:

Upon the recommendation of the Finance Committee, I Kathleen Campos move to approve the financial reports for 5.31.2020

Approved: 6.30.20

MOTION:

I, Kathleen Campos request the approval of the Town and Gown of USC requisition form 6.2020

Approved 6.30.20

MOTION:

Upon the recommendation of the Finance Committee, I Kathleen Campos move to approve the 2020-2021 Administrative Budget

Approved 6.30.20

See Attachments:

5.31.20 financials

Gallagher officer change letter

Check requisition form

TGUSC Admin budget v actual

Oral Report:

The check requisition form has been updated.

This past year we budgeted \$3000 for Programs but only used \$2500. There are 3 unused checks to use for speakers that were to come in April and May. Those speakers had to be cancelled due to Covid. Discussion ensued on Budget proposal for Programs.

1st Vice President/ Investments

Hilary Crahan

Oral Report/NO

Submitted By: Hilary Crahan

REPORT:

BOARD MEMBER POSITION: 1st VP, Investments

SUBMITTED BY BOARD MEMBER: Hilary Crahan

REPORT:

as of June 17-2020

Account

Account Value

Scholarship 2A	\$ 1,892,589.40
Life Membership Reserves 2D	\$ 22,250.64
Administrative Reserves 2B	\$ 71,316.83
Scholarship Operating Reserves 2E	\$ 24,420.95
Beautification Reserves 2C	\$ 67,688.20
TOTAL Account Value	\$ 2,078,266.02

- Laurie Hunter Tiedemann, First Vice President 2020-2022 requested the annual expense allotment from Fei Phail. \$132,692 is the allotment for fy 2020-2021
- Scholarship Funding for CHAN scholars (summer and fall only) completed.
- Scholarship funding for TGUSC scholars completed.

2nd Vice Presidents/ Scholarship

Sara Pfirrmann Ann Palmer

Oral Report/NO

Submitted By: Ann Palmer

REPORT:

- TGUSC Scholarship VPs, with guidance from 1st VP, Investments, agreed to fund 149 scholars for the 2020-2021 term.
- Signed contracts from the returning and new students have been received by our Scholarship Associate and updated information is being loaded into the Google Drive and Scholarship Portal.
- Ian Chestnut sent out contracts to the new scholars and sent denied emails to all other applicants.
- Ian will be given the revisions to the scholarship application. He is expected to make all those changes by the August 1 “go live” date.
- VPs prepared the TGUSC Scholarship annual report, timeline, and operations manual.
- Completed next year’s budget
- Finalized date of Back to School Luncheon/Scholarship 101: Sunday, September 13. Have reserved Traveler, TMB, and the Photographer.
- Working on securing rooms for interviews next spring.

3rd VP/ Fund Development Virginia Naeve Elle Feldman Oral Report/YES

Submitted By: Virginia Naeve

REPORT:

Virginia will report on the status and progress of Fund Development and Stewardship.

Oral Report:

Fund Development and Stewardship is on its way to having good policy and procedures in place. There is now a spreadsheet that Kari keeps control of and when donations come in, she is able to track the name, amount, date received, and the reason for the donation. This spreadsheet provides a centralized place to find donor information and in turn has led to the development of a timely response form letter that can be worked to thank and acknowledge the donor as well as the type of donation received. Fund Development is now able to see at a glance what money is coming in. Over 350 donations came in last fiscal year.

4th VP/ Membership Sandy Johnston Kathie Johnson Oral Report/YES

Submitted By: Sandy Johnston and Kathie Johnson

REPORT:

June 2020 Board Report

Attachments

- Poem #2, special dispensation for different font
- Spreadsheet of Sponsors and their respective Candidate Members
- Applications to come, final 2 just arrived on G-mail today

RUNNING TOTAL NEW MEMBERS

As of today's June, board meeting, Kathie and I are proud to report that we will have voted in a total of **67 new members** for the 2019-2020 year, starting July 1, 2019. Quantities are confirmed with Kari May.

- 18 Annual
- 49 Members added to Life Membership (including some category changes)

This is record breaking as sponsors have been withholding 32 candidates due to the COVID virus seclusion. Town and Gown of USC, like the world around us, has never had 6 months of "membership candidate down time" before. Many start the count down time in March, but others started their clock in November, December or January. We are proud of our numbers no matter how you slice it, 67 new members with 6 months down or being on track for 99!! WOW!

At the time of writing this report, 3 scholars are asking about membership and 3 who were waiting for the pandemic to end are now starting to ask questions.

AS OF TODAY

- Total Life Members 298
 - Total Annual Members 552
 - Total Members 850
- This is not including the handful of Honorary members who should be re-confirmed prior to printing.

(1 resigned last week, 2 are deceased but are still on the list- Tenny is one, Kari is getting the other name. Several moved away some of whom have yet to be removed and are now instead of working at SC are working at Occidental. We are working with Kari to refine the list.)

SPECIAL KUDUS TO THOSE WHO SPONSORED IN CANDIDATES

We thank the following categories of members who brought in candidates:

- 19 Board members
- 7 Past Presidents
- 75 Non-Board Members
- 101 Total sponsors this year – wow!

MOTIONS:

Upon the recommendation of the membership committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following candidates for Annual Membership: Kerri Yoder Hubbard, Bobbi Mahler and Gina Weitzel.

See motions in oral report below

Upon the recommendation of the membership committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following candidates for Life Membership: Angel Grigorian, Carmen Long, and Candi Wopschall.

See motions in oral report below

Attachments:

Membership rev 2019-20 Spreadsheet of Candidates

End of Year Poem 2

New Membership Apps

New Membership App 6.2020 Hubbard

New Membership App 6.2020 Weitzel

Oral Report:

Updated and revised Town and Gown of USC Membership VP Board Report as of 6.30.20

By Sandy Johnston and Kathie Johnson

June 2020 Board Report

Please disregard all other membership documents **except for the applications** from this month's previous board packets.

What you now have, plus the attachments of applications, are ALL that you should look at regarding the latest from the Vice Presidents of Membership. Our motions have had to change a few times which we are happy to report. **Today we will be voting in lucky number 13: 4 new annual members, 7 new life members and 2 reinstated members. See updated motion and quantities below.**

Thank you.

Attachments

- Poem #2, latest version due to additions

- Spreadsheet of Sponsors and their respective Candidate Members, updated version
- Applications attached, please keep all other applications too.

RUNNING TOTAL NEW MEMBERS

As of today’s June, board meeting, Kathie and I are proud to report that we will have voted in a total of **74 new members** for the 2019-2020 year, starting July 1, 2019. All quantities have been confirmed with Kari May.

- 20 Life Members
- 54 Annual Members (2 reinstated)

We are proud of our numbers no matter how you slice it, **74 new members** with 6 months down or being on track for 102+ new members!! WOW! We are also proud of the initiative our different 104 sponsors of candidates who still brought us candidates, thank you. This is record breaking as sponsors have been withholding an **additional 32 candidates** due to the COVID virus seclusion. Town and Gown of USC, like the world around us, has never had 6 months of “membership candidate down time” before. Many start the count down time in March, but others started their clock in November, December or January

At the time of writing this report, **3 scholars are asking about membership** and 3 who were waiting for the pandemic to end are now starting to ask questions. Virginia and Kathie will follow up with them and they are not included in the above tallies.

AS OF TODAY

- Total Life Members 298
- Total Annual Members 552
- Total Members 850

This is not including the 2 Honorary members. Kari also states that some of our newest members are not included in the above count, to ensure that they won’t be billed as unpaid. Will work with Kari if any deceased are still on the unpaid list. There will be no calls to the unpaid this summer due to the hardship of COVID financially and emotionally.

SPECIAL KUDUS TO THOSE WHO SPONSORED IN CANDIDATES

We thank the following categories of members who brought in candidates:

- 19 Board members
 - 7 Past Presidents
 - 78 Non-Board Members
- 104 Total sponsors of candidates this year – wow!

3 MOTIONS:

Upon recommendation of the membership committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following four candidates for Annual Membership: Jennifer Griffith, Kerri Yoder Hubbard, Bobbi Mahler and Gina Weitzel.

Approved 6.30.20

Upon recommendation of the Membership Committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following seven candidates for Life Membership: Kathie Geary, Angel Grigorian, Carol LaBriola, Carmen Long, Susan Lynch, Tracy Schandler Walder, and Kandi Wopschall.

Approved 6.30.20

As per bylaws from time to time, we are required to make a motion for reinstatements. We just found out 2 people would like to be reinstated and are now back in good standing pending your vote of approval:

Upon recommendation of the Membership committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move for the board to approve that the following two former members be reinstated as Annual Members in good standing: Tara Prieto and Jerrilyn Wilson.

Approved 6.30.20

Thank you for a wonderful year! Sandy and Kathie

**Attachments:
End of Year Poem #2**

5th VP/ Programs Chris Griffith Patti Jamgotchian

Oral Report/YES

Submitted By: Chris Griffith & Patti Jamgotchian

REPORT:

- We are working on scheduling speakers for our Town & Gown Luncheons.
- Luncheons will be held on campus, at a reduced capacity, with livestreaming. We have reserved the Town & Gown Ballroom -seats 120 people, 4 seats/table for all luncheons, except December which will be in the Tutor Center Ballroom – 196 people, 4 seats/table. There is a possibility for greater capacity in the future.

- Huge thank you to Chris Griffith for the outstanding job she did as Programs VP. Warm welcome to Colleen Stroyke, incoming Programs VP.

Oral Agenda:

- Since our members have not met as a large group since March, we thought a Zoom program on September 1, would be a fun virtual and social opportunity to connect with our members. We would only schedule it if we are able to secure an incredible speaker. For example: a presentation by Jane Goodall, renowned anthropologist or cooking demonstration by Dana Slatkin, professional Chef and Founder of Violet LA Bistro. We chose Tuesday, September 1 because it follows our pattern of the first Tuesday of the month and it is after the start of school. Our thoughts are to schedule the program at 1pm, for 45 minutes to 1 hour with a welcome from Hilary, 30 minutes of speaker presentation and 10 minutes of questions and answers. I am bringing this Zoom call idea to the board because I would love to get your feedback to find out what you think of this idea. Would you participate? Are you concerned about Zoom burnout?
- “Thank you” Keepsake for our Speakers – During the 2019-2020 year, we gave a beautifully engraved "Glass Book" with the Town & Gown logo, speaker name and luncheon date as a gift to each of our featured speakers. This was in addition to the \$500 stipend. The design is symbolic of our primary goal of raising funds for scholarships, honoring our USC scholars, and something our speakers could proudly display. We would need a total of 9 of these mementos assuming one or two of our meetings will have a speaker panel, and at \$70/gift, we would need to budget \$630. I would love to get your input on this tangible keepsake for our speakers. What are your thoughts?

We tried to get a presentation by Jane Goodall but that isn't going to work out. Everyone seems to like the idea of the cooking demo. We would like to do the cooking demo on Tuesday 9.1.20 as that continues to be of interest to our members.

We thank everyone; it has been a wonderful year and a lot of fun.

Governance Chair Carol Greenhalgh

Oral Report/YES

Submitted By: Carol Greenhalgh

REPORT:

- As approved and recommended by the Governance Committee for Board approval, a proposed Bylaws Amendment Article VI, Section 5, was e-mailed to the Board of Directors on June 1, 2020 to be voted upon at the Board Meeting on Tuesday, June 30, 2020.

MOTION:

Upon the recommendation of the Governance Committee, I, Carol Greenhalgh, Governance Chair, move that the Board approve the revisions of Article V1, Section 5 of the Town and Gown of USC Bylaws.

Approved 6.30.20

Reference: Electronic Meetings Policy 5.28.20

Carol thanked all on the Governance Committee and said how wonderful it has been to work with everyone. She thanked Paula for her resourcefulness and revealed how much she will miss the breakfast rolls Paula would bring to the Tuesday board meetings.

SEE ATTACHMENTS:

**Proposed Bylaws Amendment
Electronic Meetings Policy 5.28.20**

NOMINATING CHAIR Marilou Hamill

Oral Report/NO

Submitted By: Marilou Hamill

REPORT:

No activity to report since the last meeting/report

Benefit Co-Chairs Patti Johnson Helaine Lopes

Oral Report/NO

Submitted By: Patti Johnson Helaine Lopes

REPORT:

- No activity to report since the last meeting/report
-

Hospitality Chairs

Edie Etmekjian Ayuko Siegel

Oral Report/NO

Submitted By: Ayuko Siegel

REPORT:

- No activity to report since the last meeting/report
-

COMMUNICATION

Joyce Fadil

Oral Report/NO

Submitted By: Joyce Fadil / Denise Magro

REPORT:

●**Note cards sent to:**

- Jo Ann Conley (Fell in Bathroom)
- Carol Kroesche (Stepfather passed)
- Anne Peplow (Husband Passed)

●**Social media:**

- Posted weekly to Facebook and Instagram (engagements continue to steadily grow)
 - Instagram page: 55 new followers, 5.9% increase (930 as of May board report, 985 currently)
 - Facebook page: 0 new followers (915 as of May board report, 915 currently)
-

PHYSICAL FACILITIES CHAIRS

Carol Kroesche/Beth Petak-Aaron Oral Report/NO

Submitted By: Beth Petak-Aaron and Carol Kroesche

REPORT:

- No activity to report since the last meeting/report
-

PARLIAMENTARIAN

Chris Gregg

Oral Report/NO

Submitted By: Chris Gregg

REPORT:

- No activity to report since the last meeting/report
-

MEMBERS-AT-LARGE

Isabel Weil/Denise Magro/Laurie Hunter-Tiedemann

Submitted By: Laurie Hunter Tiedemann
REPORT:

No activity to report since the last meeting/report

ATTACHMENTS:

- Consent Agenda Cover Page
- Consent Agenda 6.30.20
- Board Meeting Minutes 5.28.20
- Town and Gown President
- USC Hospitality Letter
- TG 5.31.20 Financials
- Gallagher Officer Change Letter
- Check Requisition Form
- TGUSC Admin Budget v Actual
- Membership rev 2019-20 TG Sponsors Candidates
- End of Year Poem 2
- NM Applications June 2020
- NM Applications 6.20.20 Hubbard
- NM Applications 6.20.20 Weitzel
- Proposed Bylaws Amendment
- TGUSC Electronic Meetings Policy 5.28.20

MOTION: I, Pat Whitman, move to adjourn Part 1 of the June 2020 In and Out Board meeting.

Second: Sandy Johnson

Approved 6.30.20

Meeting Adjourned 10:23 AM

Zoom Attendance:

Kathleen Campos	Virginia Naeve	Sandy Johnson
Joyce Fadil	Patti Johnson	Patti Jamgotchian
Pat Whitman	Marilou Hamill	Linda Swick
Linda Givvin	Kathie Johnson	Hilary Crahan
Helaine Lopes	Carol Kroesche	Edie Etmekjian

Elle Feldman

Chris Gregg

Carol Fox

Kathi Nicolard

Yvonne Bogdanovich

Janyce Teasley

Christina Jabarian

Beth Petak Aaron

Carol Greenhalgh

Ann Palmer

Chris Griffith

Ruberta Weaver

Debra Bradley

Ayuko Siegal

Sally Edwards

Carol Mollett

Paula Ciaramitaro

Alli Solum

Sara Pfirrmann

Debra Wong

Laurie Hunter Tiedemann