



**Town & Gown**  
*of the*  
**University of Southern California**  
*Founded 1904*

**Mission Statement**

Town and Gown of the University of Southern California is a nonprofit philanthropic organization whose purpose is to support USC through scholarships for students, building and campus enhancements, and cultural programs.

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**Board Meeting Minutes**  
**May 25, 2021, 9:35 a.m.**  
**Zoom**

**Pre-Meeting (9:30 a.m.)**

**All Board Members and Past Presidents**

Several Board Members, Past Presidents, and incoming Board Members enjoyed ten minutes of informal conversation. The current Board and Past Presidents wore pink and pearls to honor President Hilary Crahan.

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**Pre-Meeting (9:35 a.m.)**

**Current and Incoming Board Members**

**President Hilary Crahan** welcomed the newly-installed Board Directors to the Meeting. She invited the assigned Board Members to introduce the newest Directors.

Debra Bradley welcomed **Linda Dankwa, Lori Ward Jackson, and Bianca Patterson**, all remarkable women. Debra said everyone who had Linda as their nurse at Keck Medical Center was fortunate. She is committed and compassionate. Debra thanked her for being a First Responder. Lori is a USC alumna who met her husband at USC. She is the proud mother of four, and she is active with the Thetas. Bianca is CEO of Fertile Soil. She is an expert and certified nutrition health and life coach and a speaker in seasonal wholistic wellness. All three women have been an integral part of the T&GUSC mission by serving on the Scholarship Committee and now joining the Audit Committee. On the latter, they will participate in reviewing the expenditures of our 501(c)(3) at both the six-month mark and the fiscal year's end.

Debbie Wong welcomed **Jill Stuart**, whom she has seen on many Zoom calls. They are recruitment advisers together for Theta and Alpha Chi. They will serve together as Members-at-Large.

Carol Wright welcomed **Susie Rhodes** as the 2nd Vice President, Scholarship. They have known each other for about 30 years, when their children were kindergarteners together. In fact, Susie, Carol, and Ann Palmer all worked together at their children's school. Carol looks forward to working with Susie in their roles together on Scholarship.

Beth Petak-Aaron welcomed **Norma Perez**. As Governance Chair, Beth is happy to have Norma serve on the Governance Committee.

Janyce Teasley welcomed **Kate Farlow**. She looks forward to serving together with Kate as Co-Chairs of Hospitality.

Joyce Fadil welcomed the new Communications Chair, **Lisa Up de Graff**. Joyce has enjoyed serving in this role for two years and she welcomes Lisa onto the Board and into the role for next year. This position gives an opportunity to show love for the Board and for the T&GUSC members. She offered to help Lisa however she can.

Jody Zuvich welcomed **Wilma Pinder**. Jody will serve with Kathleen Campos as Physical Facilities/Historian Co-Chairs, and Wilma will serve on their committee along with Marilou Hamill. The Committee will meet and make recommendations for beautification gifts to the university, and they also are tasked with creating an archival history for our organization.

Hilary invited the attendees to applaud and welcome the newly-serving Board of Directors. She looks forward to welcome everyone in person at the June 15 Board Meeting.

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### **Opening Remarks:**

The meeting came to order to order at 9:45 a.m.

Hilary turned the floor to Carol Fox.

### **Guest Speakers:**

**Patrick Auerbach, Associate Senior Vice President for Alumni Relations**

**Introduced by Carol Fox**

**Stacy Giwa, Vice President of Ethics and Compliance**

**Introduced by Patrick Auerbach**

Carol Fox introduced Patrick Auerbach, Associate Senior Vice President for Alumni Relations, a position he has held since 2013. He earned his B.A. degree at UCLA (where he was a yell leader), Master's degree at the University of Tennessee, and Ph.D. at USC's Rossier School of Education. At USC, he worked in Athletics and then in the Alumni Association. In his current role, he works with President Folt, other administrators, the worldwide alumni organizations, and alumni throughout the world. Carol shared that Patrick's family raised race horses, and Carol won each time, except once, when she bet (\$2!) on his mother's horses. Patrick and his partner,

David, live in Hancock Park in a beautiful Spanish home; Patrick often runs into our President Hilary at their local Ralph's market. Carol thanked him for coming today.

Patrick was happy to join the meeting and to see many familiar faces. He noted that today, May 25, 2021, was the 21st anniversary of his coming to the USC campus and committing to his new job in the Athletics Department. With the 2021 class of graduates, there are now 440,912 degreed alumni and counting. He anticipates the total to be 450,000+ alumni in a few weeks when the numbers are finalized for this academic year. His role today was to introduce Stacy Giwa, the Vice President for Ethics and Compliance. She has been at USC for about 2.5 years. Half of her job is being chief Compliance Officer, while the other half is working on the Culture Transformation of USC. She worked previously at Ernst and Young and Southern California Edison. She earned her undergraduate degree at San Diego State and her law degree at Pepperdine.

Stacy was excited to speak to the Board today. She said she "coordinates" the faculty, staff, and students as they "move along the culture journey" at USC. Everyone is engaged in the university's mission and is proud of the Trojan Family, but she said this is a time for all at the university to take a step back, reflect on the recent past, assess where we are and what we want our behaviors and values to say our ourselves, and then to decide on what we need to change or enhance.

She is pleased with the number (25,000) of faculty, staff, and students who have participated in a values poll and in sessions to discuss values, with another 4,000 participating in recent sessions on Zoom. Her slide show highlighted the work done thus far in this "culture journey."

[*The slides will be shared with the Board as part of the June 15 Board Meeting Attachments.*]

The first slide outlined the Unifying Values which President Folt rolled out last November for the university. They are linked to the five attributes of a Trojan (Faithful, Scholarly, Skillful, Courageous, Ambitious): *We act with **integrity** in the pursuit of **excellence**. We embrace **diversity, equity, and inclusion** and promote **well-being**. We engage in **open communication** and are **accountable** for living our values.* The Unifying Values show us *how* we do things in carrying out the mission of the university. Another slide showed the path taken that determined the six values. It began in 2017 with a task force that focused on workforce standards and employee wellness, and ended in 2020 with the announcement of the values. The path included active involvement and input from faculty, staff, and students.

She dove further into the Unifying Values. (For an expanded version, including the Do's and Don't behind each value, visit: <https://culturejourney.usc.edu/explore/unifying-values/#excellence>)

- **Integrity:** *We do the right thing.* Our words, decision, and actions align with and are guided by our values, honesty, and ethical principles.
- **Diversity, Equity and Inclusion:** *We all belong.* We challenge our community to engage differences as strengths, embrace the richness of our lived experiences, and leverage diversity, equity, and inclusion to drive excellence in support of a welcoming community where all can thrive, and discrimination is not tolerated.

- **Open Communication:** *We share openly and honestly.* We actively listen and communicate in a clear, honest, timely, and accessible manner and provide opportunities for safe, respectful dialogue and interaction.
- **Excellence:** *We bring our best selves.* We strive to better ourselves as a learning community, our institution and society through assessment, reflection, learning, innovation, research, and collaboration.
- **Well-being:** *We honor the whole person.* We create a caring culture that fosters our ability to thrive in mind, body, and spirit as essential to sustainable pursuit of USC’s mission.
- **Accountability:** *We take responsibility.* At all levels of the university, we set clear expectations and take responsibility for our actions, decisions, outcomes and consequences.

She shared the approach being taken to share the Values with the USC community: **Launch:** *Introduce Values and behavior* (Jan 2019 — Dec 2020); **Emphasize:** *Create greater awareness of Values* (Jan — Jun 2021); and **Sustain:** *Live the Unifying Values* (July 2021— )

How are the Values used now? The Culture Priority Initiatives FY21 identified four key priorities:

- 1) Culture Journey Events for faculty and students (speaker series, panels, workshops, etc.). Close to 3,500 people have participated in these. The panels are particularly popular.
- 2) School/Unit Partnerships (activities customized to the specific School/Unit needs). This focuses on the unique values and behaviors of each area’s students.
- 3) Advisory Body Updates (continued work with the Culture Council, Network, and others)
- 4) Culture Activation (materials to engage the greater USC community). Still under development, these will include “tool kits” that managers, faculty, and staff can use to help explore values and behaviors in their own schools and units.

She spoke about the Schools/Units Culture Journey. The objective is three-fold: to understand what make their Journey successful, to encourage sharing between Schools/Units, and to support the Schools/Units in their strategies when needed. She shared examples from the Marshall School, Athletics, and the Keck School of Medicine. A new Integrity and Accountability Code for Keck and the university will roll out in the fall.

The Advisory Body Progress and Updates. Three advisory bodies serve unique roles.

- 1) Culture Council. 21 Members. Faculty, Staff and Students. Focus: Advise the Culture Journey, articulate USC culture story, address hurdles, support. Gives strategic advice.
- 2) Working Group. 23 Members. Faculty and Staff. Focus: Sounding board for all culture-related activities. They are an especially hard-working group, initially meeting weekly, and now meeting monthly
- 3) Initiative Leads. 10 Members. Reps from the five Culture Focus Areas. Focus: Gather feedback from the other two Advisory Bodies on a variety of USC initiatives that attribute to the five Culture Focus Areas

The Next Steps in the 2021-2022 Academic Year include continuing with the Culture Events, School/Unit Partnerships, and the Advisory Bodies, and continuing to engage alumni.

Hilary thanked both Patrick and Stacy, and she invited them to attend an in-person Town and Gown of USC luncheon next fall.

Patrick also thanked Stacy and said he is grateful for the university's investment in this area. After recent scandals, the university has had the task of repairing its reputation and rebuilding trust and faith within and outside its community. The work Stacy covered today has been instrumental in everyone's recovery. The Unifying Values will help us live out the attributes of a Trojan, and we will emerge stronger than ever.

Patrick and Stacy logged out of the meeting at 10:15 a.m..

Hilary confirmed quorum with Parliamentarian Helaine Lopes, and business ensued.

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## **CEO Report and Updates**

**Hilary Crahan**

**Oral Report/YES**

**Submitted By:** Hilary Crahan

### **REPORT:**

- **Fund Development, Vice Presidents**

Marilyn Kezirian, who has been elected Fund Development, Vice President, for the next two years and Chris Gregg, who has been appointed Fund Development, Vice President, for fiscal year 2021-2022 will be writing a Fund Development Plan for our non-profit. Marilyn and Chris will be convening meetings with various members of our Board of Directors as well as Past Presidents. These meetings will allow Marilyn and Chris to write the optimal strategy for future fund raising and stewardship for our 501(c)(3).

Thank you, in advance, for agreeing to meet as Marilyn and Chris organize and arrange these meetings.

With our collective and collaborative leadership, we are sure to be successful in this new endeavor.

The Fund Development Plan will be presented to the Board in the late Spring of 2022. All parliamentary procedures will be followed in the approval of this newly envisioned Plan.

- **Day of SCervice**

Town and Gown of USC has budgeted monies for the March 2022 Day of SCervice. Town and Gown of USC will **not** be organizing an August Day of SCervice.

- **2020-2021 Impact Report**

The Town and Gown of USC Impact Report video will be emailed July 1<sup>st</sup>. This Impact Report video will serve as an Annual Report showcasing the successes and accomplishments for our 501(c)(3) during fy 2020-2021.

Carol Mollett, Kathleen Campos, Laurie Hunter Tiedemann – Ad Hoc Committee.

- **www.townandgownofusc.org**

New design of the web site is meeting all deadlines.

Stakeholders met to review the first draft. Web site is still on track to launch June 30<sup>th</sup>.

Beth Petak-Aaron, Patti Johnson, Colleen Stroyke, Bonnie Suffridge, Ann Palmer, Carol Wright, Kathie Johnson, Virginia Naeve, Marilyn Kezirian - Ad Hoc committee

Carol Mollett is working to ensure our historical photos are added.

- **USC HOTEL Ballroom**

A walk thru with USC Hospitality is set for June 4<sup>th</sup>.

- **Tom McWhorter, Dean of Financial Aid**

A Zoom was held with Tom to discuss the \$10,000 Town and Gown of USC merit-based scholarship amount. \$10,000 is a significant gift in the way that USC is able to package a complete tuition package for undergraduates.

The Dean mentioned the significant debt, however, that Graduate students incur.

The Dean will make a complete presentation of Financial Aid for both the undergraduates and graduate students at USC at our September 28<sup>th</sup> BOD meeting. 11am to 11:30am

- **June 15<sup>th</sup>**

**PLEASE let me know if you have any specific dietary restrictions 323-351-3557.**

This is a welcome and a thank you for our Past Presidents and Board of Directors. None of the expenses for this luncheon will be charged to Town and Gown of USC. **This is my gift to you.**

PLEASE NOTE: there is a great deal of construction around the California Club. Please give yourselves an extra 20-25 minutes to navigate downtown Los Angeles. Carpooling is encouraged.

- **SAVE THE DATE**

**Thursday, September 9<sup>th</sup> 10am to 2pm**

Past Presidents and Board of Directors Welcome Luncheon at the USC HOTEL Ballroom

**October 26, 2021 Board of Directors meeting**

Catherine Quinlan, Dean of the USC Libraries will be our featured guest speaker.

**April 5, 2022**

Annual Benefit to be held at The Beverly Hills Hotel.

***Oral Report:***

- \$31,040 was donated to T&GUSC Opportunity Drawings this year. These donations are not operational dollars, and they must be donated to further our mission of scholarships, campus enhancements and beautification, and cultural programs. Our Bylaws state the funds must be used in Southern California.

- An ad hoc committee met with Tom McWhorter, Dean of Financial Aid, and the following idea was presented: A one-time donation of \$15,000 for the 2021-2022 school year will be made to the Computer Relief Fund managed through Financial Aid. A first year-student, permanently residing in Southern California, may apply to Financial Aid for the purchase of a new computer. A Best Buy or Apple estimated invoice is required proof for funding. Their requests will be managed and fulfilled by the Office of Financial Aid. A final summary report including the students' names and majors/minors will be submitted to Town and Gown of USC once the funding has been utilized. These computers do not need to be awarded to Town and Gown of USC scholars.
- The proposal is to transfer \$16,040 of the drawings proceeds to our Clifford Swan Fund II (currently at \$2,524,007.11) and to donate \$15,000 to the Computer Relief Fund.
- If there is interest in making this donation again, the request will be brought to a future BOD meeting for a quorum vote.
- It is collegial to support a request from the Financial Aid department. Town and Gown of USC has and will continue to work collegially with Financial Aid for many years.

**MOTION:**

**I, Kathleen A. Campos, CFO, move to transfer funds from our General Meeting opportunity drawing totals of \$31,040 to the following: \$16,040 to the Clifford Swan Fund II and \$15,000 to the USC Financial Aid Department Computer Relief Fund to cover computer costs for current USC students in need of laptops.**

**SECOND: Ann Palmer**

**Approved: 05.25.2021**

**Recording Secretary/Permanent Records**

**Patti Johnson**

**Oral Report/YES  
Consent Agenda**

**Submitted By: Patti Johnson**

**REPORT:**

- Recorded Minutes for April 27 Board Meeting and May 4 General Meeting
- Created Zoom Meeting for May 25 Board Meeting; invited current Board Members, Past Presidents, New Board Members, and guest speakers; collected reports, created agenda, and distributed all materials
- For the Board Portal: Spoke with Ian Chestnut about updating documents, adding new documents, and revising specific documents to electronic versions, and about plans for June 30 Board Portal Workshop
- Sent a save-the-date notice to 2021-2022 Board Members and Past Presidents for June 30 Board Portal Workshop
- Added April 2021 materials to Permanent Records

- Attached Town and Gown of USC Organizational Chart, 2021-2022, will be posted onto the Board Portal and printed in the 2021-2022 Directory

**Oral Report:**

- *Consent Agenda amendments:* 1) The 2nd VP, Scholarship, sent an addendum to the written report regarding a current student. It shall be included in the Minutes; 2) the Audit Chair will postpone her Oral Report until June 15
- For the **June 15** In/Out Board Meeting, as much business as possible will be conducted through the Consent Agenda. Board Report requests will be emailed this **Friday, May 28**; reports will be due on **Friday, June 4, at 5pm**. Thank you!
- In most instances, please respond only to the sender in our group emails. There usually is no need to Reply All. Thank you. This will give a reprieve to our email Inboxes.

**MOTION:**

**I, Patti Johnson, move to approve the**

- **April 27, 2021, Board Meeting Minutes**
- **May 4, 2021, General Meeting Minutes**
- **Consent Agenda Cover Page for May 25, 2021, as amended, and the**
- **Consent Agenda for May 25, 2021, as distributed and amended.**

**SECOND: Linda Swick**

**Approved: 05.25.2021**

**Attachments:**

**April 27, 2021 Board Meeting Minutes**

**May 4, 2021, General Meeting Minutes**

**Consent Agenda Cover Page for May 25, 2021**

**Consent Agenda for May 25, 2021**

**Town and Gown of USC Organizational Chart, 2021-2022**

**CFO/Treasurer**

**Kathleen Campos**

**Oral Report/YES**

**Consent Agenda**

**Submitted By: Kathleen Campos**

**REPORT:**

- Kathleen is delighted to report the Finance Committee has been wonderful in wrapping up the year early. It has been a pleasure serving with these women. Town and Gown of USC, with the professional guidance of Isabel Weil, reviewed the contracts for Tina Kreditor, Kari May, and Michael Marshak last year. We are keeping the contracts intact.
- Please note Tina Kreditor is now \$85.00 per hour, but still under budget. Michael Marshak will be receiving \$15,000 a year and Kari May \$29,400 a year. Both amounts were previously approved last month in our budgets. The contracts will be sent shortly for signature.

- Please note changes were made to the line items in all three budgets and the chart of accounts to be in alignment with current practices.
- A new tradition this year is the CFO sent the thank you letter to all donors for our Benefit. The letter was issued by email 4/30/2021.
- At our last General Meeting, we shared the financial highlights with the entire organization. Roxy was kind enough to provide a visual tool to complement the verbiage. The slides and presentation were also recorded for the Town and Gown of USC impact video. Kathleen shared the bank contact information with 1st V.P., Investments, so we can send the allotment from USC via federal fund wire into the Wells Fargo account.
- We completed the Timree inventory update for our annual report. While Kathleen will be transitioning from CFO, she will complete the annual taxes in July as is the Town and Gown of USC tradition.

***Oral Report:***

- Kathleen reviewed items in her written report.
- An example of a change to the Budgets (third point above): changing “Raffles” to “Opportunity Drawings”
- The approved budgets will be posted soon on the Board Portal.
- Kathleen thanked everyone again for the cards, letters, and flowers she received in honor of her Alumni Service Award from the Alumni Association. She said the Town and Gown of USC table had the best group photo at the virtual Alumni Awards gala.

**MOTION #1:**

**Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Financial Records of 4.30.2021.**

**Approved: 05.25.2021**

**MOTION #2:**

**I, Kathleen A. Campos, CFO, move to give \$100.00 each in gift cards to Kari May, Tina Kreditor, Michael Marshak, Ian Chestnut, and Roxy Kimmel Szigat. The total amount of \$500.00 is to be given at the annual meeting. This is in recognition of their support during the 2020-2021 fiscal year.**

**SECOND: Ann Palmer**

**Approved: 05.25.2021**

**Attachments:**

**Town and Gown of USC Financials 4.30.2021**

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**1st Vice President/Investments**

**Laurie Hunter Tiedemann**

**Oral Report/NO  
Consent Agenda**

**Submitted By: Laurie Hunter Tiedemann**

**REPORT:**

- The USC performance report for Fund I for the quarter ended 3/31/21 is attached. The results of Fund I compare favorably to both the USC policy portfolio and the Barclays U.S. Aggregate Index which USC uses as a benchmark.
- Also, please see the attached Clifford Swan portfolio reports as of 4/30/21 for Funds A – E, which comprise Town & Gown Fund II.

**Attachments:**

**USC Presentation: Town and Gown Endowment Fund Review, 03.31.2021**

**Clifford Swan Reports as of 4.30.2021**

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**2nd Vice Presidents/Scholarship      Ann Palmer    Carol Wright      Oral Report/NO  
Consent Agenda**

**Submitted By:      Ann Palmer and Carol Wright**

**REPORT:**

- Representing the Scholarship Committee, Carol and Ann attended Barbara Orechoff’s memorial service on April 24, 2021.
- Following up on conversations Hilary and Ann had with T&GUSC member Cyrice Griffith regarding diversity, equity and inclusion among our scholars, letters were sent to the Pasadena Unified School District, the Los Angeles Unified School District, and Cyrice’s contact at the Annenberg School. Meetings have been requested to discuss how T&GUSC can better reach out to African American high school seniors, making them aware of our merit-based scholarship program. To date, Ann attended the PUSD monthly high school counselors’ Zoom meeting where she introduced them to Town and Gown of USC’s scholarship program. Also, once again, ads will be placed in the August *Daily Trojan* informing currently enrolled students about our scholarships.
- On April 20, 2021, Carol and Ann met to decide which of our remaining 230+ qualified applicants would receive a scholarship offer. Upon lengthy discussions with the Scholarship Advisor, Sara Pfirrmann, it was decided to offer 30% (22) to incoming freshmen; 40% (30) to current/transfer students, and 30% (24) to graduate applicants. The total adds up to our number of 76 available new scholarships.
- Our lists of potential scholars were sent to the following USC personnel to verify their status:
  - Brittany-Baker Brousseau, Sr. Asst. Dir. Admissions (freshmen applicants)
  - Frank Chang – University Registrar (current/graduate applicants). Once we have a confirmed list of new scholars, their names will be sent to the new Asst. Director of Financial Aid: Alexia Gonzalez.

- It became very apparent how hard it has become to get admitted to USC as an incoming freshman. Over the course of four days, 73 qualified names were submitted to the freshman admissions office. Out of that list, 8 of the applicants have received either a President or Trustee Scholarship, which makes them ineligible for a T&GUSC scholarship. Out of the 65 names remaining, only 18 students were admitted to USC and sent the T&GUSC offer letter. Eight of those students have opted to attend other universities. So we have 10 incoming freshmen who have accepted our scholarship offer! Therefore, our number of available scholarships for current and graduate students went up – we sent contracts to 39 current students and 26 graduate students.
- As of 5/14/21 all but 16 scholars have returned their signed contracts. USC finals have just ended, so we expect the remaining contracts to be emailed shortly.
- We now have new and existing scholars from all the USC schools and programs except for Roski School of Art and Design and the Kaufman School of Dance.
- Ian Chestnut has sent out the denial letters to all those applicants who were interviewed but did not receive a scholarship.
- A luncheon, celebrating the outstanding 2020-2021 Scholarship Committee will be held on June 8, 2021 at Ann Palmer’s home.
- ADDENDUM: One of our scholars, Steven Marsh, a Viterbi student, received his Bachelor’s degree this past week. He followed procedure and notified Michael Marchak a few months ago that he was accepted into the Progressive degree program. He has three remaining classes to receive his Masters. Due to Viterbi scheduling issues, he has to take two classes this summer and his remaining class in the fall. Last year we funded CHAN occupational therapy students in the summer due to the pandemic. Also, Town and Gown of USC also funds seven units or less when the graduate scholar needs less than full time units to graduate. This student fits both criteria and therefore his request to continue his funding through the fall has been granted.

**3rd VP/Fund Development**

**Oral Report/NO  
Consent Agenda**

**Submitted By:** N/A

**REPORT:**

- No activity to report since the last report.

**4th VP/Membership**

**Kathie Johnson**

**Virginia Naeve**

**Oral Report/YES  
Consent Agenda**

**Submitted By:** Kathie Johnson and Virginia Naeve

**REPORT:**

- Membership had a successful Zoom New Member Orientation meeting on April 28. It was well attended by our new members as well as our President and board members for Hospitality, Scholarship, Fund Development, Membership, and Benefit. New members enjoyed hearing about committee involvement opportunities.
- Membership from July 1, 2020 — May 15, 2021:
  - 25 new Annual Members
  - 4 new Life Members

***Oral Report:***

- Virginia reported that 12 New Members attended the April 28 orientation meeting. It was a fun, conversational, and informational gathering. Each new member told of her connection to USC and a little about herself.
- Virginia hopes to do an in-person event for New Members in the fall.
- She thanked the VPs and Chairs who attended the orientation meeting. They each described their roles to the New Members.
- The VPs were happy to have as many New Members join this year as we did, and they hope for even more next year
- Virginia will check with Kathie on the membership status of Palma Vincenti. She already is a member of T&GUSC.

**MOTION #1:**

**Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Margi Kuhn and Palma Vincenti.**

D'Arcy McLeod noted that Palma Vincenti already is a member of Town and Gown of USC. The thought was that perhaps Palma checked off the wrong box when she renewed her membership.

**The motion was rescinded and amended.**

**MOTION #1 (as AMENDED):**

**Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidate for Annual Membership: Margi Kuhn.**

**Approved as amended: 05.25.2021**

**MOTION #2:**

**Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidate for Life Membership: Ann Brizius.**

**Approved: 05.25.2021**

**MOTION #3:**

**Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for change of status from Annual to Life membership: Kelley McBride and Barbara Prieto.**

Approved: 05.25.2021

**Attachments:**

- **Membership Applications, May 2021. Annual: Palma Vincenti; Life: Ann Brizius; and Change from Annual to Life: Kelley McBride and Barbara Prieto.**
- **Membership Application (Additional), May 2021. Annual: Margi Kuhn**

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**5th VP/Programs**

**Patti Jamgotchian**

**Colleen Stroyke**

**Oral Report/YES**

**Submitted By:** Patti Jamgotchian and Colleen Stroyke

**REPORT:**

- The May 4th General Meeting and Zoom Speaker Series, included the installation of the newly elected and appointed Board of Directors, the recognition of Life Members, and the presentation of two prominent political strategists and experts: Robert “Bob” Shrum - Director, USC Dornsife Center for the Political Future; Carmen H. and Louis Warschaw Chair in Practical Politics, and Michael Murphy, Co-Director, USC Dornsife Center for the Political Future.
  - 278 members and guests registered for the May meeting
  - In addition to the keynote speakers, highlights of the meeting were:
    - Board presentations by Hilary Crahan – CEO/President, Bonnie Suffridge – Board Member, Kathleen Campos – CFO, Kathie Johnson and Virginia Naeve – VPs Membership, Ann Palmer VP Scholarship
    - Social Breakout Rooms and Opportunity Drawing hosted by Edie Etmekjian and Ayuko Siegel
    - Elements of Engagement included: Installation of Officers video, Board Thank You video
  - Raffle ticket sales were \$3,925
  - The event was recorded and is available on the Town & Gown website.
- Programs 2021-2022
  - A very successful Zoom Programs Committee meeting was held on May 6th where 34 outstanding speakers were presented to the committee. Thank you to the Board members who contributed speaker names.
  - After summarizing potential speaker bios, the committee will receive the ballot via email and will be asked to rank their preferences and return by June 6th. All votes will remain confidential.
  - Once results are tallied, the top-ranking speakers will be contacted, and scheduling will begin. The goal is to have the speaker calendar finalized by mid-summer.
  - Colleen and Bonnie are truly looking forward to a fantastic year ahead with a terrific line up of diverse and engaging speakers. Thank you.

***Oral Report: 5-minute presentation***

- The June 15<sup>th</sup> Past Presidents and incoming and outgoing Board of Directors Luncheon Meeting will be held at The California Club from 10am-2pm. Invitations have been mailed. RSVP to Hilary
- Attendees should allow an extra 20-25 minutes to navigate multiple construction sites in downtown Los Angeles and around The California Club, to valet park, to have their temperature checked, and to take the elevator to the first floor. People will be stationed at the Club to assist everyone.
- The Check-in table hosts, Edie, Ayuko, and Patti Johnson, will greet the attendees and review their individualized schedule
- Refreshments will be served on the Veranda, 10-11am. Everyone may enjoy refreshments there at any time they are not involved with a recording session
- All contractors and consultants will attend: Ian Chestnut, Tina Kreditor, Michael Marshak, Kari May, and Roxy Kimmel Szigat
- Video recordings:
  - #1 Past Presidents and the incoming Board of Directors, 10-11am. Everyone will give their names and respective titles. Location: Northeast corner of the Grand Hall. Hostess: Deb Bradley.
  - #2 Past Presidents, 10-11am. Each PP will share nuggets of wisdom about Town and Gown of USC. Five-minute conversations, three questions, will be edited to one minute segments by Ian Chestnut. PP should respond to an email with their choice of recording times. Location: Fireside Room. Hostesses will assist.
  - #3 Sally Edwards, Past President, 10:30-11am. Sally will present an oral history of Town and Gown of USC for all new Board Members and all other interested Board Members. Location: Grand Salon, near the fireplace. Hostess: Patti Johnson will welcome and gather the new Board Members by 10:25am.
- Most business will be conducted via the Consent Agenda, allowing more time for one-minute oral presentations by the outgoing and some continuing Board Members. These members will share accomplishments, successes, and/or highlights of their year and a salute to the contractor/consultant with whom they most actively worked this year.
  - These Directors will present: Secretary, Patti Johnson; CFO, Kathleen Campos; First VP, Investments, Laurie Hunter Tiedemann; Second VP, Scholarships, Ann Palmer; Fourth VP, Membership, Kathie Johnson; Fifth VP, Programs, Patti Jamgotchian; Governance Chair, Beth Petak-Aaron; Benefit Chair, Kathi Nicolard; Communications Chair, Joyce Fadil; Audit Chair, Carol Kroesche; Hospitality Chair, Edie Etmekjian or Ayuko Siegel; Nominating Chair, Chris Gregg; Parliamentarian, Helaine Lopes; Physical Facilities/Historian Chair, D'Arcy McLeod.
  - By **Tuesday, June 8**, the above presenting Directors should let Patti Jamgotchian know which contractor/consultant they will acknowledge
- On the day of the meeting, the VPs, Programs, will remind everyone of where to go and when.
- Patti and Colleen are happy to answer any questions at any time

**Submitted By:** Beth Petak-Aaron

**REPORT:**

- The Governance Committee met both by Zoom and email discussion to cover the following topics for our final meeting of fiscal year 2020-2021.
  - 1) Under Qualifications for Membership, it currently states that “Any woman who fulfills the following qualifications. . . . .” It is recommended by Governance Committee that the word “woman” be reworded to say “person who identifies as female”. So, the wording would go as follows:

“Any Person who identifies as female, who fulfills the following qualifications (the “membership Qualifications”) may be admitted by the Board as a Member.”

Within our meeting, there was discussion regarding the wording: "Women of Distinction". It was decided that the wording should remain as is.
  - 2) The Agreement: It was brought to Governance that there should be an addition made to the 1st VP, Investments Job Description. Peter Weil wrote a letter to the organization regarding the Agreement in order to clarify some points. It came to Governance attention that there was a need for annual education regarding the agreement that Town and Gown of USC has with the university. It was thought that the First Vice President be accountable for this continuing education which sets our 501(c)(3) in good stead for the present and the future.

*The proposed Job Description is as follows (new portion in italics):*

The First Vice President, Investments substitutes for the CEO/President in the event of her absence or inability to serve. She monitors the reports of Fund I (USC Endowment) and Fund II (Clifford Swan) to maintain a working knowledge of the assets, changes in value, expenditures and available funds for scholarship and beautification.

She meets annually with the Town and Gown of USC attorney to ensure Town and Gown of USC is in compliance with the Agreement.

*(NEW:) She leads an Oral Presentation regarding the Agreement at the September Board of Directors meeting. Additionally, she invites the Town and Gown of USC attorney to be a part of this oral presentation. This oral presentation serves as continuing education for the Board of Directors.*

*(NEW:)The First Vice President, Investments convenes a meeting of all the signers of the Agreement and appropriate stakeholders annually to ensure the history of the Agreement is fully understood by current leadership.*

She reports monthly to the Board of Directors on the status of the investment funds and obtains approval for use of assets. She analyzes endowment fund values and allocates to respective scholarship students. She serves as the Scholarship Donor Liaison and

facilitates the establishment of the new Gift Agreement for Scholarship Funds. She must have been a member of Town and Gown of USC for two years; a minimum of three years of service on the Board is preferred prior to being elected to the position.

***Oral Report:***

- Beth reviewed the discussion and verbiage from last month to include as a potential T&GUSC member anyone who identifies as a female. The verbiage has been approved by our attorney and university counsel, Steve Yamaguchi, and it was approved last month by the Board of Directors for the VP, Membership notebook. The proposed motion would approve it for the Bylaws.

**MOTION #1:**

**Upon recommendation of the Governance Committee I, Beth Petak-Aaron, move to approve the membership By Law changing the word “woman” to “person who identifies as female” in order to align our By Laws with the VP of Membership handbook.**

**Approved: 05.25.2021**

- It came to the attention of the Governance Committee that continuing education about The Agreement between T&GUSC and the university should be given annually to the Board of Directors. The Committee is proposing that the First VP, Investments, should facilitate this activity. Beth read the VP’s job description, highlighting the new sections in italics, as noted in the report above.

**MOTION #2:**

**Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the proposed additions to the 1st VP, Investments, Job Description. These additions are to guarantee continued education of The Agreement made between Town and Gown of USC and USC regarding our endowments.**

**Approved: 05.25.2021**

- The Honorary Members of T&GUSC must be approved annually. The following motions fulfill this requirement.

**MOTION #3:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Member Dr. Arthur C. Bartner as an Honorary Member of Town and Gown of USC.**

**SECOND: Deb Bradley**

**Approved: 05.25.2021**

**MOTION #4:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Members Niki and Dr. C.L. “Max” Nikias as Honorary Members of Town and Gown of USC.**

**SECOND: Carol Wright**

**Approved: 05.25.2021**

**MOTION #5:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Member Laurence Franklin as an Honorary Member of Town and Gown of USC.**

**SECOND: Linda Swick**

**Approved: 05.25.2021**

**MOTION #6:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Member Sterling Franklin as an Honorary Member of Town and Gown of USC.**

**SECOND: Deb Bradley**

**Approved: 05.25.2021**

**MOTION #7:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Member Peter Weil, Esquire, as an Honorary Member of Town and Gown of USC.**

**SECOND: Sally Edwards**

**Approved: 05.25.2021**

**MOTION #8:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Member Steve Yamaguchi, Esquire, as an Honorary Member of Town and Gown of USC.**

**SECOND: Sally Edwards**

**Approved: 05.25.2021**

**MOTION #9:**

**I, Beth Petak-Aaron, Governance Chair, move to approve Honorary Member Katharine Harrington, Ph.D, as an Honorary Member of Town and Gown of USC.**

**SECOND: Ann Palmer**

**Approved: 05.25.2021**

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**Nominating Chair**

**Chris Gregg**

**Oral Report/NO  
Consent Agenda**

**Submitted By: Chris Gregg**

**REPORT:**

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

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**Benefit Chair**

**Kathi Nicolard**

**Oral Report/YES  
Consent Agenda**

**Submitted By: Kathi Nicolard**

**REPORT:**

- Kathi will present a motion at the meeting.

**Oral Report:**

- We have more 2021 Benefit good news. We have received \$800 more from Patrons to donate to the Ruberta Harwell Weaver Endowed Scholarship Fund.

**MOTION #1:**

**I, Kathi Nicolard, Benefit Chair, move to donate an additional \$800 into the Ruberta Harwell Weaver Endowed Scholarship Fund.**

**SECOND: Sara Pfirrmann**

**Approved: 05.25.2021**

**Hospitality Co-Chairs   Edie Etmekjian   Ayuko Siegel   Oral Report/YES  
Consent Agenda**

**Submitted By:   Edie Etmekjian and Ayuko Siegel**

**REPORT:**

- For the 5/4/21 General Meeting, 928 opportunity drawing tickets were sold and \$3,715 was collected.
- 2 prizes were: AmericanaThemed, Memorial Day or 4th of July entertainment basket donated by Kathleen Campos, and a Timree Pillow with a \$250.00 Amex gift card
- One 15-minute breakout session was held prior to the general meeting.

**Oral Report:**

- May birthdays: Jody Zuvich, Edie Etmekjian, Jane Bensussen, Ann Palmer, Patti Jamgotchian, Judith Pohlmann, and Linda Givvin. The Board sang “Happy Birthday” to Linda Givvin, whose birthday is today.

**Communications Chair   Joyce Fadil   Oral Report/NO  
Consent Agenda**

**Submitted By:   Joyce Fadil**

**REPORT:**

- Note cards sent to:
  - Bonnie Suffridge (aging parents) May 5, 2021
  - Mary Green Rooney (She passed) May 10, 2021
  - Sandy Johnston (Father passed) May 10, 2021
- Social media:

- Posted to Facebook and Instagram approximately twice weekly this month. Completed posting daily pics of our 72 graduating scholars (requested graduates to tag @townandgownofusc in their graduation posts)
- Instagram page: 24 new followers (1,285 as of April board report, 1,309 currently)
- Facebook page: 4 new followers (978 as of April board report, 982 currently)

**Physical Facilities/Historian Chairs D’Arcy McLeod/Marilou Hamill**

**Oral Report/YES  
Consent Agenda**

**Submitted By: D’Arcy McLeod and Marilou Hamill**

**REPORT:**

- In their Oral Report, D'Arcy and Marilou will give an update on the progress of the Chiavari chairs and upholstery that were ordered last month for the Town and Gown Ballroom.

***Oral Report:***

- D’Arcy and Marilou enjoyed working together this year, along with Becky LaForge as their Committee Member.
- Saxony Designs Build, Inc., received the check for \$6,422.60 in early May for the 26 Chiavari chairs. The check has cleared.
- According to Jerry Wingate, the chairs reupholstered in the custom design fabric should arrive to the Town and Gown Ballroom in September. He said they would be placed behind the curtains until the Ballroom is no longer used for classrooms.
- Marilou added that she looks forward to being on the Physical Facilities/Historian Committee working with the new Co-Chairs, Kathleen Campos and Jody Zuvich, and additional committee member Wilma Pinder. Marilou and D’Arcy will introduce Jerry Wingate to everyone next year, ideally in person.

**Audit Chair**

**Carol Kroesche**

**Oral Report/YES  
NO**

**Submitted By: Carol Kroesche**

**REPORT:**

- Update will be given in Oral Report.

***Oral Report:***

- An Oral Report will be postponed until the June Board Meeting.

**Submitted By:** Helaine Lopes

**REPORT:**

- At the June Board meeting, incoming Board members will be asked to sign 2 documents.
- The first is the “Electronic Voting Consent form,” (EVCF) which provides consent from each member to allow for electronic voting and states “All Board Directors are voting members per California law. The Town and Gown President and/or Executive Board, may determine an Electronic Vote to be necessary to keep business issues handled promptly and/or properly. By clearly printing and signing your name fully to this Electronic Vote Consent Form (EVCF), you hereby agree to have your vote counted as requested between formal Board meetings. Please sign and return this EVCF form to the Parliamentarian today to ensure we have a quorum for any emergency voting. Thank you. An EVCF is to be signed each year prior to summer break and as needed to ensure as many Directors on the Board have a chance to sign prior to any Electronic Vote. One may hold various positions on the Board but ONLY sign name in ONE spot.”
- The second is the “Confidentiality Agreement,” which states “I agree that I will not at any time – during my tenure on the Board or after – divulge any such Confidential Information, nor transfer any such Confidential Information to any third party, nor use any such Confidential Information for my own purpose or for any purpose other than in connection with my authorized role as a member of the Board of Town and Gown unless such disclosure shall have been approved in writing, in advance, by the President of Town and Gown.”
- The EVCF is accessible on the Board portal and can be submitted electronically.
- The Confidentiality Agreement is presently a paper document but we are in the process of uploading it as an electronic copy as well.
- We will have hard copies of these documents at the June meeting for those who have trouble accessing them on site.

***Oral Report:***

- Reminders for all Board members:
    - When discussing Town and Gown, please state “Town and Gown of USC”
    - Town and Gown of USC is a 501(c)(3). Although we are happily involved in other leagues and guilds and are collegial with all the ACC member groups, Town and Gown of USC is separate from the Alumni Association.
    - Be mindful of using the Town and Gown of USC Board “titles” as stated in the Bylaws (e.g. Chair vs Vice-President)
  - She also described the two forms mentioned in her report. Hoping they will be electronic by June 15.
-

**Members-at-Large**      Denise Magro/Janyce Teasley/Jody Zuvich      Oral Report/NO  
Consent Agenda

**Submitted By:**      Jody Zuvich

**REPORT:**

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

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**Closing Business**

- Carol Greenhalgh spoke recently to Mark Aliano, formerly of USC Hospitality. He said some very nice things about Town and Gown of USC. Beth is putting together the gift basket to send to him. Carol G., Carol Fox, Hilary, Beth, and Sara will bring to the Board an idea for a special memento to send him. Sara offered to engrave something if anyone wished. Hilary will set up a Zoom gathering to thank Mark; she will send the invitation to the Board and Past Presidents.

**MOTION:**

**I, Hilary Crahan, move to adjourn today's meeting.**

**SECOND: Kathleen Campos**

**Approved: 05.25.2021**

The meeting was adjourned at 11:11 a.m.

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**ATTACHMENTS:**

- **April 27, 2021 Board Meeting Minutes**
- **May 4, 2021 General Meeting Minutes**
- **Consent Agenda Cover Page for May 25, 2021**
- **Consent Agenda for May 25, 2021**
- **Town and Gown of USC Organizational Chart, 2021-2022**
- **Town and Gown of USC Financials 4.30.2021**
- **USC Presentation: Town and Gown Endowment Fund Review, 03.31.2021**
- **Clifford Swan Reports as of 4.30.2021**
- **Membership Applications, May 2021. Annual: Palma Vincenti; Life: Ann Brizius; and Change from Annual to Life: Kelley McBride and Barbara Prieto.**
- **Membership Application (Additional), May 2021: Annual: Margi Kuhn**

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**Attendees (*Past Presidents*) (2021-2022 New Board Members):**

Debra Bradley  
Kathleen Campos  
Hilary Crahan

**Linda Dankwa**  
*Sally Edwards*  
Edie Etmekjian

Joyce Fadil  
**Kate Farlow**  
*Carol Fox*

*Linda Givvin*  
*Carol Greenhalgh*  
Chris Gregg  
Mary Hall  
Marilou Hamill  
**Lori Ward Jackson**  
Patti Jamgotchian  
Patti Johnson  
Marilyn Kezirian  
Carol Kroesche  
Becky LaForge  
Helaine Lopes  
Denise Magro  
D'Arcy McLeod

*Carol Mollett*  
Virginia Naeve  
Kathi Nicolard  
Ann Palmer  
**Bianca Patterson**  
**Norma Perez**  
Beth Petak-Aaron  
Sara Pfirrmann  
**Wilma Pinder**  
**Susie Rhodes**  
Ayuko Siegel  
Colleen Stroyke  
**Jill Stuart**  
Linda Swick

Janyce Teasley  
Laurie Hunter Tiedemann  
**Lisa Up de Graff**  
*Ruberta Weaver*  
*Pat Whitman*  
Deborah Wong  
Carol Wright  
Jody Zuvich  
  
**Guests:**  
Patrick Auerbach  
Stacy Giwa  
Eliza Williams

**Respectfully submitted,**  
**Patti Johnson**  
**Secretary, Town and Gown of USC**