



Town & Gown
of the
University of Southern California
Founded 1904

Board Meeting May 28, 2020
Consent Agenda

MOTION: I, _____, move to approve the Board Meeting Minutes from April 28, 2020 and the Consent Agenda for May 28, 2020 as distributed.

Second: _____

CEO Report and Updates

Paula Ciaramitaro

Oral Report/ **NO
Consent Agenda**

Board Meeting on Zoom, THURSDAY, 5.28.20 @ 10:00AM

At 10:00 AM click on link that will be sent to you from Paula and follow directions.

President Elect

Hilary Crahan

E-Vote:

MOTION: I, Hilary Crahan, President Elect move to approve the appointment of Isabel Weil to Member at Large for the Town and Gown of USC Board for fiscal year 2020-2021. Second: Beth Petak Aaron

Approved 5.23.20

Recording Secretary/ Permanent Records

Kathi Nicolard

Oral Report/ **NO
Consent Agenda**

Reminders:

If you are giving an **oral report** please give or e-mail me a **copy of you notes**.

- If you are the **VP/chair for a committee**, I will also need a **copy of your Monthly Committee Meeting Minutes** for the Permanent Record.
 - **Motions** presented from the floor need to be **submitted in writing** prior to the start of the Board meeting. Motion forms are available from me and Parliamentarian, Chris Gregg.
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CFO/Treasurer

Kathleen Campos

**Oral Report/YES
Consent Agenda**

Submitted By: Kathleen Campos
CFO/Treasurer

REPORT:

Oral Report to be given

MOTION:

Upon the recommendation and of the Finance Committee, I, Kathleen Campos, move to approve the Town and Gown Scholarship Budget for 2020-2021.

MOTION:

Upon the recommendation of the Finance Committee, I Kathleen Campos move to approve to file the Financial Reports for 4.30.2020

MOTION:

Upon the recommendation of the Finance Committee, I Kathleen A. Campos move to approve the 2020-2021 Town & Gown Benefit Budget 5.22.2020

See Attachments:

2020-21 TG Scholarship Budget

TG 4.30.20 Financials

2020-2021 TG Benefit Budget

1st Vice President/ Investments

Hilary Crahan

Oral Report/NO

Submitted By: Hilary Crahan

REPORT:

- Clifford Swan

See Attachment:

1st VP report 5.26.2020

2nd Vice Presidents/ Scholarship

Sara Pfirrmann Ann Palmer

Oral Report/NO

Submitted By: Sara Pfirrmann and Ann Palmer

REPORT:

- We have exciting news! One of the new freshman candidates we offered a scholarship to in early March is a **National Merit Scholar**. Tristan Griffith was a much sought-after high school senior – already at his young age he is a specialist in robotics engineering. Our scholarship made the deciding difference in Tristan selecting to come to USC!
- The 2020 – 2021 Scholarship Budget is complete and ready for Board review and approval. See CFO attachment.
- The Scholarship Vice Presidents presented a request to the Board of Directors for approval of immediate assistance to our scholars enrolled in the USC Chan Division of Occupational Science and Occupational Therapy Program. Based on change in curriculum due to COVID related circumstances, 8 of our scholars enrolled in this program are now required to attend full time class in the summer session rather than participate in internships and patient practicum. The spring 2021 curriculum was switched with the summer 2020 practicum. An electronic vote was taken in order to expedite funding for the summer term for these students effected by the change in curriculum. The motion that was presented for an electronic vote was:

MOTION: We, Sara Pfirrmann and Ann Palmer, Scholarship Vice Presidents, move to approve that the scholars enrolled in the USC Chan Division of Occupational Science and Occupational Therapy Program who have curriculum changes due to the COVID-19 situation receive their scholarship funding accordingly: one half in the summer 2020 and one half in the fall semester 2020 with no additional funds being granted in the spring 2021 semester. Second: Hilary Crahan
Electronic Motion passed 5.19.20

- A Schedule B addendum to the Scholarship Contract will be sent to the OT scholars accepting the change in funding which outlines the terms and restrictions to this opportunity.
- Michael Marchak, Scholarship Associate, collected 105 returning scholar contracts and 4 new freshman contracts throughout the month of April.
- Hilary Crahan, 1st VP of Investments, approved the Scholarship Vice Presidents to offer 40 additional new scholarship awards – essentially extending our scholarship support next year to 149 students. Those contracts are due back by May 30, 2020.
- Ian Chestnut, web master, assisted with sending 40 new contracts to the selected scholar candidates from our pool. Candidate selection was assessed using only the applications submitted as we were unable to continue interviewing in person. We had one immediate denial of our offer due to a decision to not attend USC Keck. The reaction of the new scholars to our offer has been exceptional!
- We are waiting until the deadline of May 30 to discover if any additional candidates turn down our offer. Then we will extend any additional offers needed to fulfill the 149 scholarship opportunities available.
- Returning scholars: 105: 18 graduates; 20 Progressive; 67 undergraduates
- New scholars: 9 freshmen. 25 undergraduates. 10 Graduates (with one decline)
- Custom graduation cards were mailed to our graduating scholars.
- Scholars are sending one minute videos that Denise is posting on Instagram. We hope you are watching them!
- Ian and his team are working on upgrades to the Scholarship portal. Scholars are updating and loading their personal information to the portal, uploading a head shot, and completing a new set of informational questions we added to the profile this year.

- In process:
 - Working on updating the application form that will post on August 1.
 - Reviewing the assessment of the Scholarship Associate.
 - Working on the Town and Gown Annual Report, Timeline, and Operations Manual.

3rd VP/ Fund Development Virginia Naeve Elle Feldman Oral Report/NO

Submitted By: Virginia Naeve

REPORT:

ACKNOWLEDGMENT LETTERS:

Elle and Virginia have sent acknowledgement/thank you letters to approximately 30 donors who have recently renewed their Town and Gown membership and are donating toward administration costs and scholarships at the same time.

CAROL THUESON SCHOLARSHIP FUND:

We were recently informed by Caren Edler that the Carol Thueson Scholarship Fund is now completely endowed! We thank Caren for all of her diligent work and follow up to get this funding completed, and we also thank all of the Town and Gown board members who contributed to this fund!

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

Submitted By: Sandy Johnston and Kathie Johnson

REPORT:

DUES

- If you have not turned in your dues, verified your membership data with Kari and selected your 2 maximum committees, please do so at your earliest convenience. We are about to send out a reminder.

- We are ahead in the dues collection as the website was activated on time with proper, prior planning with all concerned this year! Glitches have been getting removed as we move forward!
- Please remind your entire committee to sign up again, pay dues and check for data change, whether Life or Annual members. This year there is an extra line for scholarship or other type of contribution.

THANK YOU TO SPONSORS

- To lighten the COVID-19 situation, we added a poem thanking our member sponsors, see attached. We are pleased with the well-rounded participation and member engagement. The respective sponsor-candidate spreadsheet is attached. Thank you to all whom have been sponsoring our new members. 14 Board members and another 4 past presidents have been outstanding with bringing new members in. There are currently 74 non board member sponsors for a total of 92 sponsors this year – wow!

LIST FOR LATER

- If you thought you had members who wanted to join and are not yet listed, let us know. We have a long list of sponsors who are waiting for COVID to lift before bringing in some candidates. We are thrilled with where we currently are in terms of membership and sponsorship.

MOTION:

We, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following candidates for Life Membership: Sarah Lauren Margaret Berbos, Caren Edler, Jordan Felix and Taylor McAllister.

See Attachments:

**TG 2020 Membership End of Year Poem
2019-2020 TG Sponsors-New Member Candidates
TG May 2020 NM Applications**

5th VP/ Programs Chris Griffith Patti Jamgotchian

Oral Report/NO

Submitted By: Chris Griffith & Patti Jamgotchian

REPORT:

- Due to the pandemic, the Programs Planning Committee meeting was conducted via email this year. We received over 30 amazing and diverse speaker recommendations.

- After summarizing potential speaker bios, we will email a Speaker Summary/Ballot to our committee members and ask them to rank their preferences and return to us to tally. All votes will remain confidential.
- Once we determine preferred speakers, we will begin to make contact. We hope to find out if we may hold on-campus meetings soon. Zoom meeting options will be explored.

Governance Chair

Carol Greenhalgh

Oral Report/NO

Submitted By: Carol Greenhalgh

REPORT:

Town and Gown of USC Electronic Meetings Policy

Exigent Circumstances

With the advent of several electronic meeting applications including Skype, WebEx, Zoom, etc., Town and Gown of USC's Board of Directors, in their capacity as either a Director or as a member of the following committees: Executive Finance, Governance, or Nominating Committee (herein referred to individually as a "committee") may need to meet electronically. Committees other than those named above may also hold electronic meetings as needed.

Electronic meetings shall be deemed appropriate under the following circumstances:

1. Any national or state emergency, such as the onset of a pandemic, that might preclude in-person meetings in which people sit and interact in close proximity;
2. Any time a pressing or time sensitive issue needs to be addressed or voted on before the next scheduled, in-person Board or Committee Meeting;
3. When the Board or a Committee needs to meet and there is no available room on campus; and/or
4. When Committee Members need to meet and do not have time to drive to a central location for an in-person meeting.

Procedures

For any Electronic Board or Committee Meeting held for one or more of the above stated reasons, all actions presented and approved by the Board, electronically and all matters presented for discussion during Skype, Web-ex, Zoom, etc., meetings, shall be deemed to be authorized, confirmed, and ratified to the same extent as if such actions and matters were presented and voted upon in person at a meeting in which the requisite quorum were present and counted. In addition, the following procedures must be met:

1. The electronic meeting must be called by the CEO/President, or the Committee Chair with the knowledge of the CEO/President. Official electronic minutes of Board Meetings must be kept in the same manner and to the same extent as are those of in-person Board Meetings. A summary of all electronic Committee Meeting Minutes must be included in the next scheduled, in-person or Electronic Board Meeting Consent Agenda, whichever may be applicable.
2. All Board Directors or Committee Members have been notified of the meeting as required by the Bylaws of Town and Gown of USC. In the case of emergency electronic meetings, Board Directors or Committee Members shall be notified as soon as the exigent circumstances permit.
3. A quorum (51% of the membership of the Board or Committee) is present. No votes other than adjournment or rescheduling of a meeting may be taken without a quorum being present.
4. Official meeting minutes are recorded and submitted to the Secretary and CEO/President in a timely manner.

Approved: 10/30/2018

Revised and Approved:

NOMINATING CHAIR Marilou Hamill

Oral Report/NO

Submitted By: Marilou Hamill

REPORT:

After ballots were sent by email several times and mailed via USPS to those without an email address, a quorum was met and the 2020-2021 Slate was passed.
The vote was a unanimous aye.

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
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Hospitality Chairs

Edie Etmekjian Ayuko Siegel

Oral Report/NO

Submitted By: Ayuko Siegel

REPORT:

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

Joyce Fadil

Oral Report/NO

Submitted By: Joyce Fadil / Denise Magro

REPORT:

●Note cards sent to:

D'Arcy McLeod (Mother-in-law passed)
Kate Farlow (Truck accident)

●Social media:

Posted weekly to Facebook and Instagram (engagements continue to steadily grow)
Instagram page: 87 new followers, 10% increase (843 as of April board report, 930 currently)
Facebook page: 6 new followers (909 as of April 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

Oral Report/NO

Submitted By: Laurie Hunter Tiedemann

REPORT:

No activity to report since the last meeting/report

ATTACHMENTS:

- **Consent Agenda Cover Page**
- **Consent Agenda 5.28.20**
- **Board Meeting Minutes 4.28.20**
- **TGUSC1st VP report 5.26.2020**
- **2020-21 TG Scholarship Budget**
- **TG 4.30.20 Financials**
- **2020-21 TG Benefit Budget**
- **TG Membership End of Year Poem**
- **2019-2020 TG Sponsors and NM Candidates**
- **NM Applications May 2020**