



**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.

**Board Meeting Consent Agenda
October 25, 2022, 9:45 a.m.
Scriptorium Room, University Club and Zoom**

Pre-Meeting (9:35am) Board Members and Past Presidents

Optional Social Time for all interested Board Members whether attending in-person or on Zoom.

Guest Speakers:

Gina Bonafede

Insurance broker from A.J. Gallagher

Introduction: Kathie Johnson

CEO and President Report and Updates Beth Petak-Aaron Oral Report/YES****

Submitted By: Beth Petak-Aaron

REPORT:

The October General Meeting was a great start to our year. I thank the VPs of Programs for their efforts and organization of the day. Hospitality and registration ran like clockwork. Everything could not have been better.

In order to keep people out of the ballroom, chairs will be added to the courtyard and when the umbrellas arrive, they too, will be in the courtyard.

Currently, we have Tracey Vranich, Dean Pedro Noguera, Tony Mazza, Phoenix Del Gado,

Board of Trustee Rod Nakamoto, Board of Trustee John Iino, Eva Iino, Sarah Sturm as guests to the November meeting.

Board members and Past Presidents will be spread out among the General membership again at this lunch. It was noticed by many and well received. Also, please know that everyone will be moved around to different locations/tables throughout the year (President included)! Even those within the general membership who request the same locations will be moved.

Historic Preservation Fund to date: \$2,150.00

Activities:

- Carol Fox and Beth Petak-Aaron had lunch with Tracey Vranich.
- In October General meeting, it is estimated that 330 lunches were served.
- Still waiting on final agreement from USC Hospitality
- We were unable to obtain the closet space under the stairs in Town and Gown. It will be used as "locker space for the women who work within hospitality".
- November 1st will be the holiday boutique. Beth and Janyce are working with the 6 vendors.
- Tom McWhorter is leaving USC and pursuing an opportunity at Northeastern University. It has been suggested that we acknowledge his services and present him with a Thank You Gift at the November 1 General meeting.
- October Newsletters was created and sent to the General Membership.

MOTION:

I, Beth Petak-Aaron, CEO/President, move that we acknowledge Tom McWhorter with a thank you gift at our November 1st general meeting. Approved unanimously by the Executive Committee. No Second needed.

Recording Secretary/Permanent Records

Ayuko Siegel

**Oral Report/YES
Consent Agenda**

Submitted By: Ayuko Siegel

REPORT:

- Recorded Minutes for the September 27, Board Meeting
- An electronic vote was conducted September 27, 2022
- Sent Board Requests to the Board of Directors for the October 25 Board Meeting

- Created Zoom invitation for the October 25 hybrid Board Meeting. Sent email to invite the BOD and Past Presidents, collected reports, created Consent Agenda, and posted Meeting Documents on the Board Portal.
- Placed documents into the Permanent Records binder and flash drive through October 2022
- Recorded Minutes for the October 4 General Meeting
- Placed Committee Meeting Minutes to the Permanent File
- An electronic vote was conducted July 28, 2022
- Attended and recorded minutes for the October 20 Executive Board meeting
- Met with Ian Chestnut over zoom to go over wording for RSVPs to the BOD meetings on the website on October 24.

Oral Report:

- Just a reminder to please send in the BOD Materials and RSVP's by the due date. If there's nothing to report, please also send that in!

MOTION:

I, Ayuko Siegel, move to approve the

- **September 27, 2022, Board Meeting Minutes**
- **October 4, 2022 General Meeting Minutes**
- **Consent Agenda Cover Page and Consent Agenda for October 27, 2022**

SECOND: _____

Attachments:

September 27, 2022 Board Meeting Minutes
October 4, 2022 General Meeting Minutes
Consent Agenda Cover Page for October 25, 2022
Consent Agenda for October 25, 2022

Treasurer

Kathie Johnson

Oral Report/YES
Consent Agenda

Submitted By: Kathie Johnson

REPORT:

Meeting is scheduled with WFB on October 24 to drill open the safety deposit box and then close our WFB account.

Our 2022-2023 insurance premiums for A.J. Gallagher have been paid.

We are pleased to have with us today Gina Bonafede, our representative from A.J.Gallagher . Gina will explain her position at AJG and review with us our 2 two insurance policies with them. We will have a short Q and A. Thank you Gina for joining us this morning.

Oral Report:

MOTION #1:

Upon recommendation of the Finance Committee, I, Kathie Johnson, Treasurer, make a motion to approve the September 2022 financials.

Attachments:

TG September 22 financials

1st Vice President/Investments

Patti Jamgotchian

**Oral Report/ YES
Consent Agenda**

Submitted By: Patti Jamgotchian

REPORT:

Please see attached Clifford Swan portfolio reports as of 10.17.22 for Funds A - E. which comprise Town & Gown Clifford Swan Fund II. The market value of the funds is approximately \$2.84M.

Please see attached reports from last month's board presentation by Tom McWhorter, USC Dean of Financial Aid. They include:

- Computer Fund Thank you Letters from student recipients
- Financial Aid PowerPoint Presentation

Attachment:

Clifford Swan Funds 2 A—E Report as of October 14, 2022

Financial Aid PowerPoint Presentation

Computer Fund Thank you Letter from Student recipients

2nd Vice Presidents/Scholarship

Susie Rhodes/Shana Glassman

Oral Report/NO

Consent Agenda

Submitted By: Susie Rhodes and Shana Glassman

REPORT:

- Sent email invitation to Scholarship Committee for October 4th meeting. Two documents attached to review prior to meeting: “Roles and Responsibilities of Scholarship Committee Members” and “Scholarship Committee Timeline of Events”

- Sent email to Scholarship Committee with step-by-step instructions for logging into the Scholarship Committee Portal and to submit the Scholarship Committee Confidentiality Agreement
- Conducted introductory meeting for the Scholarship Committee with approximately 30 in attendance. Assisted Committee members with login and completion of Confidentiality Agreement. As of October 14, 53 out of 87 members have submitted the Scholarship Committee Confidentiality Agreement (due by November 1)
- Presented note from Joanne Asman, thanking us for inviting her and Traveler to be a part of the Scholarship Back-to-School Luncheon
- Introduced Town & Gown Scholar and Drum Major, Jacobo Herrera, as the Scholar Speaker for the October 4th Luncheon
- Picked up Graduation Sashes for December Graduates
- Selected menu for 11/15 Scholarship Committee Training
- Sent autumn themed “SignUp Genius” invitation to Scholarship Committee for the Scholarship Committee Training, asking them to choose morning or late afternoon session and to select from boxed meal options
- Selected Town & Gown Scholar, Catherine Ames, to be the Scholar Speaker for the November 1st Luncheon. Catherine is a senior, majoring in Law, History and Culture and minoring in Theater
- Submitted Scholar Spotlight for the Newsletter. Senior Blake Zingerman, Marshall School and Cinematic Arts
- Ordered and received red journals and business card “sleeves” in preparation for Scholarship Committee Training
- Continued editing the Scholarship Training Manual
- Daily Trojan Advertisements continue to run online (August 1 – December 1) and the second series of print advertisements ran in the Parents’ Weekend Special Edition
- List of Town & Gown Scholars, studying in the Keck School of Medicine, submitted to Molly Gervais for December 8 Keck Scholarship Luncheon
- As of 10/14/22, 38 Scholarship applications have been submitted out of 343 started. 14 of the 38 completed applications are undergraduate with the majority being graduate applications
- Received an email from Ruberta Weaver’s Scholar, Abigail

- Received a “Thank you” email from Cicero Aschieris after the Back to School Luncheon

3rd VP/Fund Development Marilyn Kezirian, Carol Wright **Oral Report/YES
Consent Agenda**

Submitted By: Marilyn Kezirian and Carol Wright

REPORT:

- The Fund Development Committee met prior to our October 4 general meeting. We had 7 in attendance. We endeavored to assign the members to FD responsibilities per the members’ preferences. We also reviewed the Strategic Planning process that the committee will follow this year. A later email will outline the choices of dates for an in-depth Zoom call discussion to start the process. We are planning a committee zoom to take place Friday October 22 at 10 AM.
- Our Thanksgiving card to our endowed donors and BOD was designed by Roxy and printed by Kari. We are grateful for their support. Prior to the November 1 general meeting, the FD Committee will meet at 10 am to label and stuff the cards for mailing.
- In October Marilyn and Carol joined the Governance Committee Zoom meeting for a short time to present five issues to be resolved. Two issues were tabled for more discussion. The other three items will be presented at the October BOD meeting by the Governance Committee.

Oral Report

4th VP/Membership D’Arcy McLeod/Colleen Stroyke **Oral Report/YES
Consent Agenda**

Submitted By: D’Arcy McLeod and Colleen Stroyke

REPORT:

As of September 27, 2022 Town and Gown of USC had a total of 762 members.

There are 432 Annual members and 330 Life members!

After today’s approval of 2 Life Members and 13 Annual Members, with the return of 3 Annual members renewing we will have a total of 448 Annual Members and 332 Life Members for a grand total of 780 members

Oral Report:

MOTION #1:

Upon recommendation of the Membership Committee, we, D’Arcy Dietrich McLeod and Colleen Stroyke, move to approve the following candidates for annual membership:

Michelle Dao
Kathy Thomas
Nancy Zwemer
Susan Arth
Michelle Straton
Kathy Takayama
Cindy Hill
Kelly Jacobs
Beverly Boyce-Lumm
Bianca Bao
Ramona Petak
Becky Arias
Sandra Campero

MOTION # 2:

Upon recommendation of the Membership Committee, we, D’Arcy Dietrich McLeod and Colleen Stroyke, move to approve the following candidates for Life membership:

Jeannine Ball
Jessica Schned

Attachments:

Membership Applications: Michelle Dao, Kathy Thomas, Nancy Zwemer, Susan Arth, Michelle Straton, Kathy Takayama, Cindy Hill, Kelly Jacobs, Beverly Boyce-Lumm, Bianca Bao, Ramona Petak, Becky Arias, Sandra Campero

5th VP/Programs

Bonnie Suffridge, Debbie Wong

**Oral Report/YES
Consent Agenda**

Submitted By: Bonnie Suffridge and Debbie Wong

REPORT:

- Our first meeting of the year featuring Dr. Jacob Vogel, on October 5, 2022, was very successful. We had 312 people register and our final attendance for the day was 292. The Opportunity Drawing brought in \$2,040 and we also had \$440 in other donations.
- Our next meeting on November 1, 2022, features Professor Susan H. Kamei, Managing Director, Spatial Sciences Institute, Lecturer Department of History USC Dornsife

College of Letters, Arts, and Sciences. Professor Kamei is recognized as one of America's most prominent and visible scholars on Japanese American incarceration during World War II.

- The Holiday Boutique will take place in the Town and Gown Courtyard prior to the meeting on November 1st, from 10:00-12:00.
- There are two options to participate: In-Person in the Town & Gown of USC ballroom or Live Stream via the Town and Gown of USC website and/or our Facebook pag
- Invitations were first emailed on October 5, 2022.

Oral Report:

- Update on the number of RSVPs for the November 1, 2022, meeting.
- Update on the November 1, 2022, meeting featuring USC Professor, Susan H. Kamei.
- Update on the annual holiday meeting December 6, 2022.
- Update on the January 10, 2023, meeting featuring Coach Dain Blanton.

Governance Chair

Ann Palmer

**Oral Report/YES
Consent Agenda**

Submitted By: Ann Palmer

REPORT:

- Governance met on October 5, 2022. The following topics were discussed:
 - VP's of Fund Development were invited guests. In-Kind donations discussion continued from the September 14th meeting. A motion was made and approved regarding who determines the value of In-Kind donations. The VP's are requesting a definition of the criteria that makes up a "Major Donor".
 - Physical Facilities Sub-Committee: Chair Kathleen Campos reported that two Zoom meetings have been held since the last Board meeting.
 - Lifetime membership – due to the length of the meeting, this discussion will continue at the next Governance meeting.
 - VP's of Scholarship have been asked to submit updated contact protocols for Scholars/Donors Communication.

MOTION:

Upon recommendation of the Governance Committee, I Ann Palmer, move to approve "it is not the responsibility of Town and Gown of USC to determine the value of in-kind donations. It is the responsibility of the donor to prove the fair market value to the IRS for tax purposes."

Nominating Chair Edie Etmekjian **Oral Report/NO
Consent Agenda**

Submitted By: Edie Etmekjian

REPORT:

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

Benefit Chair Carol Kroesche **Oral Report/YES
Consent Agenda**

Submitted By: Carol Kroesche

REPORT:

The announcement at the October general meeting went very well and everyone seems excited about the honoree. Thank you to Linda Dankwa and Jacobo Herrera for helping with the announcement, and to Jake Vogel for providing the video of Dexter Holland playing along with the Trojan Marching Band. Carol Styx put together a lovely table outside to promote the Opportunity Drawings.

Oral Report:

Hospitality Co-Chairs Mary Hall, Janyce Teasley **Oral Report/YES
Consent Agenda**

Submitted By: Mary Hall and Janyce Teasley

REPORT:

- October 4, 2022 – Volunteers assigned to assist at the October meeting arrived on time ready to greet, check in attendees, and sell raffle tickets. Additional unscheduled volunteers arrived to assist with raffle ticket sales and serve as backup.
- The check-in went smoothly. Kari May provided lists of attendees with table assignments, food preferences, and other information.
- Raffle ticket winners were chosen at the end of the luncheon / meeting. The winner of the \$250.00 gift card was Lindsay Lynch Lytle. The winner of the gift basket was Martha Oropesa.
- Notices to the Holiday Boutique vendors for November 1, 2022, were sent October 17, 2022, and October 25, 2022.
- Reminder notices (2) were sent to Hospitality Committee volunteers for the November 1, 2022 meeting.

- At the October 25, 2022 meeting, we will celebrate the birthdays of Toula Petrides and Colleen Stroyke

Oral Report:

- October birthdays

Communications Chair

Joan Levis

**Oral Report/YES
Consent Agenda**

Submitted By: Joan Levis

REPORT:

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

Oral Report:

information for our upcoming event

Physical Facilities/Historian Chairs Kate Farlow, Lisa Up de Graf

**Oral Report/NO
Consent Agenda**

Submitted By: Kate Farlow and Lisa Up de Graf

REPORT:

- At the beginning of September we tried to contact Claude Zachary University Archivist/ Manuscript Librarian as we were trying to set up a meeting time. We called and emailed several times and never got a response.
- Co-chairs talked and set up a time to meet the committee at McKays' Restaurant at USC on September 21st.
- Town and Gown celebrated the Scholars at Back to School. One co-chair worked Hospitality at the while the other co-chair took pictures for Social Media.
- September 21st the committee met at McKay's for a brief meeting to decide what history to present at the November 1st General Meeting. Attending briefly was the President of Town and Gown. The committee attended except for one member. Several resource books were used and we decided us use Elisabeth von KlienSmid's information.
- One chair gave copies of part of the past Committee's notebook book she received from the former chairs.
- At the end of September, we heard from Claude Zachary and responded that we would like to meet him on a Monday in October when he was in the office. We have not had a confirmation on this date.
- The committee attended the October General Meeting and one member gave an introduction and another member read a poem representing Elisabeth's Philosophy of Life.
- One co-chair wrote a short article on Elisabeth's influence and founding of Town and Gown. This was sent to the President to include in her newsletter.

Internal Management Review/Audit Chair Helaine Lopes **Oral Report/NO
Consent Agenda**

Submitted By: Helaine Lopes

REPORT:

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

Parliamentarian Kandi Wopschall **Oral Report/NO
Consent Agenda**

Submitted By: Kandi Wopschall

REPORT:

- An electronic vote was conducted on July 28, 2022
- An electronic vote was conducted on September 27, 2022

MOTION #1:

Upon recommendation of the Governance Committee, I, Ann Palmer, Governance Chair, move to approve all of the Honorary Members to Town and Gown of USC as listed: Dr. Arthur C. Bartner, Laurence Franklin, Sterling Franklin, Katharine Harrington, Ph.D., Niki & Dr. C.L "Max" Nikias, Peter Weil, Esquire and Steve Yamaguchi, Esquire.

Approved: 07.29.22

MOTION #2:

After internal review by Audit/Internal Review Committee of Town and Gown of USC of the information provided or made available to and with the understanding that such information is accurate, complete, and not subject to any qualifications or limitations, I, Debra Bradley, as Audit/Internal Review Committee Chair, and on behalf of the Audit/Internal Review Committee, move that the six-month financial statements of Town and Gown of USC for the six-month period ending June 30, 2022 be approved.

Approved: 10.2.22

Members-at-Large Norma Perez/Jill Stuart/Jody Zuvich **Oral Report/NO
Consent Agenda**

Submitted By: Jody Zuvich

REPORT:

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

ATTACHMENTS:

September 27, 2022 Board Meeting Minutes

October 4, 2022 General Meeting Minutes

Consent Agenda Cover Page for October 25, 2022

Consent Agenda for October 25, 2022

TG financials for September 2022

Clifford Swan Funds 2 A—E Report as of October 14, 2022

Financial Aide PowerPoint Presentation

Computer Fund Thank you Letters from Students

Membership Applications: Michelle Dao, Kathy Thomas, Nancy Zwemer, Susan Arth, Michelle Straton, Kathy Takayama, Cindy Hill, Kelly Jacobs, Beverly Boyce-Lumm, Bianca Bao, Ramona Petak, Becky Arias, Sandra Campero