



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
April 27, 2021, 9:45 a.m.
Zoom

Pre-Meeting (9:35am) **Board Members/Past Presidents**
Optional Social Time for all Board Members and Past Presidents.

Guest Speaker: (9:45am) **Paula Ciaramitaro, Past President**

Benefit Chair **Kathi Nicolard and Committee Chairmen** **Oral Report/YES**
Submitted By: **Kathi Nicolard** **Consent Agenda**

REPORT:

- Update to be given in Oral Report

Oral Report:

- Kathi Nicolard, Benefit Chair
- Linda Givvin, Benefit Patron Chair
- Sandy Johnston, Benefit Sponsorship Chair/Ads & Underwriting
- Edie Etmekjian, Benefit Raffle Chair

MOTION #1:

I, Kathi Nicolard, Benefit Chair, move to approve that \$83,205, from the Town and Gown of USC 2021 Benefit proceeds, be deposited into the Ruberta Harwell Weaver Endowed Scholarship Fund.

Second: _____

MOTION #2:

I, Kathi Nicolard, move to approve that \$10,000, from the Town and Gown of USC 2021 Benefit proceeds, be deposited into the Beautification Fund managed by Clifford Swan.

Second: _____

CFO/Treasurer

Kathleen Campos

Oral Report/YES

Consent Agenda

Submitted By: Kathleen Campos

REPORT:

- Kathleen is pleased to report the 3/31/2021 financials are attached. In addition, the entire Board and the Past Presidents received the Administrative, Scholarship, and Benefit Budgets for their review. All three Budgets have been reviewed, vetted, and approved by the Finance Committee, as well. Please note there are four motions.

MOTION #1:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Financial Records of 3/31/2021.

MOTION #2:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Administrative Budget of 2021-2022 for Town and Gown of USC.

MOTION #3:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, CFO, move to approve the Scholarship Budget of 2021-2022 for Town and Gown of USC.

MOTION #4:

Upon the recommendation of the Finance Committee, I, Kathleen A. Campos, move to approve the Benefit Budget of 2021-2022 for Town and Gown of USC.

Attachments:

Town and Gown of USC Financials 3.31.2021

Town and Gown of USC Administrative Budget, 2021-2022

Town and Gown of USC Scholarship Budget, 2021-2022

Town and Gown of USC Benefit Budget, 2021-2022

Submitted By: Hilary Crahan

REPORT:

- We received a request from former Board of Director Kathy Shirley to support the Black Alumni Association event on May 1st. (I purchased a ticket personally.) Traditionally, Town and Gown of USC has supported the Women's Conference. We also have a trade with the Alumni Association, table for table- USC Alumni Awards and the Town and Gown of USC Annual Benefit. The Town and Gown of USC Budget has an expense line for both the Women's Conference and the USC Alumni Awards.

To consider support for all of the infinity groups: Alumnae Women's groups, APAA, BAA, LAMBDA LGBT, LAA and ALUMNI VETERANS GROUP, Town and Gown of USC will need to agendize a discussion with the Board of Directors at a future date.

- There will be an August Day of SService. Town and Gown of USC is planning to hold our next day of SService in March 2022. This March 2022 event has been budgeted in our 2021-2022 budget.
 - All newly elected and appointed Board of Directors will be invited to the May Board of Directors Zoom meeting. Please join us for the social portion to help meet and greet our newest Board of Directors.
 - All incoming and outgoing Board of Directors and Past Presidents will be invited to the June 15th Board of Directors Meeting
 - 10am- Reception and filming
 - 11am- Meeting, Luncheon and social time together
 - Valet parking at the California Club
 - Carpooling is encouraged
 - Details will be given during the 5th Vice Presidents, Programs Oral Report
 - TOWN AND GOWN OF USC GENERAL LUNCHEON MEETINGS
- On April 19th, Town and Gown of USC reserved the August 29th, October 5th, November 2nd, and the December 7th dates at the USC Hotel. USC Hospitality will honor the budget we have worked with previously at the Town and Gown Ballroom. Parking is ample and close by.

The Town and Gown Ballroom has a hold for our luncheon meetings beginning in January 2022.

Karla Campos, our USC Hospitality liaison, was incredibly helpful. Things are changing, almost daily, at USC and in Los Angeles County. As Karla keeps me updated, I will pass along the news to the Board of Directors and Past Presidents.

A walk thru the first week in June has been planned at the USC Hotel with Hospitality, Scholarship, and Programs.

- TOWN AND GOWN OF USC BOARD OF DIRECTORS MEETINGS

A request has been emailed to Connie to use the Widney Board Room for our Board of Directors meetings beginning in September.

A request has also been emailed to Caruso Catholic Center on Hoover to use Newman Hall for the Board of Directors meetings beginning in September.

Oral Report:

- Peter Weil's letter will be reviewed in detail

Motion #1: I, Hilary Crahan, CEO and President, move to approve Norma Perez as a member of the 2021-2022 Governance Committee.

Second _____

Previously, Norma was appointed to the 2021-2022 Board of Directors as a member of the Audit Committee.

Motion #2: I, Hilary Crahan, CEO and President, move to approve Linda Dankwa as a Director for the Town and Gown of USC Board of Directors and member of the Audit Committee 2021-2022.

Second _____

Attachments:

Weil Letter 03.18.2020 Addendum to Agreement

Recording Secretary/Permanent Records

Patti Johnson

**Oral Report/YES
Consent Agenda**

Submitted By: Patti Johnson

REPORT:

- Recorded Minutes for March 23 Board Meeting and April 13 Benefit
- Created Zoom Meeting for April 27 Board Meeting; invited Board Members, Past Presidents, and guests; collected and distributed all materials
- Added March 2021 materials to Permanent Records
- Participated in April 21 Zoom meeting about T&GUSC website revision

- Spoke with Ian Chestnut to plan the **June 30, 9:00 a.m.**, Board Portal Workshop. *(PLEASE MARK YOUR CALENDARS)* The Board Portal will have a new look on the revised T&GUSC website, to be completed in early June
- Currently updating material for the 2021-2022 Board Portal
- Gathering input on use of T&GUSC gmails for 2021-2022
- Please remember to send me your Committee Minutes. Please see the pdf version of the form on the Portal. (It will be an electronic form next year.)

Oral Report:

MOTION:

I, Patti Johnson, move to approve the

- **March 23, 2021, Board Meeting Minutes**
- **April 13, 2021, Benefit Minutes**
- **Consent Agenda Cover Page for April 27, 2021, and the**
- **Consent Agenda for April 27, 2021, as distributed.**

SECOND: _____

Attachments:

March 23, 2021 Board Meeting Minutes

April 13, 2021, Benefit Minutes

Consent Agenda Cover Page for April 27, 2021

Consent Agenda for April 27, 2021

1st Vice President/Investments

Laurie Hunter Tiedemann

**Oral Report/YES
Consent Agenda**

Submitted By: Laurie Hunter Tiedemann

REPORT:

- The performance report for Fund I for the quarter ended 12/31/20 was finally obtained from USC and it is attached. Sam Foster, who gave the performance report at our January meeting, said that we can expect to receive quarterly performance reports about 45 days after the end of the quarter going forward.
- Also, please see attached the Clifford Swan portfolio reports as of 3/31/21 for Funds A – E, which comprise Town & Gown Fund II — and a quarterly performance chart for the quarter ended March 31, 2021.

Attachment:

USC Presentation to Town and Gown of USC, 4th Quarter, 2020

Clifford Swan Reports as of 3.31.2021

Clifford Swan Quarterly Performance Report 03.31.2021

Submitted By: Ann Palmer and Carol Wright

REPORT:

- **The Scholarship VPs can't thank their Committee enough for conducting such fantastic interview sessions via Zoom. It's been said many times before, but bears repeating, so many members stepped out of their comfort zones this year to participate in the interview process. Job well done ladies, kudos to all of you!**
- Out of the 463 submitted applications, we interviewed 275 prospective scholars. Two interview sessions were held daily from February 22, 2021, through March 31, 2021. All in all, there were just a few minor technical glitches that were always solved immediately since Ann, Carol, and Sara were "on call" during the month of interviews and were available to trouble shoot.
- Ann gave an oral report at the March Board meeting regarding USC's Affordability Initiative and how it affects Town and Gown of USC. Scholarship reached out to Financial Aid for clarification and the following was Cynthia Li's reply:

The Affordability Initiative ensures that students whose families meet the need-based eligibility criteria will receive sufficient gift aid equal to the cost of tuition; however, it does not provide them a tuition-specific scholarship similar to the Town and Gown award. Students who are eligible for this initiative, and who are not a Trustee or Presidential Scholar, can receive a Town and Gown award. I hope that helps. Please let me know if you have any other questions.
- Thank you emails from students who had an interview were continually forwarded to the appropriate interview teams.
- A current scholar, who forgot to let us know that he is graduating, picked up his graduation sash at Ann's house.
- Michael posted a new announcement on the Portal inviting the Scholars to register for the April 13, 2021 Benefit. Twenty-six scholars attended the Benefit.
- On April 8, 2021 we received the final Interview Scores spread sheet from Ian. Carol and Ann will meet on April 20, 2021 to review and select our list of potential scholarship recipients. This list will be sent to the Offices of Admission, Financial Aid and Registrar for verification.
- Justin Chang, a Senior, double major – Human Biology and Political Science, will be spotlighted in the April newsletter. Justin is a four-year Scholar. Juliana Montano, a Sophomore majoring in Political Science, will be the Scholar speaker at the May 4th General Meeting.

- Michael posted an announcement on the Portal asking Senior Scholars to notify him if they will be pursuing a Progressive or Graduate degree in the Fall. This number will affect how many new scholarships we will be able to offer.
- **Bravo to Lydia DiBlasio, Madison Boeziner, Valerie Narumi, Remy Gilboe, Elaine Huang, and Nico Fife, our Scholars who performed at the Benefit. Their videos made the fantastic program, honoring Ruberta Weaver, even more special! Thank you emails, along with the link to the recording of the Benefit, were sent to the six Scholars.**

3rd VP/Fund Development

**Oral Report/NO
Consent Agenda**

Submitted By: N/A

REPORT:

- No report

4th VP/Membership

Kathie Johnson

Virginia Naeve

**Oral Report/YES
Consent Agenda**

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

REPORT:

- Membership will conduct its annual New Member Orientation meeting via Zoom on April 28, 2021. Two options will be available, 10 am and 6 pm, to allow for more people to attend. We are pleased to have welcomed 22 new members to date.
- New Membership Vice Presidents, Virginia Naeve and D'Arcy McLeod, have sent out the annual dues reminder letter for the 2021-2022 year. It will also be printed in the newsletter.
- In lieu of a new member orientation gathering, and since we have not been able to meet in person, our members were sent a Town and Gown mug as a token of welcome to our group. With the approval of our President and CFO, Membership has received the unsold Timre inventory to use for this purpose. A new inventory list will be sent to our CFO reflecting these gifts.

MOTION:

Upon recommendation of the Membership Committee, we, Kathie Johnson and Virginia Naeve, move to approve the following Candidates for Annual Membership: Brittani Brisacher and Stephanie Estrada.

Attachments:

Membership Applications, April 2021. Annual: (Brittani Brisacher and Stephanie Estrada)

5th VP/Programs

Patti Jamgotchian Colleen Stroyke

**Oral Report/YES
Consent Agenda**

Submitted By: Patti Jamgotchian and Colleen Stroyke

REPORT:

- The May 4th General Meeting and Zoom Speaker Series includes the Installation of Officers of the Board of Directors, honors Life Members, and features two prominent political strategists and experts: Robert “Bob” Shrum - Director, USC Dornsife Center for the Political Future and Carmen H. and Louis Warschaw Chair in Practical Politics; and Michael Murphy, Co-Director, USC Dornsife Center for the Political Future.
Together, they will give a 25-minute presentation and conclude with a joint 15-minute Q & A period. Note: 12:15 Social Breakout Rooms, 12:30 General Meeting and Speaker.
- Electronic invitations will be emailed 4/7, 4/14, 4/19, 4/26, 5/3. Ian will send out a Zoom link reminder to registered guests on the morning of the event, 5/4.
- The June 15th Past Presidents and incoming and outgoing Board of Directors Luncheon Meeting will be held at the California Club from 10am-2pm.

Oral Report:

- May 4th General Meeting and Speaker Series
- Program Planning for 2021-2022
- June 15th Town & Gown of USC Board of Directors Meeting
 - #1 Filming of Past Presidents
 - #2 Filming of Past Presidents and 2021-2022 Board of Directors
 - #3 Filming Sally Edwards, Past President of T&G USC
 - Oral Presentations by 2020-2021 Board Members

Governance Chair

Beth Petak-Aaron

**Oral Report/YES
Consent Agenda**

Submitted By: Beth Petak-Aaron

REPORT:

- Governance Committee is deeply saddened by the passing of one of our members, Barbara Orechoff. It has hit us all very hard and we will bounce back to finish off the year remembering Barbara in the process.
- The Governance Committee has met and has selected some possible nominations for our Volunteer Recognition Award nominations.

- The committee is asking for each pair of VP's and Committee Chairs to submit a Yearly Report. This report will be due at our in and out meeting in June. Please submit your reports to Patti Johnson and Beth Petak-Aaron.
- Finally, we will be voting on a statement to be added to the VP's of Membership handbook/notebook:
 - ‘A potential member who identifies as female is welcome to submit an application for membership into Town and Gown of USC’.

Oral Report:

MOTION #1:

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the following statement to be included in the VP of Membership Handbook: ‘A potential member who identifies as female is welcome to submit an application for membership into Town and Gown of USC’.

MOTION #2:

Upon recommendation of the Governance Committee, I, Beth Petak-Aaron, move to approve the two nominations for the Volunteer Recognition Awards.

Nominating Chair Chris Gregg **Oral Report/NO
Consent Agenda**

Submitted By: Chris Gregg

REPORT:

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

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

Submitted By: Edie Etmekjian and Ayuko Siegel

REPORT:

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

Oral Report:

- April birthdays

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

Submitted By: Joyce Fadil

REPORT:

- Note cards sent to:
 - Dr. Kezirian (Spoke at T&G Mtg.) March 9, 2021
 - Ann Palmer (Surgery) March 29, 2021
 - Laurie Hunter Tiedemann (Fell) March 29, 2021
 - Cathleen Cochran Family (she passed away) April 6, 2021
 - Michael Orechoff (Barbara Passed) April 6, 2021
 - Margaret Darnell (Ann Elmore passed) April 7, 2021
 - Kandi Wopschall (husband passed) April 8, 2021
- Social media:
 - Posted to Facebook and Instagram every day this month: Posted daily pics of our 2021 graduating scholars (59 of the 72 graduates have been featured so far), posted promotions of annual benefit (including promoting benefit raffle) several times each week
 - Instagram page: 51 new followers (1,234 as of March board report, 1,285 currently)
 - New record: Instagram March 3, 2021 post of sash for graduates, 189 likes
 - Facebook page: 2 new followers (976 as of March board report, 978 currently)

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

**Oral Report/YES
Consent Agenda**

Submitted By: D’Arcy McLeod and Marilou Hamill

REPORT:

- Physical Facilities Co-Chairs, D’Arcy McLeod and Marilou Hamill, will report to the Board about their progress with Jerry Wingate regarding replacing dining room chairs.

Oral Report:

MOTION:

Upon the recommendation of the Physical Facilities Committee, we D’Arcy McLeod and Marilou Hamill, move to approve the expenditure of \$6,422.60 to replace and upholster 26 new Chiavari dining room chairs with the current existing custom fabric.

Attachment:

T&G Saxony Invoice #0002

Audit Chair

Carol Kroesche

**Oral Report/NO
Consent Agenda**

Submitted By: Carol Kroesche

REPORT:

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

Parliamentarian

Helaine Lopes

**Oral Report/NO
Consent Agenda**

Submitted By: Helaine Lopes

REPORT:

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

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.

Guest Speaker: (11:15am)

Pinchas Cohen, Dean, USC Leonard Davis School of Gerontology

Introduction by Marilou Hamill

ATTACHMENTS:

- **Town and Gown of USC Financials 3.31.2021**
- **Town and Gown of USC Administrative Budget, 2021-2022**
- **Town and Gown of USC Scholarship Budget, 2021-2022**
- **Town and Gown of USC Benefit Budget, 2021-2022**
- **Weil Letter 03.13.2021 Addendum to Agreement**
- **March 23, 2021 Board Meeting Minutes**
- **April 13, 2021 Benefit Minutes**
- **Consent Agenda Cover Page for April 27, 2021**
- **Consent Agenda for April 27, 2021**
- **USC Presentation to Town and Gown of USC, 4th Quarter 2020**
- **Clifford Swan Reports as of 3.31.2021**
- **Clifford Swan Quarterly Performance Report 3.31.2021**
- **Membership Applications, April 2021**
- **T&G Saxony Invoice #0002**