



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.

“Out” Board Meeting Consent Agenda
June 21, 2022, 9:45 a.m.
Scriptorium Room, University Club

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

Optional Social Time for all interested Board Members.

(9:45am) Outgoing Board Directors will have about 20 minutes to discuss their position with their successor, to review the related Operations Manual, and to hand over related materials and information.

Welcome (10:05am) Hilary Crahan, CEO/President

CEO Report and Updates Hilary Crahan Oral Report/YES****

Submitted By: Hilary Crahan

REPORT:

Stewarding this 501c3 has been a **true collaboration**. Each and every one of us has contributed to the success of this 501c3.

These quotes on leadership embody our 2021-2022 Leadership Team.

Please enjoy.

- *You can do what I cannot do. I can do what you cannot do. Together we can do great things.* Saint Mother Teresa
- *Good leadership requires you to surround yourself with people of diverse perspectives who can disagree with you without fear of retaliation.* Doris Kearns Goodwin
- *None of us is as smart as all of us.* Ken Blanchard
- *I bring you the gift of these four words, "I believe in you."* Blaise Pascal
- *Being trusted and inspired brings out the very best-the greatness-in all of us.* Stephen M.R. Covey
- *We take risks knowing that risks will sometimes result in failure, but without the possibility of failure there is no possibility of success.* Tim Cook
- *Keep competition on the outside, collaboration inside.* Stephanie Frerich
- *The way you achieve your own success is to be willing to help somebody else get it first.* Iyanla Vanzant
- *Without courage, we cannot practice any other virtue with consistency. We can't be kind, true, merciful, generous, or honest.* Maya Angelou
- *Empathy is the human desire in all of us to want to make life better for somebody else. It makes you feel larger. It makes you feel part of the whole human race. It's a much better source of ambition than just for self.* Doris Kearns Goodwin
- *Good management is largely a matter of love or, if you are uncomfortable with that word, call it caring because proper management involves caring for people, not manipulating them.* James Autry
- *We live in a world in which we need to share responsibility. It's easy to say it's not my child. Not my community. Not my world. Not my problem. Then there are those who see the need and respond. I consider those people my heroes.* Fred Rogers
- *How wonderful it is that nobody need wait a single moment before starting to improve the world.* Anne Frank
- *For there is always light, if only we're brave enough to see it.* Amanda Gorman

Attachments:

Thank you notes: Sally Edwards, Chris Gregg, Edie Etmekjian (2 pages)

Recording Secretary/Permanent Records

Patti Johnson

Oral Report/YES

Submitted By: Patti Johnson

REPORT:

Since the last Board Meeting

- Recorded Minutes for May 24 Board Meeting
- Delivered to Claude Zachary in Archives: 2021-2022 General Meeting Minutes, President's Newsletters, (2) copies of the Handbook, the 2022 Benefit invitation, and the 2022 Benefit printed program
- Emailed information to the BOD and Past Presidents about the June 21 "Out" Board Meeting, collected reports, created agenda, distributed all materials, and posted Meeting material onto the Board Portal
- Created Operations Manual for Secretary position; distributed appropriately
- Changed Zoom billing information to Tina Kreditor's T&GUSC credit card
- Changing owner of T&GUSC Zoom account to Ayuko Siegel, incoming Secretary

2021-2022 Accomplishments

- Arranged for a Board Portal Workshop in June 2021, with Ian Chestnut as facilitator
- Throughout the year, assisted Board Directors and Past Presidents with access to Board Portal
- Sent updated T&GUSC documents for Ian Chestnut to post onto Board Portal
- Presented *Tips for Success* (Business Protocol and organizational tips) at BOD Orientation Meeting in September
- Nine hybrid or Zoom-only Board Meetings: Invited BOD, Past Presidents, and Guests; recorded Minutes; collected Board Reports; created Consent Agendas; and distributed information and Board Meeting Documents
- Took Minutes for seven General Meetings, the Annual Benefit, the Scholars Back-to-School Event, the Orientation Meeting/Luncheon, the Welcome Luncheon, and a few special meetings on Zoom
- Managed the T&GUSC Zoom account. Created and administered meetings for the Board and for a few Committees.
- Learned how to upload Board Meeting Documents onto the Board Portal
- Introduced Past Presidents at March General Meeting, and Outgoing Board Directors at May General Meeting
- As representative for CEO/President, attended ACC Meeting (November) and Keck's Annual Scholarship Luncheon (December)
- For BOD, received Board Meeting RSVPs, Confidentiality Agreements, and Yearly Operations Manuals

- Collected and organized materials for Permanent Records in both a binder and on a flash drive: Board Meeting Documents, Letters, Newsletters, Financial Records, etc..
- Delivered Permanent Records to University Archivist and to off-site storage in Downtown Los Angeles

Oral Report

MOTION:

I, Patti Johnson, move to approve the

- **May 24, 2022, Board Meeting Minutes**
- **Consent Agenda Cover Page for the June 21, 2022 “Out” Board Meeting and the**
- **Consent Agenda for the June 21, 2022,”Out” Board Meeting as distributed.**

SECOND: _____

Attachments:

May 24, 2022 Board Meeting Minutes
Consent Agenda Cover Page for June 21, 2022 “Out” Board Meeting
Consent Agenda for June 21, 2022 “Out” Board Meeting

Website Ad Hoc Committee:	Patti Johnson	Oral Report/YES
		Consent Agenda

Submitted By: Patti Johnson

REPORT:

2021-2022 Accomplishments

- The Committee suggested minor changes to the website that were made during a Zoom meeting with Ian Chestnut
- The analytics reports confirm website viewers are “going where we want them to go,” particularly the scholarship pages, live-streaming meetings, and membership information
- Placed articles in the T&GUSC monthly newsletter that included links to timely items of interest

Oral Report

CFO/Treasurer	Kathie Johnson	Oral Report/YES
		Consent Agenda

Submitted By: Kathie Johnson

REPORT:

- Thank you to the Finance Committee for all of their diligent work this year.
- It's been a pleasure working together.
- T&GUSC has had consistently poor quality customer service with Wells Fargo Bank, where we hold our checking account and credit cards for our corporation. Due to the years of poor service, it has become impossible to do business with them; therefore, the Finance Committee recommends that T&GUSC should move our account to Chase Bank. There will be no increase in costs to make this change.

2021-2022 Accomplishments

- Stayed within our Budget which was based on a hybrid of in-person and Zoom attendance.
- Implementation of bill.com to make for less expensive and more efficient digital bill payment.
- Total disbursement of \$191,157.50 to Fund 2 accounts, with an additional disbursement prior to month end.

Oral Report

MOTION #1:

Upon recommendation of the Finance Committee, I, Kathie Johnson, CFO, move to approve the May 2022 Financials.

MOTION #2:

Upon recommendation of the Finance Committee, I, Kathie Johnson, CFO, move to transfer the checking account and credit cards held at Wells Fargo Bank to Chase Bank.

Attachments:

Town and Gown of USC May 2022 Financials

1st Vice President/Investments

Laurie Hunter Tiedemann

**Oral Report/NO
Consent Agenda**

Submitted By: Laurie Hunter Tiedemann

REPORT:

- The University embarked on a transition to a new financial system called “Work Day” more than a year ago. The transition did not go as planned and the Endowment department, which is to provide quarterly market value reports of Town & Gown of

USC's portfolio broken down by individual endowment, has not been able to provide any information for the entire fiscal year.

- We inquired regularly of the Endowment department for the quarterly T&GUSC Endowment reports as provided for in The Agreement. We were proactive and when we did not receive the reports from the Endowment department, we informed the T&GUSC executive committee and escalated our requests to Steve Yamaguchi, University Counsel and Peter Weil, T&GUSC's outside counsel, on several occasions for information and a status.
- This situation did not impair T&GUSC's ability to award scholarships, but the University was not fulfilling its fiduciary responsibility as outlined in The Agreement.
- Just this week, the Endowment department provided the market value reports for the quarters ended 9/30/21 and 12/31/21, although the reports were prepared manually.
- We had a Zoom call on 6/10/22 with Steve Yamaguchi; Fei Phail, USC Endowment department; Dennis Foster, USC Finance department; Peter Weil; Hilary Crahan, outgoing T&GUSC President; Beth Petak-Aaron, incoming T&GUSC President; Patti Jamgotchian, incoming 1st VP, Investments; and Laurie Hunter Tiedemann, outgoing 1st VP, Investments, where we were told that the system is now up and running and that Fei should be able to provide the 3/31/22 quarterly report in the next week.
- Also, we confirmed on the call that during this year-long period, no other stake holder was able to receive their endowment information.
- We were not concerned during this period about the safety of the T&GUSC funds, as we have continued to receive the quarterly market value report for the entire USC Endowment (approximately \$8Bil) from the Investments department, although it did not include a standalone report for the Town & Gown of USC portfolio (approximately \$70mil).
- In conclusion, we were pleased to hear this week on our conference call that the University has finally completed their transition to the new system and that we are to receive the financial information as provided in The Agreement on a timely basis again.

2nd Vice Presidents/Scholarship

Carol Wright, Susie Rhodes

Oral Report/**YES**
Consent Agenda

Submitted By: Carol Wright and Susie Rhodes

REPORT:

May 18, 2022- June 11, 2022

- Scholarships:
 - We have 96 continuing scholars returning for academic year 2022-2023

- 2 scholars will not be funded due to dissertation year and tuition remission
 - 94 continuing scholars will be funded
 - 8 Freshman students have been awarded T&GUSC scholarships
 - 28 Current/Transfer students have been awarded T&GUSC scholarships
 - Therefore, currently, we have 130 scholars currently under contract for the next academic year
 - We are in the process of vetting applicants through the Registrar’s Office for 26 graduate scholarships
 - We have submitted the names of 10 additional current applicants for scholarship.
 - If all are accepted, we will have 50 graduate scholars and 116 undergraduate scholars totaling 166 Town & Gown Scholars for academic year 2022-2023.
 - Financially, we will award \$1,910,000 in scholarship dollars.
- Application:
 - The VPs are continuing to work on the wording of the application to improve the information (specifically, the “Activities, Leadership, and Awards” portion) we gather on our graduate applicants. The integrity of the application will remain the same.

Oral Report

MOTION:

I, ANN PALMER, Scholarship Advisor, move to approve a donation of \$15,000 to the USC Computer Relief Fund awarding incoming freshman a reimbursement up to \$1,500 for a computer. This Computer Relief Fund is actively managed by the Financial Aid office under the leadership of Dean Tom McWhorter.

SECOND:

**3rd VP/Fund Development Marilyn Kezirian, Chris Gregg Oral Report/YES
Consent Agenda**

Submitted By: Marilyn Kezirian and Chris Gregg

REPORT:

- Invited and attended two Richard Nixon Foundation events at the Nixon Library in September, “A Salute to Frontline Workers and First Responders” with Tricia Nixon Cox and Edward Cox, and in March at the “Pat Nixon Day of Service.”
- A **Fund Development (FD) Council** was created under the direction of the CEO/President. Members of the Council include the following Directors: CEO/President, CFO, President- Elect, Past President, 1st VP, Investments, 2nd VPs Scholarship, 3rd VPs

Fund Development, 4th VPs Membership, 5th VPs Programs, Scholarship Advisor, plus Hospitality and Benefit Chairs

- The Council under the banner of the 3rd VPs will act as an umbrella entity to accomplish the following: Streamline the workings of all fund raising, avoid duplication of actions, consolidate all efforts towards one main objective, complement the functioning of all committees, and establish a concrete strategic plan for Fund Development to be evaluated each year. To inaugurate our New Fund Development Council, a special meeting Luncheon was hosted by 3rd VPs FD on November 12, 2021.
- Collaboration with Roxy Szigat and Kari May in creating a Thanksgiving card with photo of our scholars and message, with printing and mailing of cards to our Donors (70) and Board of Directors.
- Roll out of new secure Donor Portal and Data Base on January 18, 2022. Our Executive Associate and our IT consultant developed a Donor Portal which facilitates the extraction of data for designated projects for 3rd VPs, Fund Development and other Directors. Only the Executive Associate can access the portal.
 - A system is in place to make sure that Donors are recognized with a thank you acknowledgment letter after each donation.
 - Development of Donor Profile; identified Major Donors for our May Donor Reception.
- Fund Development VPs developed a letter to update the Fund Development Committee on FD activities and to invite them to a Zoom meeting on January 21 from 10:00 am-12 noon.
 - Prepared, planned, and coordinated three Donor Receptions (August Back to School Scholar Luncheon and Endowed Donor Reception, February Endowed Donor Reception, and a May Major Donor and Endowed Donor Reception). Deidre Davidson, photographer, was contacted to take group photos at the Donor Receptions.
 - Special Donor Reception invitations were created by graphic artist (independent contractor), Roxy Szigat and luncheon invitations created by Kari May, Executive Associate, along with coordinating printing and mailing services. Board Directors and members of our Fund Development Committee were hostesses for our guests and donors. At our August Back to School Celebration, Scholar/Donor Photos were taken and were sent to Donors to be inserted in a special USC Frame donor gift in appreciation for their continued support.
 - Unfortunately, our February Donor/Scholar Reception and Luncheon was cancelled due to COVID restrictions.

- The May Reception, a new concept, was born to give thanks and appreciation for both our Major Donors and Endowed Donors for their dedication and support of our Scholarship Program. A champagne toast to this year’s successes along with other beverages and trays of canapes for our special guests. Each donor was presented a DONOR ribbon at check-in and our CEO/President and President-Elect shared their thoughts of appreciation with the Donors.
- Attended Quarterly Finance Committee Meetings reviewing financials and discussing additional input received from the CFO and/or from Committee members.

Oral Report

4th VP/Membership Virginia Naeve, D’Arcy McLeod Oral Report/YES**
Consent Agenda**

Submitted By: Virginia Naeve and D’Arcy McLeod

REPORT:

- As of the last Board meeting, Town and Gown of USC membership was 476 Annual members and 328 Life members, for a total count of 804 members.
- From May 16, 2022, through June 15, 2022, membership received 3 Annual membership applications and 5 change of status memberships from Annual to Life membership.
- After approval of these 3 Annual applications and 5 change of status memberships from Annual to Life memberships, Town and Gown of USC membership will be 474 Annual members and 333 Life members, for a total count of 807 members.

Oral Report

MOTION #1:

Upon recommendation of the Membership Committee, we, Virginia Naeve and D’Arcy Dietrich McLeod, move to approve the following Candidates for Annual Membership: Kara Salmonson, Marcy Holland, and Jacqueline Bertole.

MOTION #2:

Upon recommendation of the Membership Committee, we, Virginia Naeve and D’Arcy Dietrich McLeod, move to approve the following Candidates for change of status from Annual to Life membership: Melanie Behrens, Terri Boyle, Diane Lapa, Tiffany Lemon, and Helaine Lopes.

Attachments:

Membership Applications, June 2022. Annual: Kara Salmonson, Marcy Holland, and Jacqueline Bertole.

5th VP/Programs

Colleen Stroyke, Bonnie Suffridge

**Oral Report/YES
Consent Agenda**

Submitted By: Colleen Stroyke and Bonnie Suffridge

REPORT:

- First and foremost: tremendous thanks to Bonnie Suffridge, year 1 Programs VP and partner extraordinaire. Her adaptability to the ever-changing meeting formats, efforts and coordination with the Trojan Marching Band (twice!), loyal and steadfast support, and her positive, friendly, and consistently cheerful and supportive manner made the 2021-2022 Programs year a breeze! She was a delight to partner with in every way!

2021-2022 Accomplishments:

- Successfully held all General Meetings in 3 different formats:
 - In-person Speaker Series in the Ballroom with auditorium style seating (October '21 and March '22). Also Live-streamed. Box lunch to-go available in March only.
 - In-person Luncheon in the Ballroom with traditional round table seating (November '21 & May '22). Also Live-streamed.
 - Zoom Speaker Series (January '22 and February '22). Live-streamed only through Zoom registration, Facebook and the website.
- Successfully held the Annual Holiday Luncheon at the California Club while also live-streaming a special presentation of the decorated tables for those at home.
 - Featured special singing performances: 1) a former T&G scholar and 2) our Scholarship Associate, Michael Marchak.
- RSVP's and Opportunity Drawing sales per meeting:
 - October 2021: 124 in attendance/242 livestream. \$4,020 in sales.
 - November 2021: 236 in attendance/38 livestream. \$3,795 in sales.
 - December 2021: 360 in attendance/52 livestream. \$3,345 in sales.
 - January 2022: 260 registered on Zoom and \$3,130 in sales.
 - February 2022: 350 registered on Zoom and \$3,150 in sales.
 - March 2022: 200 in attendance/113 livestream. \$3,395 in sales.
 - May 2022: 300 in attendance/27 livestream. \$2,365 in sales.
- Featured the Trojan Marching Band at two meetings: October '21 and May '22.

- Featured 28 Board of Directors at the General Meetings.
- Presented a “Big Reveal” to the Board of Directors via Zoom to announce the speakers line up. Each month we had props and a speaker theme to make it fun and informative.
- Worked closely with I.T. consultant, Ian Chestnut, to livestream the meetings and to coordinate with the USC a/v team. Livestream engagement reports were provided by him after each meeting.
- Produced new PowerPoint slides to be used during meetings instead of ones on Word which are not the correct format for screens.
- Implemented two Opportunity Drawing prizes each month instead of just one.
- Used the Zoom Chat Box to gather questions from our livestream audience and had one Director specifically to field those questions at the meetings.
- Implemented USC COVID protocols and adjusted accordingly to the changes made month to month with Trojan Check, social distancing, and registration protocols.
- Quickly adjusted in early January ’22 from an in-person event to a Zoom only format, due to COVID. Guests who had paid the \$45 luncheon fee were given the option to be refunded or make a donation.
- Produced a comprehensive document for Kari May with all of the Invitation particulars for each month: speaker photo/short bio/topic/detailed schedule of the invitation send dates to be used as the Invitation template each month.
- Transitioned to monthly invitations being electronic only and to be designed each month on Mailchimp by Kari May. Worked closely with Kari on every invitation.
- Commissioned Ian Chestnut’s team to create a special December invitation that was more special than a normal meeting’s invitation.
- Developed a detailed Agenda and Script for the Zoom-only virtual meetings.
- Scheduled two Zoom “Tech-Check” meetings in January and February 2022.
- Worked closely with Communications Chair for increased Programs social media posts.
- With the help of Ian Chestnut, each Programs event was recorded and posted on the Town & Gown of USC website soon after each meeting. In addition, meeting photos were uploaded to the website.
- Submitted monthly newsletter articles with highlights of the past meeting, preview of the upcoming meeting, photos, and links when applicable.
- Submitted monthly Board Reports.

Oral Report:

- One notable accomplishment of 2021-2022
- Update on 2022-2023

Governance Chair

Beth Petak-Aaron

**Oral Report/YES
Consent Agenda**

Submitted By: Beth Petak-Aaron

REPORT:

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

Governance Committee Accomplishments, 2020-2022:

- Completion of Confidentiality Agreement for both BOD's and guests
- Created Talking Points to highlight Succession Planning
- Town and Gown of USC Codes of Conduct and Ethics was created
- Implemented the Directors' Yearly Reporting Policy
- Created a Policy Clarification regarding membership: Any person who identifies as female...
- Created a Notice of Non-Discrimination which will be put on our website and within the Handbook.
- Created a Hiring Policy for Town and Gown of USC 501(c)3
- Reviewed job descriptions and edited and aligned both the CFO and 1st VP of Investments duties.

Oral Report

<u>Nominating Chair</u>	Helaine Lopes	Oral Report/YES Consent Agenda
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Submitted By: Helaine Lopes

REPORT:

- No activity to report since the last meeting/report

Oral Report

<u>Benefit Chair</u>	Edie Etmekjian	Oral Report/YES Consent Agenda
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Submitted By: Edie Etmekjian

REPORT:

2021-2022 Accomplishments:

Early Planning

- The venue was chosen and the contract with the Beverly Hills Hotel was signed in May 2021.
- The Fashion Show by Robert Ellis was planned at the end of April 2021
- The Benefit Committee was formed and began meeting and planning in August 2021
- Public Relations Chair, Patti Jamgotchian, began working immediately on the Benefit PR, including the Honoree video and plans of what to place on the T&GUSC social media, website, Instagram and the newsletter
- Plans for the Opportunity Drawing and Hotel Reservations/Information began in August 2021
- The Cashiering Process began in September 2021
- The Patron Campaign and artwork (Roxy) was planned in November 2021
- The Vendor Planning began in November 2021
- Invitations worked on with Roxy early December 2021, mailed on March 1, 2022
- Patron and Underwriting letters were written in December 2021, mailed in January 2022
- The Thornton School Entertainment began planning in January 2022

Results

- Benefit held on Tuesday, April 5, at the Beverly Hills Hotel
- Our Goal was to fully endow the Sally Edwards, Carol Fox, Linda Givvin, Carol Greenhalgh, Thelma Orr and Alli Solum Scholarship. Thanks to the generosity of our Town and Gown of USC members and friends, we far exceeded our goal of \$60,000.00. The Scholarship was endowed with \$129,550.00
- The Benefit also gave \$29,200 (proceeds from Opportunity Drawing) to the Clifford Swan Fund 2A Account and \$10,000 to the 2C Beautification Fund.
- The Honorees, the “WOMEN OF VISION” were very pleased with the Benefit. They were recognized for their work on The Agreement. Each received a Tommy Trojan and a floral arrangement.
- The Vendor Boutique included some classic vendors and new vendors, and it was a success! The Boutique in the garden was very well received by the guests. The 2pm to 4pm extended boutique hours, with complimentary champagne, were successful.
- A Jazz Quartet from the Thornton School Musicians played in the foyer as attendees entered, and also in the garden. A classical pianist played in the Crystal Foyer
- The Cashiering training was useful and helpful. The new Cashiering process worked very well. The lines were very short and allowed guests to go and shop more.
- Trojan Marching Band marched into the Crystal Ballroom, with guests following. Band played for 15-20 minutes. They were great!
- Luncheon was served, followed by a successful Robert Ellis Fashion Show.
- The colors and theme/brand were carried through all aspects of the Benefit.
- The Opportunity Drawing was a HUGE Success!

Thank you

- Thank you to the “WOMEN OF VISION,” our trailblazing Honorees, Sally Edwards, Carol Fox, Linda Givvin, Carol Greenhalgh, Thelma Orr and Alli Solum. They were wonderful to work with and all very supportive throughout the planning of the Benefit. They never said no to us and were always so gracious in agreeing to being in the videos and photos, and even coming to a rehearsal
- Thank you to Hilary Crahan, our amazing President 2020-2022. Her support, creative ideas, and encouragement were invaluable and led to the success of the Benefit!
- Thank you to the 2022 Benefit Committee Chairs and their respective committee volunteers. The 2022 Benefit was successful thanks to their dedication and hard work.

Oral Report

Hospitality Co-Chairs Kate Farlow, Janyce Teasley

**Oral Report/YES
Consent Agenda**

Submitted By: Kate Farlow and Janyce Teasley

REPORT:

- There were no more General Meetings so there were no reminders to send out to volunteers or opportunity drawing tickets to fill out.
- Asked incoming Hospitality co-chair to help give out the birthday treats to the May birthday ladies because regular co-chair went on a cruise and was not able to attend the meeting.
- May 24th attended the Board meeting in person.
- At the Board meeting, we celebrated eight May birthdays. We asked the May birthday ladies to choose the cupcake they preferred with the help of the incoming Hospitality co-chair. One lady was on Zoom and not present so co-chair close to her home took the cupcake to her after the meeting.
- Wrote and turned in the Benefit Report for Hospitality to Edie Etmekjian and Ayuko Siegel. Also sent a copy to incoming Benefit Chairman Carol Kroesche.
- Checked with Ayuko Siegel on which reports were due on the different dates in June and the meetings to attend in June.
- At the June 21st In/Out meeting, we will bring our Final Timeline Report, updated notebooks, and boxes of supplies to the incoming Hospitality co-chairs.
- At this June meeting, we will celebrate all June (4), July (5) and August (6) birthdays.
- Talked together on what to include in our final report. Inventoried our boxes of supplies and made lists of what items we needed to fill for the new committee.

Oral Report:

- June, July, and August birthdays

Communications Chair

Lisa Up de Graf

**Oral Report/YES
Consent Agenda**

Submitted By: Lisa Up de Graf

REPORT:

- Note cards sent to:
 - Carol Fox, Carol Mollett (Get well)
 - Dean Emily Roxworthy (Thank you)
- Social media:
 - Posted weekly to Instagram, Facebook, Twitter
 - Instagram: 1709 followers (30 new followers from previous month)
 - Facebook: 1068 followers (9 new from previous month)

Physical Facilities/Historian Chairs Kathleen Campos, Jody Zuvich

**Oral Report/YES
Consent Agenda**

Submitted By: Kathleen Campos and Jody Zuvich

REPORT:

2021-2022 Accomplishments

- The Physical Facilities/Historian Committee consists of Jody Zuvich, Marilou Hamill, Wilma Pinder, and Kathleen Campos. The previous chairs D’Arcy McLeod and Marilou Hamill did a wonderful job handing off the committee to ensure our success. We met at McKay’s so we could review the previous year and understand the roles and responsibilities.
- The Physical Facilities/Historian Committee was hard at work this year with four special projects that were brought to fruition.
 1. The Town & Gown Ballroom, working with Jerry Wingate (Director USC Design Operations, USC Auxiliary Services/Admirative Operations) and his assistant Megan Conklin, received financing for the purchase of a new lighting system called an Elation Professional LED Moving Head Spot Fixture with Zoom Capabilities. These lights will replace the current pin spot lighting on the ceiling of Town & Gown and be adjustable with an app on your phone. Currently, the pin spotlights must be manually adjusted and requires the large scissor lift to come into the room, onto the carpet and potentially damage the space due to the large-scale nature of the equipment. It also

takes much time to accomplish this. Now, we will be able to make adjustments on the fly if a client wants to move the stage or podium. We can service our customer needs more instantly with these lights than currently. Cost: \$8,350.

2. The Doheny Library, working with Claude Zachary (University Archivist and Manuscripts Librarian), received the funding for Town & Gown of USC's preservation of historical documents. The committee was pleased to share the wonderful news that the digitization project for three of Town & Gown of USC's most cherished documents had been completed!

The documents are available for viewing and include: "A History of Town and Gown and Its Scholarship Funds" by Caroline Franklin, "The First 100 Years," and "A History of Town and Gown" by Florence Scott and Mrs. Carl Van Sant from 1965.

They are accessible through a Google document or through USC's Digital Library.

The Physical Facilities/Historian Co-Chairs and its Committee were grateful to have broken the barriers of location with the ability to view these invaluable documents remotely and have preserved them indefinitely. They provide an incredible look into the importance of Town & Gown of USC to the University and tremendous clarity at the astounding achievements of the organization. Cost: \$1,052.25.

3. Additionally, the committee spearheaded the relocation of the entire (37 boxes) Town & Gown of USC archival collection from an off-site storage facility to the Doheny Library. The project also included 75 hours of cataloging and rehousing documents into archival containers, acid free sleeves and folders, document boxes, banker's boxes. Cost: \$5,000
 4. The committee met in the Doheny Library in a seminar room adjacent to Claude Zachary's office (DML 220) before the on-campus luncheons in the Fall where they reviewed, researched, and explored the contents of the archival documents in search of any pertinent information highlighting our Women of Vision and The Agreement being honored at the 2022 Benefit.
- The Physical Facilities Chairmen continued the previous format. The division of labor between writing the "Do you Know" Informational story regarding the impact of Town & Gown of USC members at USC and giving our committee reports at the Board meetings. Previously we have described our current projects. In addition, here are the "Do you Know" highlights:

09/2021 Our First Checking Account

10/2021 Women's Residence Hall

11/2021 Luncheon in the Town & Gown Ballroom (let there be light)

1/15/2022 Never the perfect seat

2/2022 Emma Bovard & Bovard College

5/2022 Judson Studios

- Our committee took the initiative to contact USC Physical Facilities to create a wish list for Town & Gown of USC. In addition, we reached out to USC Libraries as well as USC Dornsife to identify projects in the \$5,000 range. Our objective was to expand the beautification role of Town & Gown of USC. Bridging the relationships we have established with multiple academic deans, our beautification will enhance our partnership with various academic units. We look forward to passing the baton to the next chairmen.

Oral Report:

- Please see the attached documents, which relate to the two motions.

MOTION #1:

Upon recommendation of the Physical Facilities/Historian Committee, I, Kathleen A. Campos, Co-Chair of Physical Facilities/Historian, propose Town and Gown of USC funds \$8,200 to complete the Nazarian corridor in the Doheny Memorial Library project. The projected completion is August 2022. The members of the Town and Gown of USC Board members and/or Donors will be invited to a wine & cheese party to celebrate the completion of the project.

MOTION #2:

Upon recommendation of the Physical Facilities/Historian Committee, I, Kathleen A. Campos, Co-Chair of Physical Facilities/Historian, propose Town and Gown of USC funds \$5,000 as the initial seed money for the USC Dornsife Thematic Option Renovation. The potential completion date will be as early as August 15, 2022. Depending on departmental scheduling it may be as late as Winter recess, 2022. The members of the Town and Gown of USC board members and/or Donors will be invited to a wine & cheese party to celebrate the completion of the project.

Attachments:

USC Libraries Proposed Beautification Project 6.2022

Town and Gown Beautification Project Proposal/Dornsife

Internal Management Review/Audit Chair

Deb Bradley

**Oral Report/YES
Consent Agenda**

Submitted By: Deb Bradley

REPORT:

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

Oral Report

Parliamentarian

Ayuko Siegel

**Oral Report/YES
Consent Agenda**

Submitted By: Ayuko Siegel

REPORT:

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

Oral Report

Members-at-Large

Sara Pfirrmann/Jill Stuart/Deborah Wong

**Oral Report/NO
Consent Agenda**

Submitted By: Sara Pfirrmann

REPORT:

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

ATTACHMENTS:

- **Thank you notes: Sally Edwards, Chris Gregg, Edie Etmekjian**
- **Consent Agenda Cover Page for June 21, 2022 “Out” Board Meeting**
- **Consent Agenda for June 21, 2022 “Out” Board Meeting**
- **May 24, 2022 Board Meeting Minutes**
- **Town and Gown of USC May 2022 Financials**
- **Membership Applications, June 2022. Annual: Kara Salmonson, Marcy Holland, and Jacqueline Bertole**
- **USC Libraries Proposed Beautification Project 6.2022**
- **Town and Gown Beautification Project Proposal/Dornsife**