



Town & Gown
of the
University of Southern California
Founded 1904

Board Meeting Consent Agenda **January 28, 2020**

MOTION: I, _____, move to approve the Board Meeting Minutes from November 19, 2019, the General Luncheon Meeting Minutes from November 5, 2019 and December 3, 2019, and the Consent Agenda for January 28, 2020 as distributed.

Second: _____

<u>CEO Report and Updates</u>	Paula Ciaramitaro	Oral Report/ YES Consent Agenda
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<u>Recording Secretary/ Permanent Records</u>	Kathi Nicolard	Oral Report/ NO Consent Agenda
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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.

<u>CFO/Treasurer</u>	Kathleen Campos	Oral Report/YES
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Submitted By: Kathleen Campos
CFO/Treasurer

REPORT:

MOTION: Upon the recommendation of the Finance Committee I Kathleen Campos move to approve to file the financial reports for 12.31.19

MOTION: Upon the recommendation of the Finance Committee, I, Kathleen A. Campos move to approve we invest the funds in 2B, 2C, 2D, and 2E in Clifford Swan high yield money market.

The funds are currently earning .01% in the current investment. The investment has a one-day settlement date and is covered under the SIPC regulations.

MOTION: Upon recommendation of the Finance Committee, I, Kathleen A. Campos move to approve more frequent reviews of the investments in Fund 2A other than the annual meeting with Clifford Swan and to include 2 reviews in person and 2 by phone on a quarterly basis. In addition, anytime NEW funds are deposited, a contact should be made between Clifford Swan and the CFO.

Attachments:

Financials 12.31.19

Clifford Swan 11.2019 update

1st Vice President/ Investments

Hilary Crahan

Oral Report/YES

Submitted By: Hilary Crahan

REPORT:

REPORT:

as of January 13, 2020

Account

Account Value

Scholarship 2A	\$ 2,047,160.16
Life Membership Reserves 2D	\$ 22,185.29
Administrative Reserves 2B	\$ 71,087.63
Scholarship Operating Reserves 2E	\$ 24,343.69
Beautification Reserves 2C	\$ 67,504.36
TOTAL Account Value	\$2,232,281.13

**2nd Vice Presidents/ Scholarship Sara Pfirrmann Ann Palmer Oral Report/NO
Consent Agenda**

Submitted By: Sara Pfirrmann and Ann Palmer

REPORT:

Recapping from November/December 2019:

- We held two Scholarship Committee training workshops on November 18 and 19. One was a day time session while the other was an evening session which particularly accommodated working professionals. Separately, Ann and I personally trained five other Committee members who were unable to attend either training session so they could be part of our Reading and Interviewing Team. As a result, we have 50 members who qualify to read, evaluate, score, and interview the 2020-2021 applications and select our potential scholars.
- This year's edition of the Scholarship Training Manual was sent to each member in an electronic file. Detailed instructions were provided ahead of training with log in instructions so Committee members could practice logging on to the Scholarship Portal at home prior to training. This proved to be very successful.
- Members of our Committee were asked to sign a Duty of Confidentiality Agreement at the training workshop.
- The Scholarship VPs attended the ACC scholarship luncheon with featured speaker Dr. Bartner. Many of our scholars attended even though it was a lower number of responses than the ACC lunch chairs anticipated. Many of our scholars also receive ACC organization scholarships. The room was filled with amazing students – such brain power and talent!
- At the time of the December 1 filing deadline, 308 completed applications were submitted. Applications were vetted for eligibility and were assigned to three different readers from our Committee over the holiday break. We are very grateful to our Committee – all scores were completed and submitted by our due date.

January 2020:

- Sara, Ann and Deb reviewed the application scores and notes submitted by our Committee to determine the pool of candidates who will receive an invitation to interview. Dates and room reservations in the Admission Center have been reserved. As soon as selected applicants have a chance to sign up for interviews, three Committee members will sign up to conduct each interview session. Candidates will be interviewed from February through early April. Freshman interviews will be conducted in February, Undergraduate candidates in March, and Graduate students in April.
- Invited for interviews: 60 Freshman, 88 Undergraduates and 52 Graduates.
- Given the number of scholars we have graduating this year, we will be able to offer

approximately 60 new scholarships for 2020 – 2021.

- Our scholar speaker for January was Jong Su Kim, a Progressive Degree student majoring in International Relations and earning his Master's Degree in Human Security & Geospatial Intelligence. Jong Su is also in the ROTC program. We will not have a scholar speaker for the February luncheon as the highlight will be on the seniors receiving their graduation sashes.
- Paula and Kari worked with Michael to send Evites to all Scholars, their parents, Donors, Deans and our USC partners for the February 4th Scholarship Luncheon. Michael has notified all senior scholars by email and on the Announcement dashboard of the portal to be on the alert for the Evite being sent to them and their parents. They will all RSVP directly to Kari.
- This annual Scholarship and Donor Recognition Luncheon is always a big event. Our spring graduates will be recognized and given the opportunity for a brief introduction as they are presented their Town and Gown of USC Scholar Sash. 75 graduation sashes have been ordered from Greek Escape. With those new sashes and the reserves we have on hand, we will have enough sashes for this spring and the scholars finishing in Fall of 2020.
- Scholarship Committee members will work together with Hospitality to welcome the Deans, Donors, Scholars, and their parents. Scholarship Committee members will be asked to assist with the organization of scholars going to the podium to expedite the process – as we have 60 graduates to honor and recognize.
- Scholars are signing up for their event requirement for the spring semester. 10 attended the January luncheon. Due to seating limitations, we have asked that only seniors initially sign up for the popular February luncheon until we see how reservations are going. Scholars will also be asked to volunteer to assist at the Benefit.
- Hilary will report on receiving the required thank you notes from Scholars to their Donors

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

Submitted By: Virginia Naeve

REPORT:

- Virginia and Elle have mailed the following number of acknowledgment letters to the donors:
November: 47 letters for donations totaling \$4,105
December: 58 letters for donations totaling \$10,426.
January: currently 24 donations totaling \$3,430.
- The Carol Troy Thueson Scholarship Fund is \$34,842 as of Jan 3, 2020. All 97 acknowledgments for these donations have been handwritten as the official letter with the tax ID number comes from USC.

- Invitations have been mailed to invite scholarship donors to a small gathering to be held prior to the February general meeting and luncheon. Christine Ofiesh is helping Elle and Virginia to organize this event and she made arrangements to have the Torrey Webb Room in the Allan Hancock Foundation Building available for us. The event will be held from 10:00am to 11:00am, with a few appetizers and champagne or sparkling water to toast the donors, the scholars, and the new year.

4th VP/ Membership

Sandy Johnston Kathie Johnson

Oral Report/YES

Submitted By: Sandy Johnston and Kathie Johnson

REPORT:

December Electronic approved motions- (membership applications were included in this email).

MOTION:

Upon recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, move to approve the following Candidates for Annual Membership: Kathy Bayle, Tania Grivas, Parul Gupta, Kelly Kelley, Judy Matsuda, Deborah Maycock-Wolcott, Victoria Mulligan, Mary Swanton and Angela Williams.

Approved 12.04.19

MOTION:

Upon recommendation of the Membership Committee, we, **Sandy Johnston and Kathie Johnson**, move to approve the following Candidate for Life Membership: Charla Tindall.

Approved 12.04.19

For today, Kathie and I present the following **motions to consider 10 new annual members and 1 life member.**

MOTION:

Upon recommendation of the Membership Committee, we, Sandy Johnston and Kathie Johnson, move to approve the following Candidates for Annual Membership: Janice Agopian, Laura Baratta, Elise Beane, Evelyn Dizadji, Erin Dundee, Mary Anne Fontana, Diane Futterman, Janiece Snyder, Cami Wedbush and Lisa Wong.

MOTION:

Upon recommendation of the Membership Committee, we, Sandy Johnston and Kathie Johnson, move to approve the following Candidates for Life Membership: Joan Lewis.

We continue to find success with the following:

- Announcing the new members at the podium
- Engaging with new members at the Membership Information Table
- Find the new members with the ribbons and introduce yourself. We want more Board members engaging with our new members and candidates
- Getting cards out on all lunch tables prior to lunch
- Getting photos of new members after lunch – they feel special and bond with the other new members
- We appreciate all on our committee, Paula and our board for making our committee such a success!

Misc. Notes:

- A few of our newest members are stating that they are not getting the usual lunch invitation yet after we turn them over. We will speak to Kari
- Definitely now the website is generating the automatic letters, hurrah!
- Sponsors seem very interested to find out the status of their candidates. The letters are still going out as needed.
- Several candidates are interested in the Orientation, date to be determined. Due to the Benefit, the Orientation date is a question
- **Life pins** should be getting ordered soon to ensure the inventory for the end of the year and next year. Paula said Kari will handle this
- We welcome board members as well as committee members to join us at the Membership Information Table at the chapel even for a half hour
- We are uploading the handwritten applications to keep all applications archived and within the system. We try to get an I-PAD to our MIT table.

ATTACHMENTS:

NM Applications from 11.30.19 Dec E-vote

NM Applications Jan 2020

5th VP/ Programs Chris Griffith Patti Jamgotchian

Oral Report/NO

Submitted By: Chris Griffith and Patti Jamgotchian

REPORT:

- The January Luncheon is typically our lowest attended of the year. This year, we had over 385 guests RSVP to hear Kristen von KleinSmid share her experiences as a retired FBI Special Agent.
- Alex from new AV team was very proactive and helpful at the luncheon. Based on his recommendation, we will have four cordless microphones available for the Question &

Answer period. The new AV set up with four large screens facing the audience was used during this first luncheon program of 2020.

- A new company is being used to create the personalized Glass Book for speakers. This change was made to make it easier for current Programs Co-Chairs to better control the pick-up process.
- The February Luncheon featuring Dr. Arthur Bartner and the honoring of Town & Gown Scholars is expected to be very well-attended. As of January 18th, the RSVP count was at 300 guests.

Governance Chair Carol Greenhalgh

Oral Report/**YES**

Submitted By: Pat Whitman

REPORT:

The Governance Committee will meet on Thursday, January 23. A report of the results of this meeting will be submitted to the Board for the February Board Meeting.

MOTION: Upon the recommendation of the Governance Committee, I, Carol Greenhalgh, Governance Chair, move that due to the establishment of the President Elect's position, the Past President's position be eliminated.

NOMINATING CHAIR Marilou Hamill

Oral Report/**YES**

Submitted By: Marilou Hamill

REPORT:

- Nominating Committee met several times. We determined the qualifications needed for each position, reviewed the excel sheet for succession planning and then deliberated on all the nominations received and other candidates identified
- Voted by ballot, unanimous decisions on all positions
- Slate will be presented to the Board of Directors for approval at the January Board Meeting

MOTION:

Upon the recommendation of the Governance committee, I, Marilou Hamill, Nominating Chair, move to approve that the annual General Membership Meeting in March 2020 be moved to April 2020 due to the Benefit being held in March this year. This will be a one-time exception. Article IV, Section 2, page 156

Benefit Co-Chairs

Patti Johnson

Helaine Lopes

Oral Report/**YES****Submitted By:** Patti Johnson Helaine Lopes**REPORT:**

- Benefit Committee Chairs meeting was held January 14th before the general meeting
 - We confirmed Marc Brown as the honoree, and are working on logistics/parking, centerpieces, table favors, raffle, the printed program, photo booth, A-V needs, and all sponsorship opportunities
 - Have confirmed Mark and the Martinis and the Trojan Marching Band as our entertainment
 - Invitations were mailed Non-Profit First Class in early January
 - Sandy Johnston is contacting the USC Schools for sponsorships
 - Christine and Helaine visited the InterContinental to discuss logistics of the boutique/vendors
 - Sara Pfirrmann has collected about 75 bottles of wine, and she is working on her “special project” for the benefit
 - Barbara Orechoff is working on her finance committee needs for the Benefit. We are securing Leventhal students to help her at the event
 - Edie and Ayuko are organizing volunteers for check-in, greeting, cashiering, and wine auction. Sara also will ask T&G scholars to help
 - Kari May is accepting RSVP/Registrations
 - The committee chairs will meet for a walk-through of the event site on January 31, 2020
 - Helaine and Patti will select the menu in early February
 - InterContinental is offering discounted hotel rooms for our attendees. Link: [Benefit Hotel Rooms](#)
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Hospitality Chairs

Edie Etmekjian

Ayuko Siegel

Oral report/**NO****Submitted By:** Ayuko Siegel**REPORT:**

- At the T&G Luncheon on 12/3, 520 lunches were served
- Total Raffle sales - \$1,815
- Total Center Piece donation - N/A
- Total Name Tag Sales - \$0
- Total \$for Scholar collected - \$7,876

- Total T&G Merchandise sales - \$1,178 (Breakdown of items sold available upon request)
- At the T&G Luncheon on 1/14/20, 239 (269??) lunches served
- Total raffle sales - \$1,385
- Total Center Piece donation - \$270
- Total Name tag sales - \$20
- Total COD's collected - \$180
- Total \$ for Scholar collected - \$300
- Total T&G Merchandise sales - \$398 ☹️

COMMUNICATION

Joyce Fadil

Oral Report/NO

Submitted By: Joyce Fadil (and Denise Magro - Member at Large)

REPORT:

Cards were sent to the following members:

- Mrs. Patti Poon (Was in Hospital)
- Mrs. Sandy Johnston (Rex Passed)
- Mrs. Sandy Johnston (Mom passed)
- Mrs. Christina Jabarian (Mom passed)
- Dr. Linda Larsen (Christina's Sister)
- Mrs. Carol Mollett (Sister passed)
- Mrs. Denise Magro (Brother passed)

Posted weekly to Facebook and Instagram

Instagram page: 112 new followers, 22.9% increase (489 as of November board report - 601 currently)

Facebook page: no change in number of followers (currently 870)

Communications continues to welcome pictures from members of Town and Gown events. For best quality posts, please airdrop to Denise or Joyce at the event or text to Denise 714-679-8312 by 5 pm the day of the event.

PHYSICAL FACILITIES CHAIRS Carol Kroesche Beth Petak-Aaron Oral Report/NO

Submitted By: Beth Petak-Aaron and Carol Kroesche

REPORT:

- Beth and Carol have been working with Jerry Wingate to obtain the key and change out the display within the cabinets. It appears that the cabinets will be changed to accommodate Town and Gown items and possibly some of the Pat Nixon items, as well. Design will be done with Beth and Carol and Paula's approval.
- Carol has been in touch with Jerry to start the process of having Paula's name put on the Past President's Plaque.

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 01.28.20**
- **Board Meeting Minutes 11.19.19**
- **Holiday Luncheon Meeting 12.03.19**
- **General Luncheon Meeting Minutes 01.14.20**
- **NM Applications from 11.30.19 Dec E-vote**
- **NM Applications Jan 2020**
- **Financials 12.30.20**
- **Clifford Swan 11.2019 update**