



Town & Gown
of the
University of Southern California
Founded 1904

Consent Agenda
Board Meeting June 30, 2020

MOTION: I, _____, move to approve the Board Meeting Minutes from May 28, 2020 and the Consent Agenda for June 30, 2020 as distributed.

Second: _____

CEO Report and Updates

Paula Ciaramitaro

Oral Report/ **YES
Consent Agenda**

Board Meeting on Zoom, Tuesday, 6.30.20 @9:30AM

At 9:30AM click on link that will be sent to you and follow directions.

See Attachments:

Town and Gown President

USC Hospitality Letter

Recording Secretary/ Permanent Records

Kathi Nicolard

Oral Report/ **NO
Consent Agenda**

As my term comes to a close and this is my last Consent Agenda, I wish to thank all of you for your patience and kindness.

It has truly been an honor to serve as your secretary for the past 2 years. I have learned so much about this wonderful organization and have gotten to know all of you. I feel blessed to have met such a positive and wonderful group of ladies. Your energy inspires me. I wish you all a Happy, Safe and Healthy Summer.

Kathi

CFO/Treasurer

Kathleen Campos

Oral Report/YES**
Consent Agenda**

Submitted By: Kathleen Campos

CFO/Treasurer

REPORT:

5.31.2020 Financials
Check Requisition Form
Letter to change officers for A.J. Gallagher (insurance)
Admin Budget

MOTION:

Upon the recommendation of the Finance Committee, I Kathleen Campos move to approve the financial reports for 5.31.2020

MOTION:

I, Kathleen Campos request the approval of the Town and Gown of USC requisition form 6.2020

MOTION:

Upon the recommendation of the Finance Committee, I Kathleen Campos move to approve the 2020-2021 Administrative Budget

See Attachments:

**5.31.20 financials
Gallagher officer change letter
Check requisition form
TGUSC Admin budget v actual**

1st Vice President/ Investments Hilary Crahan Oral Report/NO

Submitted By: Hilary Crahan

REPORT:

BOARD MEMBER POSITION: 1st VP, Investments
SUBMITTED BY BOARD MEMBER: Hilary Crahan

REPORT:

as of June 17-2020

| Account | Account Value |
|-----------------------------------|----------------------|
| Scholarship 2A | \$ 1,892,589.40 |
| Life Membership Reserves 2D | \$ 22,250.64 |
| Administrative Reserves 2B | \$ 71,316.83 |
| Scholarship Operating Reserves 2E | \$ 24,420.95 |
| Beautification Reserves 2C | \$ 67,688.20 |

| | |
|---------------------|-----------------|
| TOTAL Account Value | \$ 2,078,266.02 |
|---------------------|-----------------|

- Laurie Hunter Tiedemann, First Vice President 2020-2022 requested the annual expense allotment from Fei Phail. \$132,692 is the allotment for fy 2020-2021
 - Scholarship Funding for CHAN scholars (summer and fall only) completed.
 - Scholarship funding for TGUSC scholars completed.
-

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

Submitted By: Ann Palmer

REPORT:

- TGUSC Scholarship VPs, with guidance from 1st VP, Investments, agreed to fund 149 scholars for the 2020-2021 term.
 - Signed contracts from the returning and new students have been received by our Scholarship Associate and updated information is being loaded into the Google Drive and Scholarship Portal.
 - Ian Chestnut sent out contracts to the new scholars and sent denied emails to all other applicants.
 - Ian will be given the revisions to the scholarship application. He is expected to make all those changes by the August 1 “go live” date.
 - VPs prepared the TGUSC Scholarship annual report, timeline, and operations manual.
 - Completed next year’s budget
 - Finalized date of Back to School Luncheon/Scholarship 101: Sunday, September 13. Have reserved Traveler, TMB, and the Photographer.
 - Working on securing rooms for interviews next spring.
-

3rd VP/ Fund Development Virginia Naeve Elle Feldman Oral Report/YES

Submitted By: Virginia Naeve

REPORT:

Virginia will report on the status and progress of Fund Development and Stewardship.

Submitted By: Sandy Johnston and Kathie Johnson

REPORT:

June 2020 Board Report

Attachments

- Poem #2, special dispensation for different font
- Spreadsheet of Sponsors and their respective Candidate Members
- Applications to come, final 2 just arrived on G-mail today

RUNNING TOTAL NEW MEMBERS

As of today's June, board meeting, Kathie and I are proud to report that we will have voted in a total of **67 new members** for the 2019-2020 year, starting July 1, 2019. Quantities are confirmed with Kari May.

- 18 Annual
- 49 Members added to Life Membership (including some category changes)

This is record breaking as sponsors have been withholding 32 candidates due to the COVID virus seclusion. Town and Gown of USC, like the world around us, has never had 6 months of "membership candidate down time" before. Many start the count down time in March, but others started their clock in November, December or January. We are proud of our numbers no matter how you slice it, 67 new members with 6 months down or being on track for 99!! WOW!

At the time of writing this report, 3 scholars are asking about membership and 3 who were waiting for the pandemic to end are now starting to ask questions.

AS OF TODAY

- Total Life Members 298
- Total Annual Members 552
- Total Members 850
- This is not including the handful of Honorary members who should be re-confirmed prior to printing.

(1 resigned last week, 2 are deceased but are still on the list- Tenny is one, Kari is getting the other name. Several moved away some of whom have yet to be removed and are now instead of working at SC are working at Occidental. We are working with Kari to refine the list.)

SPECIAL KUDUS TO THOSE WHO SPONSORED IN CANDIDATES

We thank the following categories of members who brought in candidates:

- 19 Board members
- 7 Past Presidents
- 75 Non-Board Members
- 101 Total sponsors this year – wow!

MOTIONS:

Upon the recommendation of the membership committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following candidates for Annual Membership: Kerri Yoder Hubbard, Bobbi Mahler and Gina Weitzel.

Upon the recommendation of the membership committee, we, Sandra Johnston and Kathie Johnson, Vice Presidents of Membership, move to approve the following candidates for Life Membership: Angel Grigorian, Carmen Long, and Candi Wopschall.

Attachments:

Membership rev 2019-20 Spreadsheet of Candidates

End of Year Poem 2

New Membership Apps

New Membership App 6.2020 Hubbard

New Membership App 6.2020 Weitzel

5th VP/ Programs Chris Griffith Patti Jamgotchian

Oral Report/YES

Submitted By: Chris Griffith & Patti Jamgotchian

REPORT:

- We are working on scheduling speakers for our Town & Gown Luncheons.
- Luncheons will be held on campus, at a reduced capacity, with livestreaming. We have reserved the Town & Gown Ballroom -seats 120 people, 4 seats/table for all luncheons, except December which will be in the Tutor Center Ballroom – 196 people, 4 seats/table. There is a possibility for greater capacity in the future.
- Huge thank you to Chris Griffith for the outstanding job she did as Programs VP. Warm welcome to Colleen Stroyke, incoming Programs VP.

Oral Agenda:

If you have an oral report to give please submit as a written report

- Since our members have not met as a large group since March, we thought a Zoom program on September 1, would be a fun virtual and social opportunity to connect with our members. We would only schedule it if we are able to secure an incredible speaker. For example: a presentation by Jane Goodall, renowned anthropologist or cooking demonstration by Dana Slatkin, professional Chef and Founder of Violet LA Bistro. We chose Tuesday, September 1 because it follows our pattern of the first Tuesday of the month and it is after the start of school. Our thoughts are to schedule the program at 1pm, for 45 minutes to 1 hour with a welcome from Hilary, 30 minutes of speaker presentation and 10 minutes of questions and answers. I am bringing this Zoom call idea to the board because I would love to get your feedback to find out what you think of this idea. Would you participate? Are you concerned about Zoom burnout?
- “Thank you” Keepsake for our Speakers – During the 2019-2020 year, we gave a beautifully engraved "Glass Book" with the Town & Gown logo, speaker name and luncheon date as a gift to each of our featured speakers. This was in addition to the \$500 stipend. The design is symbolic of our primary goal of raising funds for scholarships, honoring our USC scholars, and something our speakers could proudly display. We would need a total of 9 of these mementos assuming one or two of our meetings will have a speaker panel, and at \$70/gift, we would need to budget \$630. I would love to get your input on this tangible keepsake for our speakers. What are your thoughts?

Governance Chair

Carol Greenhalgh

Oral Report/YES

Submitted By: Carol Greenhalgh

REPORT:

- As approved and recommended by the Governance Committee for Board approval, a proposed Bylaws Amendment Article V1, Section 5, was e-mailed to the Board of Directors on June 1, 2020 to be voted upon at the Board Meeting on Tuesday, June 30, 2020.

MOTION:

Upon the recommendation of the Governance Committee, I, Carol Greenhalgh, Governance Chair, move that the Board approve the revisions of Article V1, Section 5 of the Town and Gown of USC Bylaws.

Reference: Electronic Meetings Policy 5.28.20

**SEE ATTACHMENTS:
Proposed Bylaws Amendment
Electronic Meetings Policy 5.28.20**

NOMINATING CHAIR Marilou Hamill

Oral Report/NO

Submitted By: Marilou Hamill

REPORT:

No activity to report since the last meeting/report

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:**

- Jo Ann Conley (Fell in Bathroom)
- Carol Kroesche (Stepfather passed)
- Anne Peplow (Husband Passed)

● **Social media:**

- Posted weekly to Facebook and Instagram (engagements continue to steadily grow)
 - Instagram page: 55 new followers, 5.9% increase (930 as of May board report, 985 currently)
 - Facebook page: 0 new followers (915 as of May board report, 915 currently)
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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
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PARLIAMENTARIAN

Chris Gregg

Oral Report/NO

Submitted By: Chris Gregg

REPORT:

- No activity to report since the last meeting/report
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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 6.30.20**
- **Board Meeting Minutes 5.28.20**
- **Town and Gown President**

- **USC Hospitality Letter**
- **TG 5.31.20 Financials**
- **Gallagher Officer Change Letter**
- **Check Requisition Form**
- **TGUSC Admin Budget v Actual**
- **Membership rev 2019-20 TG Sponsors Candidates**
- **End of Year Poem 2**
- **NM Applications June 2020**
- **NM Applications 6.20.20 Hubbard**
- **NM Applications 6.20.20 Weitzel**
- **Proposed Bylaws Amendment**
- **TGUSC Electronic Meetings Policy 5.28.20**