

**College Cluster Representative Retreat** (Ruben Mora-Roman, Jr., Steven Wu, Earle Hall, Iris Lu, Linda Espinoza, Juan Gonzalez, Fabian Alberto; 3/24/07)

**No shows:** Seng Peng, Devynn Taylor, Happy Gill, Dontae Rayford.

\*Fabian will be contacting Seng and Earle will be contacting Dontae to update them about what happened at the retreat. Will Ruben or Earle contact Happy and will Steven contact Devynn to let them know what happened at the retreat?

NOTE: all **BOLDED** portions of outline are action items for regional reps and coordinator.

- General website
  - Liked
    - Student pictures
    - Resources for student information
      - High school
      - College
  - Wanted
    - Ways to contributed/help SMYSP
      - Volunteer work
      - Have ways to access other alumni
      - Alumni emails
      - Way to let alumni to use website
    - Message board
    - First page more concise; was cluttered
- Alumni Association website
  - Liked
    - Notes from previous meetings
  - Wanted
    - Mission statement/vision
    - What are alumni doing? Portion highlighting alumni
    - Goals
      - Alumni participation in x, y, z
    - Bulletin board
      - Updates on people, job opportunities
    - Networking tools: with similar interests
      - Study for MCATS
      - “How-to use” section
- SMYSP personnel structure/organization structure
  - Review of personnel time comment to SMYSP and role descriptions using handout
- Alumni Association structure
  - Review of the structure of the Alumni Association officers and the Vice-president will be facilitator of the College Clusters like Destinee currently does
- Judith spoke about the structure and finances of SMYSP
  - Judith made it clear that SMYSP does not receive any financial backing from Stanford University or from Stanford’s Medical school.
  - SMYSP lives off of soft money. We are constantly writing grant proposals for various portions of SMYSP, hence the creation of Axxcess (the non-profit arm of

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SMYSP). It will be through the non-profit that the various arms of SMYSP (the summer program, possibly initiatives of the Alumni Association) can be, will be funded.

- The College Clusters are currently being funded via the gift account, which SMYSP has flexibility over how the money gets spent.
- Regional positives, challenges, and stories
  - North/East Bay (Steven Wu)
    - Challenges
      - Large number of constituents
      - Member participation
      - Ideas for group activities
      - Representative changes
      - Lack of communication between representatives and constituents
      - Locations and schedule
      - Outreaching and promoting
    - Pros
      - Cluster meeting with Coordinator
      - Event planning stage
        - Something small to start with
  - Southern California (Juan Gonzalez & Fabian Alberto)
    - Challenges
      - Large area to cover
      - Alumni too spread out
      - Least amount of alumni
    - Opportunities
      - Lots of professionals (possible mentorship)
      - Great locations for cluster meetings
  - Davis/Sacramento (Iris Lou & Linda Espinoza)
    - Obstacle
      - Wide spread area
      - Difficult to get all people gathered to well represent the whole region
    - Positive
      - Most people in Davis/Fresno
    - Regional story
      - Third meeting with Destinee
      - Want to hold Picnic Day Event???
        - Posing some challenges
        - Possible donation from Sodexo for 4/14
      - Small group meetings maybe?? But also difficult to organize and accomplish (i.e. finding place, etc)
  - South Bay/Peninsula (Earle Hall & Ruben Mora-Roman, Jr.)
    - Positives
      - Condensed area
      - Big group

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- We have met once
  - Challenges
    - Diverse needs of group
    - Establishing ourselves
    - Planning for first event
  - Story
    - Began to plan for an undergrad “Welcome” packet to go to undergrad SMYSP alumni. Preparing donation letter-deciding on signature process.
- **Regional rep jobs:**
  - **North/East Bay:**
    - **Steven: donation letters and treasurer**
  - **South Bay/Peninsula**
    - **Earle: letters**
    - **Ruben: treasurer**
  - **Davis/Sacramento**
    - **Linda: letters**
    - **Iris: treasurer**
  - **Southern California**
    - **Fabian: letters**
    - **Juan: treasurer**
- Commonalities between regions
  - Planning event
  - New/growing stage
  - Polarized regions
  - Publicity mechanism
  - Communicate older alumni
  - Event brainstorming:
    - SMYSP care packages for new college students, young SMYSP alumni
    - First care package for all alumni (only college students)
    - Provide publicity for future events
    - Coupons/gift cards
- Care packages for SMYSP alumni that are in school and that are professionals
  - Contents
    - Welcome letter/Do’s and Don’ts/Contact list by region/ regional event invitations
    - Food
      - Popcorn, gum, oatmeal, candy, top ramen/soup, cookies, cocoa packets, red bull
      - Jamba juice
      - Starbucks
      - Restaurants (regional); opentable.com
    - Hygiene
      - Razors
      - Flip flops

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- Shaving cream
- Airborne
- Toiletries
- Ear plugs
- Air freshener
- Mini-first aid kit
- Boxes
  - Tape
  - Tissue paper
  - Boxes
- Fun
  - Stamps, envelopes, post cards
  - Stress balls
  - Regional map with Laundromats
  - I-tunes gift card
- Coupons from on-line or newspapers
- Educational
  - School supplies (scantrons, pens/paper)
  - Amazon gift card
  - Borders gift card
- Donation letter
  - Where are things going to be shipped to?
  - Or do we pick them up?
  - Stuff centralized HERE to get packaged
    - Changes: contacts
    - Responses go to what address?
  - 1 letter version will be specific store (ex. Starbucks for cards)
  - 1 letter version will be for big store for items (ex. Wal-mart for slip flocs, gum)
  - First paragraph: tax ids??
    - For alumni
    - What, how many?
    - By date:
      - Response early Monday, July 16
      - Stuff early Wednesday, August 15
      - Send out by early Thursday, May 10
- General timeline
  - Letters need to be sent out by May 10
  - Requesting businesses respond by July 16
  - August 15: do's/don'ts, welcome letter, donated materials, regional event flier due
  - Assembly will happen at Stanford (so materials will be sent to Stanford) on a weekend in September to be determined by Davis/Sac regional rep availability
  - Care packages out by October 1 for professionals and college students

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- Regional events will be planned for early November
- How much will each region pay? First, ask Dale for a quote of price to be done by Destinee and will be disseminated to regional reps over email
- Regional event for early November needs to be planned by August 15
- Regions will decide what will go on website and when things are ready to be put on website
- **Next rep retreat will happen on August 19** at Stanford in the afternoon after the morning meeting with the newly elective officers.
- **Regional obligations:**
  - **North/east bay:**
    - **Welcome letter**
  - **South Bay/Peninsula**
    - **Bullet point letters**
      - **Will be mailed back to Earle**
  - **Southern California**
    - **Sentence letter dissemination**
      - **Will be mailed to corporations**
    - **Juan: do's and don'ts list**
  - **Davis/Sacramento**
    - **Packaging (weekend in September)**
      - **Invite all alumni to help put the packages together**
  - **Destinee**
    - **Ask Dale about package cost**
    - **Create regional contact list (due in August)**
    - **Send updated-email of students and professional number by 4/23**
- **There will be monthly email updates on the 4<sup>th</sup> Monday of every month. First one due on 4/23. The update will include information regarding progress of each activity assigned to each region along with updates regarding regional activities.**