

College Cluster Representative Meeting Notes (6/4/06)

In Attendance: Destinee Cooper, Judith Ned, Devynn Taylor, Iris Luo, Fabian Alberto (via telephone)

Not in Attendance: Steven Wu, Violeta Gutierrez, Happy Gill, Linda Espinoza, Nina Wu, Seng Peng

- All in attendance introduced themselves and gave what year they were in SMYSP.
- Everyone in attendance at the meeting has been receiving the emails I've sent out.
- When the meaning of being a SMYSP alumni came up, Judith informed the group that, between herself and Dr. Winkleby, they currently write letters of recommendation, provide career and personal counseling, and provide mock interviewing for alumni that ask for it.
 - However, Devynn pointed out that he, as a 1993 alum, never had any contact with office staff after the program. This issue of connection between office staff and alumni and within alumni could be resolved in a couple of ways.
 - Devynn proposed putting together an undergraduate to graduate program with Fraternities and Sororities being a model. This model includes the undergraduates being able to turn to graduate students and professionals in the organization to ask how they got certain things accomplished. For Judith, this brought up the question of alumni accountability.
 - To go along with this, it was mentioned that the older alumni should connect more with the younger alumni so that the younger ones feel more comfortable asking questions.
 - Judith suggested that this might take the form of the office staff creating central access to themselves for the alumni, and creating a more structured way of sending, tracking and following up on job and internship requests.
 - Judith then pointed out that the base of these suggestions and comments are what the College Clusters purpose is: to foster connection between all alumni.
- After Iris made the suggestion of starting connectedness with the newest alumni, Judith mentioned that SMYSP should incorporate the Alumni Association and connectedness during the summer program. This would eventually lead to a communication triangle with the high school alumni heading into college and the college clusters being informed of the new alums by the Association from the work of the office staff.
- From this discussion, Judith wanted to know what for the alumni was working as far as keeping in touch with them and fostering connection with other alumni.
 - The answers given were: consistent information via email, annual call for survey, letters of recommendation, the annual report, both directories, and the one-on-one counseling.
- What has not been fostered for the alumni is older alumni interaction with the younger alumni, utilization of the website, and utilization of the directories. Utilization of the directories could be increased with a short list of where alumni are included with the directories. Destinee mentioned that this will be done in this year's participant directory.
- When the question arose about how network opportunities and/or regional events were going to take place, questions were discussed about how the regions could organize such

events when they may not have contacts for locations, no financial resources, and how to contact alumni in region. While the representatives do have the contact information of all alumni in area, Judith mentioned that she will have to create a protocol for how and from whom regions can receive donations. This is to keep in line with university policy. Furthermore, it was pointed out that Destinee can help, if reps don't have contacts, in making contacts for locations. Judith and Destinee are always available to assist in making contacts and for funding questions.

- When Destinee brought up how the regions will communicate, having a message board on the SMYSP website was proposed. While Judith didn't see the feasibility of this because of staff limitations to monitor it and confidentiality concerns, Fabian proposed having a message board on Myspace might be more practical and feasible. Destinee recommended that both Fabian and Seng check into this with Judith's main question being about confidentiality: will the conversations be private or will anybody be able to read them?
- It was then discussed what kind of format should be done for the workshops at the Summit, whether we should have one five hour workshop section or have them split up with time being taken away from a break period. It was decided that time would be taken away from the break with the knowledge that the general sessions, or the sessions for everyone, would be held with the option of going on break.
- Destinee then asked what others thought about the National Alumni Association Officer descriptions. There was some confusion about the overlap in roles. So, Destinee reviewed the position descriptions providing more information. Because these positions are voluntary and unpaid, the descriptions were written to allow for people to step down with the remainder still being able to complete the most important tasks. Here are the descriptions with more detailed information:
 - As **President**, the individual will be the face of SMYSP's National Alumni Association. His or her roles will include:
 - Act as Alumni liaison to the SMYSP Advisory Board. The Board oversees the organization that is SMYSP, including the Summer Residential Program, the alumni association, and MKITS.
 - Ensure creation of Association By-laws with the Vice President. While this task will be down with all officers, it will be the President and Vice President that will ensure they are completed. Two people were chosen to do this task in case something happens to either one.
 - In charge of manifesting Alumni involvement in the Association. As the face of the Alumni Association, it is the President's responsibility to get others excited about being involved and to create a desire to begin and maintain involvement.
 - Create agendas for meetings. It will be the President that ensure that all necessary tasks are being discussed and that movement forward within the organization is happening.
 - Lead and facilitate Alumni and Officer meetings. It will be the President that ensures that the time constraints are followed and that all matters have been dealt with.
 - The **Vice-President** will:

- Act as Alumni liaison to the SMYSP College Cluster Representatives. It will be the Vice President that will ensure that the College Clusters are communicating with each other, holding events, and have financial backing of the National Alumni Association and of SMYSP.
 - Ensure creation of Association By-laws with the President. Please refer to the same idem for the President if there are any questions.
 - Establish funding base for the Association with the Treasurer. While it will be the Treasurer that will come up with ideas and implement ideas about how to raise funding for the Association, it will be the Vice-President that will help direct on whether or not those activities can be done by corresponding with the Executive Director, Judith Ned and Dr. Winkleby.
- The **Secretary** will:
 - Record and disseminate minutes and reminders of officer and general Alumni meetings. This person will ensure that there is a record of the minutes and that others do receive a copy of the minutes for approval. Furthermore, this person will be the one to send out email reminders and make phone call reminders if necessary.
 - Schedule meeting logistics. It will be the Secretary that determines how meetings will happen, whether via phone conference or in person, and arrange for the room.
- The **Treasurer** will:
 - In charge of financial planning and tracking for the Alumni Association. The Treasurer will be the one to keep record of how much money is spent by the Association and from where.
 - Establish funding base for the Association with the Vice-President. The Treasurer will seek funding sources by finding out how to apply for grants and donations and be the person that will do the paperwork for such funding.
- The **Media and Event Planning Coordinator** will:
 - Create and disseminate the SMYSP newsletter. This person will gather information that will go in to the newsletter, put the newsletter together via computer, ensure that funding is available to disseminate the newsletter and lead the dissemination process.
 - Plan Alumni events and SMYSP community outreach. The Coordinator will oversee what events will be held for the alumni ensuring that time, location, activities and agenda are prepared and ready for the event.
- The **Historian** will:
 - Keep record of all officer meeting notes and College Cluster meeting notes. He or she will make sure that there is a hard copy of all activity of the Association.
 - Ensure meeting notes are put on the SMYSP Alumni website. He or she will make sure that all notes are available to all alumni for review.
 - (upon suggestion by Devynn) Will keep a picture record of the Alumni Association. This Historian will either make that visual record available via internet or some form for all alumni to view.

- Destinee brought up the topic of establishing regular meeting times for the regional representatives. It was proposed to possibly hold a meeting before the reunion on July 15 for all regional representatives to attend. If such a meeting can be arranged, we would brainstorm events for the Fall Welcomes, decide how they will be organized with tasks being delegated, allow time for the group to go have lunch together, do team building activities, and simply get to know one another.
 - A back-up date was determined as sometime between September 15 and 22. This date would not allow for the team building activities or getting to know each other better, but would allow for communication regarding what to do with the Fall Welcomes. However, meeting during this time and not in July would put off when the Fall Welcomes can be.

Topics for next meeting

- How are College Cluster events going to be organized with support from the SMYSP office? Specifically, discussion of how are the fall welcome events going to be organized and what will happen at them.
- Update on Myspace usage for regional reps from Southern California

Action Items

- Destinee will try to organize a formal retreat for all regional reps (1 day retreat). This can hopefully take place the same day as the reunion on July 15 this year. We already know that Iris will not be able to make it because she will be overseas from June 15 to August 3 (with summer school starting August 7).
- For our missing representatives: the fellow regional representative that was at the meeting will update you with regards to specifically what happened and what their impressions were regarding Judith and Destinee's desire to make this College clusters work.
- Fabian and Seng are going to look into discussion board via Myspace. Judith and Destinee expect to begin getting feedback by the end of June.
- Destinee and Judith will put up another link to College Clusters on SMYSP website for the regions to have their events and notes posted. Judith was originally wanting regional descriptions of what their goals are, and is now expecting to begin gathering this information in January 2007.
- Judith will write a funding and donation protocol for the regions to stay in compliance with Stanford policies.
- Regional representatives should begin brainstorming potential events they would like to do for the Fall Welcome of new SMYSP alumni that are just entering college.
- Destinee will work on getting the National Alumni Association officer descriptions on website with more information regarding why they were organized the way they were.
- Destinee will be sending out the information regarding what physical area is being used to define each region and possibly putting this also on the website.