

**Stanford Medical Youth Science Program
Alumni Association Meeting, September 6, 2003**

Agenda

Time	Goals/Objectives
9:00-9:10 am	Welcome, introductions, purpose of the meeting
9:10-9:15 am	Review Agenda; Additions/Deletions
9:15-9:35 am	Reviewing common Goals: <ul style="list-style-type: none">• Review (immediate) goals which were shared over e-mail• Add any new goals• Delete any goals that we feel do not apply• Outline future concerns
9:35-10:30 am	Mission Statement and Vision: <ul style="list-style-type: none">• Understanding the purpose of Vision and Mission statements; why should they be concise? What purpose do they serve?• Presentation of common themes• Example: SMYSP Vision and Mission statements• Presentation, brainstorm, and editing a common Vision statement• Presentation, brainstorm, and editing a common Mission statement• Cross-checking the Alumni Association vision and mission with SMYSP's vision and mission• Changes, concerns, and verification, finalization
10:30-11:00 am	Preliminary Infrastructure: <ul style="list-style-type: none">• Garnering leadership: clarification on the purpose of infrastructure• Presentation of a basic infrastructure and responsibilities
11:00-11:05 am	Break
11:05-11:30 am	Recruitment Plan/Timeline: <ul style="list-style-type: none">• Begin brainstorming for recruitment options• Local recruitment vs. national recruitment• Funding: Dues vs. funding initiatives• Preliminary Timeline: 4 month timeline• Next meeting: Set a date for a one year timeline, two year timeline, etc.
11:30-11:45 am	Fall Reunion Involvement: <ul style="list-style-type: none">• Purpose of the fall reunion• What students will do• How alumni can be involved• Would the new Association like to take this on as their first project?
11:45-12:00 am	Final Exercise and Wrap-up <ul style="list-style-type: none">• Magic Pen exercise• Thank-you• Cleanup• Exit the building!

Notes

Quorum: Destinee Cooper, Sarah Abisideh, Eduardo Sevilla, Rolando Longoria, Judith Ned

Common Goals:

- 1) Create a more cohesive community of SMYSP alumni
- 2) Establish mentoring and networking opportunities
- 3) Develop community outreach (through multiple communication forms/media and more printed/bilingual media)
- 4) Aid in college admissions work
- 5) Assist with current programs
- 6) Aid in the dissemination of SMYSP resources
- 7) Aid in fundraising and program development

Common Themes in E-mailed Material

Vision	Mission
To create a cohesive alumni community	Providing support and guidance to students of SMYSP (counseling/advising?)
To continue connecting SMYSP alumni and students	Serve as resources for college-related or career questions
To maintain a lifelong intellectual and emotional connection between the program and its graduates (a sense of community and responsibility?)	Provide SMYSP with goodwill and programmatic support
To create an integrated atmosphere of current professionals and aspiring students	Promote interaction between current and future alumni (networking opportunities)
To increase mentoring and networking services put in place by SMYSP	Provide college admissions education and support (college admissions education initiatives?)
To create an ongoing support organization for SMYSP alumni that focuses on raising participant representation in higher education	Support the summer program
	Aid in outreach initiatives
	Promote increased alumni involvement and support of the summer program

Vision: SMYSP Alumni Association seeks to create a cohesive, diverse community of professionals and aspiring students who sustain and disseminate the goals, attitudes, philosophies, and programs that SMYSP has created.

Mission: SMYSP Alumni Association provides affiliates with college admissions and higher education guidance, professional networking and career opportunities, and initiatives to further develop and support SMYSP programs.

- Do goals, vision, and mission match up and work together? Consensus said yes.

Infrastructure

I. Purpose of infrastructure is to create leadership positions that:

- Sustain the association
- Are aimed at alumni recruitment/retention, and program development

- Operate in a cooperative manner
- Establishes a method of governance and interaction with SMYSP

II. Positions and responsibilities (subject to review and redefinition)

- Co-chair: Liaison to Advisory Board
- Secretary: Record and disseminate minutes, schedule meeting logistics, send out meeting reminders • Treasurer: Financial planning and tracking
- Media Coordinator: In charge of the newsletter creation and dissemination

Recruitment

I. General Goals

- Catch attention of alumni
- Find active alumni who will participate in Alumni Association development and programming
- Flesh out infrastructure and seek out advising by SMYSP staff
- Create networking opportunities
- Involve alumni in programming

II. Timed Goals

- Recruit 20 active members by November
- Recruit 2 active alumni per class by December
- Establish contact with 357 members by September 2004
- Re-define active membership in December 2004

III. Strategy

- To catch attention: Begin e-mail and letter-writing campaign that brings attention to the progress that has already been made with the Alumni Association. This could include the creation of a Vision and Mission statement, past participation in the Alumni Reunion Panel, and future opportunities for participation in the Fall Reunion (for regional members). Be sure to list and mention other programs that alumni have been involved in. Invite alumni to join the new Alumni Association.
- To follow up on the letter campaign: For alumni that have not responded, call and see if they would like to be involved in supporting the development (financially or through action) of the Alumni Association.
- At the follow-up meeting: work on recruiting 2 active members per class. Establish what an "active member" is defined as.

Timeline

- September 8-15: Draft letters for: 1) Letter campaigns; 2) Fall Reunion Participation
- September 16-30: Send letters to alumni through e-mail and postal mail
- October 1-15: Responses come in; begin scheduling first follow-up meeting for a time between October 10-15
- October 16-31: Begin phone call campaign; schedule meeting for some time between November 1 and November 15

Fall Reunion

- Present members of the Alumni Association agreed that a program that alumni could be involved in as soon as possible was a good idea. Judith and Rolando presented the idea of a dialogue between parents of recent SMYSP alumni and older SMYSP alumni regarding college life, the college admission process, and how to best support a child going through these processes. The idea was met with great enthusiasm.
- Alumni decided that a participation letter should be drafted to send to any regional alumni who may be interested. These letters will be sent out with the recruitment letters, in mid-September.

Duration of meeting: 3.5 hours