

**Archmere Academy Alumni Council Meeting Minutes
May 17, 2001**

Council Members Present: Tom Anderson, John Barnum, Carmen Franceschino, Earl Francis, Ed Gallagher, Jack Haley, Dick Joyce, Noelle Lauer, Pete Mariani, Bob McCann, Al Minutola, Sue Padien, Mike Pembroke, Ray Radulski.

Excused Absences: Marc Albero, Kert Anzilotti

Unexcused Absences: Lynn Mineo

Others Present: Cathie Hitch, Marty Londergan, T.J. Voell

1. Opening Prayer
 - Father Mullen was not present; therefore, no opening prayer was offered. However, Carmen stated that lots of prayers had been answered over the past month and is hopeful that more prayers will be answered in the coming months.
2. Status of Archmere Alumni Association
 - Per Abbot DeWane, in a letter written to Carmen, any actions taken by the previous Norbetine “Members” since March 28, 2001 are considered invalid.
 - Carmen read the letter from Abbot DeWane, which stated that the Alumni Association was never dissolved. The letter was very complimentary to the Alumni Association and its efforts on behalf of Archmere. He reiterated his apology for the “trauma experienced by the Archmere community, including the alumni”, as a result of the events which took place during the week of April 23rd.
3. A Few Words of Appreciation
 - Carmen thanked all Council members who were able to attend the various meetings and events which took place during the week of April 23rd, as well as the “Mass of Healing” which occurred the following week.
 - Carmen gave extra thanks to the Executive Council Members for their countless hours of work throughout the ordeal and over the past several months.
 - Finally, Carmen gave special thanks to Pete Mariani for his tireless efforts over the past month to set up and maintain the Diny Society Website (and before that the Alumni Association Website) and for his work on the “Patio Update” email project. This was a Herculean effort and it was because of Pete’s hard work that our information was able to reach so many people so quickly.
 - Pete in turn offered his appreciation to the entire Council for sticking with us through all the turmoil. The fact that no one resigned as a result of the events taking place gave Pete a great amount of confidence.
4. Retirement Reception for Lou LoBosco and Tom Manerchia
 - There will be a retirement reception on Thursday, May 24th from 3:00 – 6:00 PM in the Lobby of the Performing Arts Theater for Lou LoBosco who is retiring at the end of the school year, and for Tom Manerchia who retired last year. Mrs. Joanne Gioffre, Father Mullen’s secretary, is also retiring as of June 30th, but preferred that the party be offered for just Lou and Tom. This event is being organized by Archmere parent, Jan DallePazze (her husband Jim is a member of the Committee to Save Archmere (CSA)).
 - The Alumni Association was asked by the event’s organizers to contribute towards a gift for Lou, Tom and Mrs. Gioffre. It was suggested that we offer \$15 per each year of service, but it was decided that such an amount would be too cost prohibitive for us. Thus, it was suggested that a donation of \$150 for Tom and Lou and \$75 for Mrs. Gioffre would

be more feasible. The Mother's Guild and Father's Guild are going to make the same monetary contributions.

- Ed mentioned that the organizers are also soliciting donations from the individuals who are planning to attend the reception, and presented the notion that this donation from the Council might be a problem for us since these amounts were not allocated for in our original budget. Ed further suggested that perhaps we should take events such as these into consideration when comprising annual budgets in the future.
- Mike stated that events are going to arise each year for which we can't have advance notice (for which to make budget allocations) and that we were managing a lot of other events over the school year, so that these retirements were not a priority for us.
- Pete mentioned that some publicity of the retirements should have taken place over the last 8 months to try and raise the money for a retirement gift that would be substantial enough to recognize the years of service. It was determined that such publicity is the Development Office's responsibility, not the Council's. Carmen further emphasized that this event was planned outside of the Development Office – Jan, working with Patty Quercetti (next year's Mother's Guild president) got this event up and running on their own, as a result of the events that had taken place over the past couple weeks.
- Sue suggested that the Council make a recommendation to the Development Office that in coming years, any announced retirements should be given proper advance consideration for a year-end retirement reception.
- It was unanimously agreed upon to donate \$150 to each of the gifts for Tom and Lou, and \$75 towards Mrs. Gioffre's gift.
- It was further offered that the Alumni Association give something extra to these 3 individuals to thank them for their many years of service. It was agreed that we would have Patio Prints signed by Terry Newitt and framed for each of them. Sue will check to make sure they don't already own the Patio print.
- Pete finally mentioned that an e-mail will go out to the database addresses stating that on-line donations to the retirement gifts are welcomed.

5. Budget Review

- Al stated that about 6 weeks ago Tom Mallon's computer system crashed, erasing all material on his hard drive. Our accounting records were stored on his hard drive (not the school's network which has emergency back-up), and an emergency back up disc had never been created. Thus, all of our accounting entries over the past few months have been permanently erased. Al will need to reconstruct the system, including every transaction which has occurred this past year, over the next few weeks. From now on, Al will maintain our accounting files on his home computer (creating a regular back up disc) and will give Tom Mallon a copy of the system on disk for him to have on his Development Office computer.
- Our cash position is roughly \$3,400. He further stated that we have already pre-paid significant amounts towards the Sports Banquet (Deposit to Hotel of \$1,500) and Golf Outing (Deposit to Club of \$2,750).
- Al is concerned that our Archmere accounts reflect a negative balance of \$2,700. He suspects that credits and debits are not being correctly posted to our account. He cited the lack of bill reconciliation for the last Happy Hour and the lack of revenue postings of the MBNA affinity credit card as potential problems.

6. 2001-2002 Budgets Due June 15, 2001

- Budgets for all 2001-2002 Alumni Association events need to be submitted by all event chairpersons no later than Friday, June 15, 2001.

7. Varsity Shop Situation

- Al pointed out that there is a significant problem with the way the Varsity Shop has been managed over the past year. Inventories have not been properly maintained, and revenues have not been realized because he suspects payments are being miscoded to other Archmere accounts and too many “giveaways” have transpired.
- Al suggested that we might want to think about giving the Varsity Shop responsibilities entirely back to the Development Office. It was estimated that the Varsity Shop brought in net profits of \$4,000 2 years ago. Our biggest money making event is the golf outing, which usually brings in about \$9,000. So the Varsity Shop is a very significant source of revenue for the Council.
- Pete suggested that we instead treat the Varsity Shop like any other event we do – create a committee, with an assigned chairperson, to manage the inventory, purchasing and marketing of all Varsity Shop items.
- Mike suggested that we pull all the inventory out of the school, house it off campus, and make it available solely through website purchases or at alumni events. Al stated that this wasn’t a very viable option since the students rely on the purchase of golf shirts as part of their uniform. Tom Anderson further emphasized that we really don’t have the manpower to staff an off-campus/internet operation of the Varsity Shop.
- Al suggested we make a recommendation to the new administration that we house the Varsity Shop items in one of the 2 vacant houses on Manor Avenue.
- Al agreed to be the committee chairperson. Committee members are: Tom Anderson, John Barnum, Jack Haley, Noelle Lauer and Sue Padien. The committee will meet with Tom Mallon and Adam in the business office to address issues of shortfall and new inventory purchasing. Furthermore, the committee will structure a clean system which runs efficiently and keeps all interested parties happy.

8. Status of Activities

- Sports Banquet/Hall of Fame
 - Is confirmed to take place on Friday, October 12, 2001 at the Doubletree Hotel on Concord Pike. The deposit (\$1,500) has already been sent to the hotel.
 - Nominees will be notified of their induction now that it has been established that the Alumni Association is back up and running.
 - Ed pointed out that the \$1,000 donation (which was given to purchase the Hall of Fame plaque) should remain restricted in our checking account. Everyone agreed that this money should remain in our checking account, only to be used when the plaque is purchased.
 - This restriction of \$1,000 means that our bank balance is even tighter than we originally estimated. Mike suggested we send out an email to our alumni database asking for contributions to help offset some of our expenses. Sue suggested that we might want to consider holding off on such a solicitation until some favorable decisions are announced by Abbot DeWane; otherwise, people might think we have “jumped the gun” asking for money before the serious issues have been addressed.
 1. Carmen informed the group that Tom Mallon has scheduled an additional Annual Fund mailing which will be sent in a week or so. This letter will ask for additional donations to the annual fund,

from both non-givers to date and people who have already made a donation this year. In addition, this letter will ask people to designate up to 25% of their gift to help cover the teachers' salaries.

2. This is the first time they have tried to add a restricted donation category to one of the annual fund mailings.
 - a. Pete suggested that it was unwise to ask for such a donation at this late stage of the game – that something like this needs the proper groundwork and foundation in order for it to be positively received by the donors.
 3. It was generally agreed that this mailing, if asking for additional donations from people who have already given and asking for help in covering teacher salaries, was a bad idea. The mailing should just be sent to those who have yet to donate to this year's fund.
 - a. It was felt that it isn't the responsibility of the alumni to cover teachers' salaries, this should be viewed as part of the general operating expenses of the school. Increases in such costs should be covered by increased tuition, not by donations from alumni who have already attended the school.
 - b. It was further agreed that the Council members would be the ones dealing with the negative "fall out" from such a mailing, and that was an unnecessary burden for us to have to manage.
- Golf Outing
 - Will take place on Monday, October 1, 2001 at the Kennett Square Country Club. The deposit (\$2,750) has already been sent to the club.
 - The golf committee will have to meet within the next 45 days to discuss many issues relating to the event. Concerns were presented that the event will be too crowded if too many people register.
 - It was stressed that we have to give preference to recent players. In our mailing to them, we will offer a deadline date which says that if payment is received by this date, we will guarantee their reservation, but after such date passes it's a "free for all." This will also help us bring in money early to give us "breathing room" in our checking account.
 - The initial mailing to last year's players will go out ASAP, and this mailing will give them a 2 week "heads up" before the notice gets sent to other possible players. The event's information will also be printed in the Archmerean, which is being mailed in the middle of June.
 - The cap for the club is 120 players. Al suggested raising advertising fees to generate increased revenue, and increasing the ticket price from \$140 (last year) to \$150.
 - Homecoming/Reunions
 - Homecoming will be held on Saturday, October 13, 2001.
 - This is a Development Office event; updates on the day's events will be forthcoming from Tom Mallon.

- Happy Hour Schedule
 - Noelle stated that the idea of “city-wide” Happy Hours (in locations such as New York or Boston) hasn’t been well received. Instead, we will keep them local, but try to have them at times when we know a good number of alumni will be in the area (i.e., Homecoming weekend, holidays, etc.). Our next one will be the Thursday before Homecoming (October 11th).
 - The idea was presented to start charging a “cover charge” beginning with the next Happy Hour. The suggestion was to ask for a \$10 per person “contribution” to offset the costs of the event. Another suggestion was presented to have a “50/50” raffle as a means of bringing in some revenue for the event. Both ideas were agreed upon.
 - Noelle reported that people have suggested additional ideas to get alumni together, such as pick-up softball games during the summer. Noelle will research this and provide a report on it at our next meeting.
 - Class Reps Meeting
 - Noelle is working on this. She will provide further details on this at our next meeting.
 - AA Website/Diny Society Website
 - Pete provided some statistics on the activity of the Diny Society website. During the week of turmoil, the site had 2,500 UNIQUE users per day.
 - As a result of the website’s communications, we have picked up 600 new e-mail addresses in 4 weeks time. A lot of these e-mail addresses are Archmere parents, which provides great reinforcement to our database of alumni names. Our database now numbers approximately 1,750 e-mail addresses.
 - Now that we are back up and running on the Alumni Association’s website, Pete would eventually like to turnover the Diny Society website to the control of someone working in the school, or a parents’ group such as the Mother’s or Father’s Guild.
 - It was emphasized that we need to capture e-mail addresses of our graduating seniors once they head off to college so that we can remain in contact with them throughout the coming years.
9. General Discussion Regarding Events of the Past Month
- The question was raised whether or not the Committee to Save Archmere (CSA) would be submitting a bill for legal fees as a result of their efforts on behalf of the school. Carmen reported that Steve Jenkins, who was hired as head counsel, is offering all his services pro bono. All other lawyers on CSA are either Archmere Alumni or parents and have agreed to donate their time to the cause.
 - Melanie Sharp and Tony Flynn, two lawyers who were originally on CSA, have now agreed to represent Abbot DeWane pertaining to his role in the administration of Archmere Academy, Inc. Abbot DeWane has hired Ed McNally ’65 to represent pertaining to his involvement with the Norbetines of Delaware.
 - There are several remaining issues on which Abbot DeWane is focused:
 - The property transfer which took place a few years ago during “the split” may be invalid.
 - The use of The Patio going forward.
 - Financial audits – requests for proposals have been sent. Auditing firms will be replying with their estimates shortly and Abbot DeWane will select the firm who is to conduct the audits.

- At the recent meeting of the Norbetines of Delaware, Father Cimino “came prepared” with many questions regarding possible decisions being discussed. This makes us think that he is still aligned with Fathers Smith, Logan, Bagnato and Kelly.
- There was a recommendation to have five “members” set up the new Board of Trustees for Archmere Academy, Inc. These “members” would oversee the religious mission of the school and the disposition of assets. CSA’s goal is for the Board of Trustees to have full control over the school, and that the Board would be self-perpetuating.
- The three new “Norbetine Members” are Abbot DeWane, Father Collins and Father Cimino. Father Collins has been appointed Sub Prior of the Immaculate Conception Priory (replacing Father Bagnato in this role) and has also been appointed Secretary/Treasurer of ICP replacing Father Smith in this role.
- Decisions on these issues will take time because of the complications involved in mixing Canon and Civil Law.

10. Other Business

- We have decided to obtain “Directors and Officers Insurance” for the Council to protect ourselves in the event that anyone would want to take legal action against the Council. It will be effective as of the date of the Council’s incorporation.
- We will begin to sponsor the Senior Class trip to Wall Street, as well as the Junior Achievement class next year. Sponsoring these events won’t cost us anything, we’re just tagging our name onto the events to become more visible to the Archmere Community.
- Marty Londergan and T.J. Voell are interested in becoming full time Council members. Pete will send out an e-mail to the database announcing their nominations, and calling for approval or opposition to these nominations from our Alumni constituency.

11. Next Council Meeting Date: Year-end Dinner; Thursday, July 12, 2001. Location: TBD.
Special note: Please keep the date of Thursday, June 12th open on your calendars in case we need to call a special meeting to address issues which may arise between now and then.