

**Archmere Academy Alumni Council Meeting Minutes  
August 9, 2001**

**Council Members Present:** Kert Anzilotti, Ed Gallagher, Carmen Franceschino, Jack Haley, Dick Joyce, Noelle Lauer, Marty Londergan, Pete Mariani, Al Minutola, Sue Padien, Mike Pembroke, T.J. Voell

**Excused Absences:** Marc Albero, John Barnum, Earl Francis, and Ray Radulski

**Unexcused Absences:** Tom Anderson, Bob McCann

**Others Present:** Cathie Hitch and Tom Mallon

**Honorary Members Not Present:** Mike Dowling, Danielle Kissel, Lynn Mineo and Paul Pomeroy

1. Opening Prayer
  - Father Mullen was not present; therefore, no opening prayer was offered.
2. Reinstatement of Council Members
  - Ed, Dick, Jack and Ray's terms are up for renewal. Voting forms were passed around, and the council members who were present unanimously voted to renew their terms.
  - Ed Gallagher raised the issue that he feels the voting process is flawed; he feels we shouldn't be voting on ourselves, and that we need to open up the voting process to the entire Archmere alumni community.
    - Pete responded that the email for Marty and TJ's nomination went out to almost 1,700 people (1,500 of which went directly to alumni); only 30 votes total were received back. He further mentioned that an option might be to leave the voting open over a period of time, having ballots available at all our Alumni events.
    - Sue suggested that a change regarding the voting process be incorporated into the revised by-laws which will be reviewed soon by Bob Beste '68 (November timeline – see point #4 below).
    - Tom Mallon suggested publishing the information in the Archmerean, and on the website, over a 6-month period, thus giving Alumni enough time to vote.
3. Review of Letter to Adam Wojtelwicz
  - Carmen read the draft version of the letter to Adam regarding accounting procedures, our checking account, etc.
  - It was decided to combine points #2 and #5 of the letter, since it was pointed out that our statements should be sent to the Finance Director and not the Finance Committee of the Board of Trustees.
  - Marty mentioned that because the original by-laws were never changed that technically we don't have the "legal justification" to send this letter.
    - Carmen replied that the original by-laws are already antiquated. In the spirit of that change, Bob Beste is reviewing the original by-laws
    - Kert said there are a lot of "loose ends" and that everything needs to be restructured.
  - The auditors will be at Archmere on August 14<sup>th</sup>. The question was raised "What will we do if the auditors reject our letter"? Carmen replied that we'll address that issue if and when it arises.
  - As a result of these conversations, a "By-laws Review Committee" was established. Marty will act as Chair, and Al and TJ will be committee members. They will present a review of the by-laws at next month's meeting.

- TJ Voell suggested adding “Auk” and “Archmere” to Point #3 to include these terms in the licensing agreement.
  - The motion to submit the letter to Adam was unanimously approved.
4. Review of Council By-laws by Bob Beste ‘68
- Carmen stated that Bob Beste will review our original by laws; nothing has been reviewed yet. He is reviewing them to see how “up-to-date” they are, and what revisions, if any, are necessary.
  - The by-laws in place now have been in existence since 1988. A copy of them is printed on the Alumni website.
    - Some issues regarding the original by-laws that Bob will review are: the voting process for council members, the issue of who has the right to dissolve the council (the Board or the governing body of the school), the issue of the Headmaster reporting to the governing body (of which the Alumni Association President is a member), term limits, and fund-raising issues.
5. Review and Approval of 2001-2002 Budget
- Al made the mathematical corrections to the previously submitted budget. The Golf Outing is now expected to net \$9,603.
    - Al put an extra \$400 in the Dinner/Cash Bar category to cover the subsidized open bar.
  - Al changed the amount of the Year-End dinner to adequately reflect the actual bill, and increased the budget of the Christmas dinner to \$500.
  - The General Administration budget was lowered because we decided to let the school process all credit card transactions rather than obtaining our own Visa/MC license.
  - Insurance costs were slightly increased to reflect actual costs.
  - Development Office donations are budgeted at \$1,200 for the year; Alumni Council donations are budgeted at \$900.
  - We anticipate netting a bottom line figure of \$3,723 once all our activities are complete. If everything goes according to plan, we should have a cash flow of \$12,037 in our accounts at the end of the year.
  - We will re-evaluate the budget at the November meeting, when we will have an accurate idea of revenues generated from the Golf Outing, Sports Banquet and Homecoming.
  - The budget was unanimously approved as submitted.
  - The idea to hire a student photographer (in place of a professional hire) for the Sports Banquet was suggested; Tom Mallon will look into this possibility.
6. Varsity Shop Update
- Noelle stated that the committee had held a meeting, and it was determined that there was a need for new merchandise. Each person on the committee is supposed to submit a list of five new items to order to Tom Anderson. Based on those lists, the committee will determine which new items to add to the current inventory.
  - We will put older/outdated merchandise on “closeout specials” at upcoming events.
  - At the upcoming “Book Days” we will display the new items, including the sweaters which will conform to the school’s uniform.
  - New items will debut at Homecoming.
  - TJ Voell (new member to the Varsity Shop Committee) agreed to staff the Varsity Shop table at the “New Mother’s Luncheon,” scheduled for August 23<sup>rd</sup> (Sue will provide him with the event’s time and location).
  - Tom Mallon agreed to speak with the vendors to insure that the sweaters and fleece vests will be delivered in time for the luncheon on the 23<sup>rd</sup>.

- Al mentioned that August 17-24 many freshman will be attending the “Study Skills” camp (45 kids are registered) and that our inventory supplies should be ready to handle their requests.
- It was also suggested that the Varsity Shop should host a table at the upcoming Sports Banquet (in lieu of the silent auction table).

## 7. Status of Activities

- Blue Rocks Game Recap
  - It was a “sell out” in terms of tickets sold, but due to the weather there were some empty seats on the night of the game; Two people bought big blocks of tickets (Tony Latini bought 24 and Stacy Lynch bought 30).
  - Pete suggested we try to reserve a picnic area for next year’s game (it would be a more social atmosphere and would include food, but the cost of tickets would double). The 2002 schedule becomes available in November – reservations need to be booked then.
  - There are no financial issues outstanding.
- Sports Banquet/Hall of Fame
  - All inductees and honorees have been contacted regarding their bios, invite list, etc.
  - Tom Mallon needs to create a list of past attendees – copy for a letter to mail to these people will be provided to him early next week. This letter should be sent by the end of next week.
  - The full mailing will be after Labor Day.
  - Inductees will get “Hall of Fame” plaques; Vince Filliben and John Walsh will get “Lifetime” plaques.
- Fall Program Booklet
  - A digital printer in Aston, PA is handling the contents of the booklet; Mike McKernan ’87 (a designer who works for a printing company) will do the layout as a donation.
  - Tom Mallon needs 8 pages of space for the current sports teams. Tom will be responsible for taking the team photos and identifying the athletes.
  - Pete emphasized ads need to be sold. The deadline for artwork is September 15<sup>th</sup>.
- Golf Outing
  - As of today, 34 people have paid by check, 29 have paid by credit card, and there are 8 unpaids (as part of foursomes) for a total of 71 golfers.
  - An additional 18 people have been identified (from past lists) as “likely to play.”
  - Follow up phone calls will be made, and Pete will post a message on the website announcing that there is limited space left.
  - Al again stressed the need for advertising. Suggested the idea of offering vendors the opportunity to place a “coupon” in their ad to offer them the possibility of future business.
  - Pete suggested that each council member bring in “one new ad” and that would guarantee us meeting our goal for advertising revenue.
  - Mike presented the decision to have a “subsidized open bar.”
  - An idea was presented to take digital camera photos of all the foursomes. Pete will look into this possibility.
- Annual Fund Update
  - There is \$20,000 recorded (a result of funds from the June mailing arriving after the June 30<sup>th</sup> deadline).
  - The 1<sup>st</sup> phase mailing is scheduled for September/October.
  - The goal for the coming year is \$240,000.

- No alumni chairpersons have been designated. Tom needs to give a write-up to Pete for the website so that the Alumni website can solicit donations as well.
  - Homecoming/Reunions
    - Nothing new; letters are scheduled to go out this week.
    - Information on the Happy Hour, Sports Banquet and 1932 Club should be included with this mailing.
  - Happy Hour Schedule
    - Planned for October, January and May
    - The Happy Hour to kick off Homecoming Weekend is scheduled for Thursday, October 11<sup>th</sup>. Noelle is working on the details with Iron Hill Brewery. Tom Mallon will list the location as “TBD” in his mailing.
    - It was unanimously voted upon to begin asking for a \$5-10 “donation” at the door to help cover costs of the event. The “donation” will be suggested, not mandatory.
  - Co-ed Volleyball
    - Noelle has talked with Jim Malseed. Volleyball will start September 16<sup>th</sup> and be held every Sunday through the middle of November.
  - Class Reps Program
    - Noelle will have a meeting with the class reps immediately before or after the September council meeting (as the reps expressed an interest in attending one of our council meetings).
      - Noelle needs to give a headcount to Carmen so that there will be enough dinner provided.
  - AA Website/Diny Society Website
    - Nothing much new. The pictures of Council members have all been updated. Pete still needs bios from many people.
  - 1932 Club
    - Still receiving memberships – will have some sort of formal solicitation soon.
8. Alumni Council Letterhead
- We need to reprint the Alumni stationery. We need the new school logo, the green stripe needs to be deleted as it is not very “faxable” and we need to print the website address on the new version. We also need to include our new Claymont P.O. Box address on the revised version.
  - Carmen will make changes to the current letterhead and bring it to the next meeting for approval.
9. Donation to National Kidney Foundation
- Sue stated that the \$50 donation had been mailed to the National Kidney Foundation and that a note had been sent to Mike Hare notifying him of our donation.
  - Pete mentioned that he had spoken to Mike, who was very touched by our donation. He’s doing very well despite some minor setbacks.
10. Thank You Note from Junior Class
- Carmen read a letter from Bill Mulhearn, advisor to the Junior Class, which thanked the Council for the \$500 donation to the Junior Class to help the students offset the costs associated with having their prom off campus.
11. Other Business
- Tom Mallon presented the idea that a “watering wheel” is needed to keep the athletic fields in good condition during the current draught. He stated that Nick Quercetti has spearheaded a fundraising effort to raise the money for the purchase of the wheel, and

asked for a contribution from the Alumni Council. A \$150 donation (2 months worth of the \$75 allotted disbursement) was approved.

- Tom Mallon stated that volunteers are needed to help with the 2002 Auktion.

12. Next Council Meeting Date: Thursday, September 13, 2001.

- Guest speaker: Tony Flynn '69 (will discuss Archmere governance issues).