

Archmere Academy Alumni Council Meeting Minutes January 10, 2002

Council Members Present: Tom Anderson, Carmen Franceschino, Ed Gallagher, Jack Haley, Dick Joyce, Pete Mariani, Bob McCann, Al Minutola, Sue Padien, Mike Pembroke, and T.J. Voell

Excused Absences: Marc Albero, John Barnum, Earl Francis, Noelle Ippolito, Marty Londergan, and Ray Radulski

Unexcused Absences: Kert Anzilotti

Others Present: Theresa Carroll '85, Tom Mallon '85, and Michael Matassino '96

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

1. Opening Comments

- Carmen called the meeting to order and re-iterated to the group that “commitment” was required to be on the Council. He explained that there have been problems in the past – specifically, people who have signed up to be on committees are not attending their events, and chairpersons are not calling committee meetings. These are major concerns. Going forward, chairpersons should call meetings, and committee members should be in attendance at the events for which they have agreed to be involved.
- Carmen also addressed the issue of communication with the school and its administration. Henceforth, the President of the Alumni Association will be the sole spokesperson for the Council – if someone has an issue, it should be brought to Carmen’s attention and he will refer it to the appropriate person within the administration (this has also been agreed to by the school’s administration). A hierarchy needs to be established to handle any and all issues between the Alumni Association and the school. This will help prevent multiple phone calls and “whisper down the lane” comments from spreading out of control.
- Going forward, everyone should make a conscientious effort to stop rumors from spreading. Carmen asks everyone to be more responsible and “be the wall” to stop rumors from escalating and spreading.
 - Ed raised the issue of administration representation (or a perceived lack thereof) at monthly Council meetings.
 - Carmen said that Tom Mallon represents the administration at Council meetings.
 - Peter suggested that more administration personnel should attend our monthly meetings, especially when we’re discussing upcoming events where current students are involved, such as Career Day.
 - Al presented the idea that the meeting minutes should be posted in the faculty/staff room, along with an open invitation to attend our meetings.
 - Tom Mallon agreed that the Headmaster should be present at Council meetings, and reiterated that Father Mullen’s health has been the reason he has been unable to attend our most recent meetings.
 - **End result:** The Council would like to request from the administration in addition to Tom Mallon’s attendance, that the Headmaster, or his delegate, attend our monthly meetings. Tom Mallon agreed to take this request back to the school’s administration.

2. Fall 2002 Activities and Events

- Golf Outing Announcement: Al stated that over the last couple of months he and Mike Pembroke had been exploring options for a new location for the 2002 Golf Outing, specifically they were investigating Delaware National (the old Hercules course), as well as Hartefeld National.
 - Al met with Bob Palumbo, the new owner of Delaware National, and it appears that Delaware National is making Archmere an offer it can't refuse.
 - They are offering: a 3-year commitment, locked in at \$120 per golfer with staged pricing for 3 years. (They currently charge \$135, which includes golf, all their facilities, lunch, dinner, etc.). For the first year, they will charge us \$110, the second year will be \$120 and third year will be \$130 (the average over 3 years will be \$120). This will allow us to continue charging our guests \$150, which means that we will have gone 5 years without a price increase on the event.
 - We will also be able to increase our number of players by 3 more foursomes to a total of 132 golfers.
 - In addition, charges for extra carts will be waived – this will save us approximately \$700. They will permit us to have donated beer, which will save us another \$400-700. Plus, we will negotiate other items such as purchasing top quality golf balls at wholesale prices.
 - The menu for the Club is as good, if not better than the menu was at Kennett Square. Delaware National just hired the assistant executive chef from Hartefeld National as their new executive chef and he is promising to create a fabulous new menu.
 - Delaware National is spending a lot of money on course and Club improvements, and their large ballroom (holds 250 people) will allow everyone to be seated in the same room for dinner, which will be more conducive to watching the shoot-out, handing out awards, etc.
 - There is also the possibility of holding a simultaneous tennis tournament.
 - Finally, Delaware National agreed to donate a full one-year family membership (waiving all initiation fees and annual dues/monthly minimum) to this year's Auktion (a \$13,000 value).
 - A vote was called to select Delaware National as the location for the 2002, 2003 and 2004 Golf Outings – vote was unanimously approved.
 - Action item: Al will try to secure the date of October 7th for the 2002 Golf Outing (vs. the current date being held – October 14th), and secure the last Monday in September for the 2003 and 2004 events.
 - Tom Mallon also mentioned that the dates for Homecoming are still to be determined. It will be held either be the 1st or 3rd weekend in October – as opposed to past years where it was held during the 2nd weekend in October.
 - Tom Mallon suggested that for all future events which are “co-managed” by the Alumni Association and the school, that a “wrap-up” meeting be held to address any outstanding issues or concerns – this would address the “pros and cons” of a particular event, and thus could alleviate many issues going forward for future years' events.
 - It was agreed that this was a great idea, and will be implemented going forward.

3. Budget Review

- Al stated that our cash flow is right on target. We have approximately \$14,000 in the bank, with \$1,000 yet to be collected, and a Varsity Shop bill for \$1,300 still outstanding.
- The only outstanding question is whether or not is whether we should have a third happy hour, or bump that budgeted amount to the Blue Rocks game to subsidize the increased cost in tickets. This issue will be addressed at a future meeting when Noelle can be present to discuss the Happy Hour situation.

4. Budgets for 2002 Activities and Events

- There will be committee sign-up sheets at next month's meeting. Following that, committees will need to meet to form budgets for 2002-2003 events. Al would like budgets for next year to be finalized by April of this year.

5. Un-incorporation of Alumni Association

- Carmen explained to all that it's best that the Alumni Association un-incorporates. A few years ago, amidst all the turmoil, it was in our best interest to incorporate to protect ourselves. Things have changed, and there is no longer a need for this separate self-governance.
- Doing this will save us the \$800-900 a year in insurance costs that we currently pay and will do a lot for the Alumni Association "image-wise."
- Once we un-incorporate, Archmere will provide us with indemnification once we fall under the umbrella of "Archmere Academy, Inc." Regarding the alcohol policy for our events, we are covered "as long as Archmere Academy, Inc. and the Alumni Association do not manufacture, distribute or serve alcohol," - which we don't (our Happy Hour venues or caterers for on-campus functions assume this role).
- Further issues regarding this are as follows:
 - We will un-incorporate and cease to be a separate non-profit entity, and will now be part of Archmere Academy, Inc.
 - We will be provided protection against personal liability for all 18 members of the Council (for Alumni Association related activities) by Archmere Academy, Inc. (we will need proof of this protection)
 - We will change our EIN from our own to the EIN of Archmere Academy, Inc.
 - We will maintain a separate checking account at the financial institution of our choice and will re-title the account to read, "Archmere Academy, Inc., Archmere Academy Alumni Association"
 - We will obtain the Headmaster's approval of any check written for \$1,000 or more
 - We will submit our monthly checking account statements to the Business Office for audit
 - We will establish a Visa/MasterCard merchant account in the name of the Alumni Association (this is a recommendation by the Business Office for ease of bookkeeping purposes)
 - We would like the opportunity to present an update of Alumni Association/Alumni Council activities to the Board of Trustees on a periodic basis, possibly quarterly
- A vote was called to un-incorporate: the vote passed, with one "no" vote from Tom Anderson.

6. Alumni Association Gift to Archmere

- Al proposed that a committee be formed to get a list of tangible projects, in a reasonable financial range, from the school so that the Alumni Association has a target for our annual donation.
 - Mike Pembroke agreed to chair this committee; committee members are Tom Anderson, Peter Mariani, Mike Matassino, Phil Toman and T.J. Voell. The committee will meet with Tom Mallon and Adam Wojtelwicz to determine what projects should be included on the list.

7. Varsity Shop Update

- Tom Anderson stated that the biggest need right now is for a computer program that will keep an accurate accounting of our inventory – the paper system that is currently in place does not appear to be working.
- Mike Pembroke raised the issue of “bar-coding” the inventory. It was discussed, and decided that this is too complicated right now, but may be worth looking into in the future.
- Teresa and Tom Anderson will work together to explore an “ACCESS” database or “Quickbooks” program that might suit our needs. By next month’s meeting they will present a concrete plan to tackle the existing problems.

8. Honoring Deceased Alumni

- Ed stated that he feels Archmere needs a proper channel to offer condolences to Alumni and their families when someone in the Archmere community passes away. Ed feels it is a very comforting feeling to have a member of the Norbetine community participate in the funeral mass of deceased alumni (or a member of their family).
- Tom Mallon explained the current procedures for handling a death in the Archmere community:
 - A mass card is mailed from Father Mullen
 - If the funeral mass is local, Tom or a Norbetine priest makes every effort to be in attendance (Tom mentioned that he personally attends 12-20 Archmere-related funerals per year)
- Tom stressed that the above-mentioned procedures are dependent on having someone inform the school that the individual has indeed passed away.
- Ed Gallagher stressed that Class Representatives should notify the school if they hear of a classmate’s (or classmate’s family member’s) death.
 - Peter said that he would post a reminder in the next newsletter stating that Archmere wants and needs to be kept informed if someone in the Archmere community passes away.

9. Update From By-laws Committee

- The committee will present an update at next month’s meeting.

10. Status of Activities

- Auktion
 - Tom Mallon stated that it is “crunch time” for the Auktion. Invitations are being mailed next week.
 - The Alumni Association will make the following donations to this year’s Auktion: A “Patio Print” and a copy of the “1932 Dedication Day” photo (The Auktion committee will pay to have each of these framed); a garden

stone and hanging slate (both customized); a basket of Varsity Shop items (smaller than in years' past, and comprised of as many "sale" items as possible); and a full-page ad in the Program Booklet (same artwork as last year's ad).

- It was suggested that the Alumni Council donate a basket of cheer to the Auktion.
 - **Action item:** Every council member is to bring a bottle of wine to the next Council meeting (or make arrangements to deliver a bottle to Tom Mallon's attention if you won't be in attendance at the meeting).
- Annual Fund
 - At year's end, \$130,000 has been collected towards this year's goal of \$250,000.
 - The second mailing is going out in two weeks – Tom is working on getting Father McLaughlin to co-author the letter with Father Mullen.
 - The telethon is scheduled for the last three business days of January and the first two weeks in February – all are encouraged to participate.
- AA Website/Diny Society Website
 - Peter reported that Diny Society site has been taken down.
 - Peter presented an idea for new "Survey" software that will allow us to receive immediate feedback from the Archmere community regarding the Alumni Association and our events. He anticipates e-mailing an initial "general" survey to the e-mail database at the end of January. We can send out new surveys as often as we like, especially following events, which will give us immediate feedback on the success/shortcomings of the event.
 - Work on the online database is going forward, Peter anticipates releasing that sometime in February – this will allow us to confidentially post our 2,000 e-mail database up on the Internet, the e-mail addresses will be "searchable" without actually revealing the address itself.
 - Peter has also been investigating "co-editors" software – this allows up to 10 users to collaborate on the website, using word-processing type software. This would be about a \$2,000 investment, and would substantially ease the work burden on Peter associated with the website.
- 1932 Club
 - We received one new Charter membership.
 - Sue inquired about renewal notices to existing Club Members, and Peter stated that renewal notices will be sent out in late June, at the end of this fiscal year.
- Memorial Mass
 - Ed and Jack are co-chairing the event. They need to let Tom Mallon know when they would like the mailing to go out.
- Visit with Santa Recap
 - It was a very successful event; everyone appeared to have a wonderful time. It was the biggest crowd to date – approximately 50 children were in attendance with their parents.
- Career Experience Day Recap
 - Carmen reported that career experience day went off without a hitch.

- It was suggested in the wrap-up meeting, that for next year students will be prepped with questions for them to ask the employer, so that this day is more of an assignment rather than just a day away from school.
- Career Day (Juniors)
 - Scheduled for March 22nd. Carmen asked that if anyone is interested in speaking for 25-30 minutes to the students that they please sign up as soon as possible.
- Blue Rocks Game
 - There is not a fireworks night in late July – the closest fireworks night is August 7th.
 - Peter has reserved the small picnic area, which will accommodate 140 people, and will also make it a more social event in that people will be able to move around and dinner and non-alcoholic drinks will also be served (cash bar will be available).
The downside to all this is that ticket prices increased from \$7 to \$20 per person.
 - Outstanding issue: whether or not to offset the increased cost in tickets with money that would have been allocated to a Happy Hour.
This will be addressed at a future meeting.

11. Articles for Archmerean

- Carmen reminded everyone that articles for the Archmerean are due 2 weeks after an event. Carmen and Al owe articles and need to submit them as soon as possible.

12. Thank You Notes

- Sue read thank you notes from Father Mullen and Jack Haley, who were given “Get Well” gifts from the Council in December – they were both very appreciative of our gifts.
- The Council also bought a present for Noelle, who was married in November. She hasn’t received the gift yet since she has been in training for her new job, but Sue will make sure the gift gets to her as soon as possible.

13. Other Business

- Al stated that one of the two teams from his economics class at Archmere recently won the “Junior Achievement” National Competition. It was the first time a team from the East Coast has won the competition, and it was reported that they won in a “most dominating performance in the history of the competition.”
Congratulations to Al and his Junior Achievement teams!

14. Next Council Meeting Date: **Tuesday, February 12th** – 6:30 PM (Postponed Holiday Celebration)