

**DANVILLE COMMUNITY COLLEGE
ALUMNI ASSOCIATION**

**MINUTES: Meeting No. 11
October 18, 2010
12:00 Noon, DCC Student Center**

Present: Debra Carlson, J. Richard Carter, Bennett Cockrell, Barbara Dameron, Mac Doss, Chris Ezell, Martha Flanagan, Bernice Gammon, Shannon Hair, Marie Harris, Shelby Irving, Kenneth Latchum, Janet Laughlin, Tammy McKinney, Virginia Nelson, Cathy Pulliam, Buddy Rawley, Styphenia Reliford, Beverly Scruggs, Bryan Shields, Ann Taylor, Nancy Taylor, Connie Wann, Ed White, and Anita Wyatt.

President Hair welcomed everyone and called the meeting to order. The following items were discussed:

I. Approval of Minutes of June 14 Meeting

Ms. Bernice Gammon made a motion to approve the minutes as presented, seconded by Mr. Mac Doss. The motion passed unanimously.

II. Old Business

A. Update on Chamber Show Biz—October 19, 2010: Ms. Marie Harris distributed a list of volunteers and times these individuals would work the booth:

12:00 Noon-1:00 p.m.	Barbara Dameron, Richard Carter, Marie Harris
1:30-3:00 p.m.	Ken Latchum, Tammy McKinney, Marie Harris
3:00-4:30 p.m.	Martha Flanagan, Ann Taylor
4:30-6:00 p.m.	Mac Doss, Shelby Irving, Connie Wann
5:30-7:00 p.m.	Bernice Gammon, Shannon Hair, Buddy Rawley

There will be gifts for door prizes and gifts for individuals completing alumni information cards. If anyone else can work the booth, he/she should contact Ms. Marie Harris, Mr. Shannon Hair, or Mr. Buddy Rawley.

ALUMNI ASSOCIATION MINUTES: Meeting No. 11—October 18, 2010

Mr. Rawley also advised that two tickets are still available for the reception on October 18 for companies who have rented Show Biz booths. Anyone who would like to attend should contact him. He also noted that booths were sold out for the event.

Ms. Cathy Pulliam requested that catalogs be made available to guests and that contact information be collected and returned to her for possible recruitment.

- B. Review/Approval of By-laws:** A motion was made by Mr. Bennett Cockrell, seconded by Ms. Shelby Irving, to approve the revised by-laws as presented. The motion passed unanimously.
- C. Review/Approval of Strategic Plan:** A motion was made by Ms. Tammy McKinney, seconded by Ms. Bernice Gammon, to approve the revised strategic plan as presented. The motion passed unanimously.
- D. Update on Alumni Operations:** Ms. Marie Harris briefly reviewed a handout listing activities (*copy attached*).

Mr. Kenneth Latchum raised a question about someone he knew signing onto the alumni website receiving a message that it was not a licensed program. Ms. Harris stated that the individual should disregard this notice and continue the process. She will contact Harris Connect in this regard. She also noted that if two people have the same name, they will not be able to register until she determines who they are.

- E. Update on Alumni Scholarship:** Mr. Rawley reported that Mr. Ben Rippe provided the seed money for this scholarship, and other donations have been made. This could be the focus for the Alumni portion of the Capital Campaign when it begins in a couple of months. \$15,000 is needed to endow the scholarship and it would pay out annually which would be awarded as the scholarship.

Mr. Richard Carter announced that alumni of the Air Conditioning Program hope to donate \$100,000 in memory/honor of their DCC professors, and these funds can be designated for the scholarship and campaign.

- F. Update on Sports Hall of Fame:** Ms. Harris announced that she will be meeting with Mr. John Bailey in this regard in the next thirty days.

III. New Business

- A. **New Committee Appointments for 2010-2011:** Copy attached. Council members were asked to notify Ms. Harris if they would like to be added to a committee.
- B. **Reports from Mr. Rawley and Ms. Harris:** Mr. Rawley expressed his appreciation to everyone for the large turnout for the meeting. He announced his resignation to accept the position of Vice President of Institutional Advancement at Averett University effective November 1.
- C. **Alumni Council Members Vacating Positions:** Ms. Marie Harris, advised that according to the by-laws, Council members who do not attend at least two of the four regularly scheduled Alumni Council meetings must be voted off the Council. She reported that Mr. Jimmy Wade and Ms. Carolyn Price have requested leaves, and Ms. Diana Waters has not attended and has not contacted Ms. Harris.

Following discussion, a motion was made by Mr. Mac Doss, seconded by Ms. Debra Carlson, to approve the leaves requested by Mr. Wade and Ms. Price, and to remove Ms. Waters from the Council after she has been contacted one last time by Ms. Harris. The motion passed unanimously.

- D. **Other:** Mr. Hair announced his resignation as President of the Alumni Council because he has accepted the position of Director of Development at DCC filling the vacancy left by Mr. Rawley's resignation. He advised that Ms. Debra Carlson has agreed to the fill the President's position for the remainder of Mr. Hair's term.

A motion was made by Ms. Bernice Gammon, seconded by Mr. Mac Doss, to approve Ms. Carlson filling the role of President for the remainder of Mr. Hair's term. The motion passed unanimously.

Mr. Hair recognized Mr. Rawley's role in founding the Alumni Association and his work for the Foundation. He also expressed appreciation to Ms. Harris and the role she plays with the Association. He also thanked the members for their work and support.

Ms. Harris announced that members would be hearing from her in the forthcoming weeks to ensure that the Association remains on track with their initiatives. She also advised that she has talked with Mr. Dan Hayes at Averett, who is Ms. Harris's counterpart at Averett, about coordinating the two alumni associations.

ALUMNI ASSOCIATION MINUTES: Meeting No. 11—October 18, 2010

- E. Auto Mechanic Reunion/Other:** Mr. Kenneth Latchum reported on the recent reunion of the 1963 Auto Mechanic graduates. He advised that he has sent a mass e-mail to graduates in his class requesting that they join the Alumni Association.

He also advised that Mr. Bud Comer, one of his former professors, is recuperating at home following a very serious surgery. It was also noted that Mr. Norris Jones is undergoing treatment for cancer.

- F. Adjournment:** A motion to adjourn the meeting was made by Mr. Mac Doss, seconded by Ms. Cathy Pulliam. The motion passed unanimously. The meeting adjourned at 12:50 p.m.

- G. Next Meeting: January 24, 2011, 12:00 Noon, Wyatt Conference Room**

Respectfully submitted,

Connie P. Wann, Secretary
Alumni Council

Attachments

Danville Community College Alumni Operation Report –

October, 2010

Since April 2008 launch of the website, there have been **25 e-mail blasts** to more than **6,875 alumni** with e-mail addresses in the alumni database. The latest blasts were related to job searches, the golf tournament, and regular e-mail blasts. An October blast is awaiting approval which includes baseball, an introduction to the first five members of the Council who are not officers, etc.

264 alumni have registered and entered data on the Alumni website; **16** have posted pictures; **4** have updated their records, **4** percent are consistent return users, **4** have tied their records to community reports.

1. According to the Demographics tracking of Harris Connect from June 1, 2007, to October, 2010, **we have 68,678 total records**, 858 are of deceased alumni with an active database of 67,820. **We have 6,700 active e-mails or 10.2 percent of the database.** (A 10 percent e-mail address record is considered the norm according to information from research.) We have 223 asking not to be contacted through e-mail. We have 62,216 active mailing addresses. We continue to average over 10 percent registration of those with e-mail addresses.
2. **Over 400** queries from alumni through the alumni e-mail and phone have been handled concerning registration and other questions. Over 550 total e-mails sent to alumni, officers, and foundation director since the alumni e-mail account opened.
3. **The DCC Foundation director and officers are updated monthly on operations when invoicing occurs.**
4. **Alumni Honorees for 2011** will be selected in February. **All** nominations are being solicited at this time.

ALUMNI ASSOCIATION MINUTES: Meeting No. 11—October 18, 2010

5. **We are presently linked to Facebook through the DCC Facebook site.** I am an administrator able to add information. All items relative to Homecoming, Alumni Scholarship and Registration were held for Facebook until after the holidays and the opening of the college. Those items will now be posted on Facebook and changed monthly to keep them current.
6. **Planning of meetings of committees is handled as needed;** alumni council meetings are coordinated with the director and officers, especially the president.
7. **The director and alumni relations coordinator stay in contact throughout each week** about ongoing operations and meet on an as-need basis monthly for discussion of needs.
8. **We are under contract with Harris Connect in the first of another three-year contract for the web site.**
9. **PR possibilities with the Danville Pittsylvania Chamber of Commerce** are underway with Show-Biz October 19, 2010, at which time we are soliciting alumni information and presenting brochures which promote the association. The Halifax Chamber event will be in February, an event we intend to attend.
10. **A Capital Campaign presently underway in silent form has an alumni component.** Further information will be forthcoming from the Alumni President and Foundation Director. Information on VPI local graduates who could be effective in this campaign has been discussed with the Alumni President.
11. **Plans for the Sports Hall of Fame and Alumni at Fall Fest will go forward in the next operating quarter of the association.**

Marie Harris
Alumni Relations Coordinator

Danville Community College Alumni Association

Committees with appointed members – 2010

Descriptions of committees from Bylaws at bottom of page

Executive Committee/Finance--Three-Year Strategic Plan

Shannon Hair-chairperson, Shelby Irving- vice-chairperson, Connie Wann, Styphenia Reliford, Debra Carlson

Communications – chairperson--Cathy Pulliam, Jimmy Wade-vice-chairperson, Mack Doss, Harry Kolendrianos, Bennett Cockrell, Anita Wyatt, Connie Wann

Nominations-Past President, Debra Carlson, is committee chairperson according to Bylaws which state the president will appoint four others to assist. This committee should have names available for the April meeting, if possible, so all new officers/Council members can be officially voted on by June 15. **In 2011 our officers' second years begin, so unless an officer resigns, this should not impact until 2012.**

Special Events – Homecoming, Outstanding Alumni event, Hall of Fame establishment-first honorees event – Chamber of Commerce Committee ShowBiz booth for Danville Pittsylvania County Chamber plus followup in Halifax

Special Events Committee (sub-committees)

- ***Homecoming - Outstanding Alumni Event-*** Nancy Taylor -chairperson, Ann Taylor-vice chairperson, Jim Lindley, Virginia Nelson, Anita Wyatt, Shannon Hair, Shelby Irving, Connie Wann, Debra Carlson, Styphenia Reliford
- ***Hall of Fame establishment-First Honorees Event-*** Jimmy Wade-chairperson, (John Bailey – ex-officio for Hall of Fame establishment) Nancy Taylor, Ken Latchum, Ed White, Bryan Shields, Connie Wann, Debra Carlson, Styphenia Reliford, Shannon Hair, Shelby Irving
- ***Danville Pittsylvania County Chamber of Commerce Showbiz Event-*** Shannon Hair-- chairperson, Shelby Irving-vice-chairperson, Cathy Pulliam, Ed White, Tammy McKinney, Jolane Dunlap, Mack Doss, Debra Carlson

Recognition and Scholarship- Outstanding Honorees selection – Scholarship establishment – Ken Latchum, Martha Flanagan, Shelby Irving, Jimmy Wade, Bryan Shields

Resource Development – Harry Kolendrianos-chairperson, Barbara Dameron-vice chairperson, Beverly Scruggs, Styphenia Reliford, Ed White, Shannon Hair

Bylaws- Anita Wyatt-chairperson, Virginia Nelson

ALUMNI ASSOCIATION MINUTES: Meeting No. 11—October 18, 2010

Membership – Bernice Gammon, Bryan Shields, Richard Carter, Tammy McKinney, Martha Flanagan, chairperson