



ROCKY MOUNTAIN HARVARD UNIVERSITY CLUB

Steering Committee

Meeting Minutes

March 1, 2011
6:30 pm - 8:30 p.m.
Daniels Fund Building

In attendance:
Phil Weintraub - President
Fred Ris - Treasurer
Jeff Lakey - Secretary
Eric Eversley - At-large Member
Molly Thelosen - Communications - Facebook
Diana Lawrence - Events Committee Chair
Douglas Dinsmoor - Communications Chair
Bill Bruneau - At-large Member
Anna Jones - Past President, At-large Member
Babette Greenwell - Speaker Committee Chair
Four at-large guests were in attendance as well.

- 1. February 1, 2010 Meeting Minutes
A. Approved unanimously on Diana motion and Douglas second.
2. Recognition for Lucy Clark
A. Phil recognized the hard work of Lucy who is a departing Steering Committee member. Lucy participated as an informal representative of young alums and as a strong contributor to communications efforts of the club. She will be pursuing a graduate degree from Cornell University's School of Hotel Administration.

3. Treasurer's Report - July 1, 2010 through February 2011

Table with 2 columns: Description and Amount. Header: Jul '10 - Feb 11. Section: Income. Rows: Asset sale (10.00), CAC Support Contributions (385.00), Event Income (3,652.00), Interest Income (30.53), Member Dues (9,520.00). Total Income: 13,597.53. Section: Expense. Rows: Alumni Leadership Conference (301.39), Bank fees (372.34), CAC Expenses (385.00), CLIMB Summer Program (275.53), Event Expense (3,241.09).

Internet Services	132.50
Office supplies	68.66
Publications, mailing	
Member/Recent Member	748.61
Non-Member- all pub/mailings	1,484.39
Total Publications, mailing	<u>2,233.00</u>
School Committee Expense	56.67
Steering Committee Expense	720.48
<b>Total Expense</b>	<b><u>7,786.66</u></b>
<b>Net Income</b>	<b><u>5,810.87</u></b>

In February we acquired 7 new / renewing members, all by mail, bringing our current total to 213. The Scholarship Fund balance for the current fiscal year remains at \$1068, and the Summer Internship Fund \$505.

Our operating account position is as follows:

Bank balance 2/28	\$9,527.16
Uncredited credit card deposits	\$110.00
Undeposited check	\$35.00
Uncleared checks	-\$74.85
Ledger balance	\$9,597.31

The money market account balance is \$20,097.14. This account continues to earn the handsome interest rate of 0.2%.

The accounting for the 29-29 event on January 31 is still in process. A preliminary look indicates a deficit of about \$40, half of which might be expected to be covered by the Colorado Yale Association. (Attendance was somewhat lower than expected due to bad weather.) We also have unsubmitted expenses from the Susan Heitler talk on February 14.

I am aiming to propose a budget structure tonight with the intent of filling in numbers by the April meeting.

As I look at our current year situation, I am struck by the high percentage of our current expenditures that goes to the annual mailing. The per piece rate is quite reasonable, but we have a lot more addresses than we used to. In the expectation that we may establish a membership committee in the next few months, I would suggest that they be asked to recommend a mailing policy for widespread solicitations that balances known expenditure with expected returns -- both tangible (new memberships) and intangible (maintaining recognition).

Discussion included the treasurer's recommendation to formalize a club budgeting process to meet demands for assistance for club programs with more forethought. An eight year lookback on club income and expenses was presented for discussion.

Treasurer's report accepted by acclamation.

#### 4. Schools Committee

There is a ranking meeting Sunday March 6 during which the committee will make endorsements to the admissions office. Jennifer Brown has stepped down as chair and a replacement is needed. Harvard has resumed the early application process and that action will cause interviews to be moved to an earlier date in the cycle.

#### 5. Events Committee

*Monthly Speaker Series / Susan Heitler Event:*

Unforeseen developments in sponsoring and hosting the event are teaching committee members more about how to organize and operate the speaker series. A Survey Monkey online solicitation of opinions is proposed to be offered to attendees to learn more about their opinions regarding this event and future events. Including a social element before the event may be desirable with a possible schedule of 6:30 - 7:00 refreshments/social, 7:00 - 8:30 presentation, disband by 9:00 pm at the Daniels Fund (or other venue). Issues included video recording of the presentation, participant consent for recording or photography during the event, live internet streaming of events, and liability of the club for anyone feeling offended. Peter Hanson is our next scheduled speaker, tentatively March 24th.

*Dr. Susan Solomon Climate Change Event:*

Approximately 150 people attended the event and it was well-received based on anecdotal information. This was an All-Ivy event.

*Harvard Beats Yale 29-29 Film Event:*

This event was well-attended even as a snowstorm took place simultaneously on a weeknight.

*Harvard Global Month of Community Service:*

Diana has organized a volunteer day during April – the Global Month – on Saturday, April 30, 8:30AM to 12:00PM at the Boulder Shelter for the Homeless. The event will include clean-up of the grounds, with an indoor project in the event of inclement weather. Its executive director, Greg Harms, is a Harvard Business School grad. Refreshments will be provided.

#### 6. Communications Committee

- A. Phil commended progress made by the committee on all its activities so far this year.
- B. Molly Thelosen was confirmed as the club's Facebook page manager. She and Douglas will collaborate on LinkedIn, Facebook, and Alumni Magnet communications as our efforts grow in these areas. Molly explained the News Feed on Facebook and suggested we consider making an additional Facebook page people may "Like" if they qualify (post.harvard.edu address). Then the

“Liked” page will push announcements to members’ news feeds, alleviating the need for members to visit the RMHUC Facebook page of their own initiative. The group consented to the additional page.

- C. Douglas reported on Alumni Magnet progress. Some delays with the coordination in Cambridge, but there is progress. He has uploaded templates for several basic pages. He has developed spreadsheets that indicate the website structure and give him a “roadmap” for where to proceed with items to do. Content of pages is so far not developed and assistance from the steering committee or others is likely to be needed to develop it. He is working on establishing a logo, which may mean usage of our other ad hoc logos will need to be revised based on something more concrete than we have had in the past.

## 7. Ongoing Review of Club’s 2010-2011 Goals

### *CLIMB Update*

CLIMB is Colorado Leaders, Interns, and Mentors in Business. It is looking for a commitment from us for a contribution. Discussion of how to determine our contribution amount. Issues regarding lack of transparency of financial interactions with CLIMB and our unrepaid loan last year. The club is concerned that CLIMB’s system may be undeveloped and may lead to a greater number of Harvard students receiving job offers than the Club is capable of supporting financially. Phil agreed to draft a letter to CLIMB’s Howard Holmes regarding our concerns and our need for clarification before the steering committee feels confident in its participation in the program. The letter will contain the following information.

The total cost to the RMHUC per CLIMB student in 2011 is understood from CLIMB to be as follows:

- \$700 if employed by a for-profit entity
- \$1700 if employed by a non-profit entity
- \$2400 if employed by the CU Health Sciences Center

If these are correct, then the RMHUC is willing to support Harvard students up to one of the following limits:

- five students at \$700, or
- two students at \$700 and one student at \$1700, or
- one student at \$700 and one student at \$2400

The steering committee’s position is to limit spending to these levels up to a maximum of \$3500.

The RMHUC would look to CLIMB, to it’s students, to it’s employers, or to outside sources to fund any additional amounts.

## 8. Future Business - topics raised during previous meetings on which there is yet to be action

- A. Proposal for new club activity (proposed actions are carried over from November meeting) - Bill will prepare an email blast blurb to see what the interest level is at this point. Need to revisit later the issues of liability.

- B. Discussion of possible involvement by former steering committee members to do outreach with new Facebook and LinkedIn group joiners.
- C. Club sponsorship of and liability for activities.
- D. Soliciting, securing, and regulating club volunteers.
- E. Revisit the issue of the students cleaning our files at a later time.

9. Dinner Volunteers for Upcoming Steering Committee Meetings

- A. April - Anna
- B. May - Bill

10. Next regular Steering Committee Meeting: Tuesday, April 12, 2011, 6:30 - 8:30pm Daniels Fund Building. Jeff will attempt to reserve Wednesday May 4 with the Daniels Fund Building as the Steering Committee seeks regular Wednesday meetings.