



Present: Michelle Badger '06, Amy Leigh Campbell '97, Sarah Clement '75, Deirdre "DeDe" Conley '72, Debra Elkins '93, Sally Mott Freeman '76, Meg Guegan '92, Lea Harvey '90, Phyllis Jordan '80, Lisa Longino '78, Katie Schellhammer '95, Julia Schmitz '03, Cady Thomas '98, Sarah vonRosenberg '72; Ann Kiley Crenshaw '76 (Member of the Alumnae Committee of the Board of Directors)

Absent: Kathryn Yunk '91

Meeting Purpose: Regular teleconf of the SBC AA Council to coordinate efforts

New Business, Other SBC News Highlights and AA Council Ongoing Operations

- **Council** meets twice per month via teleconf. Upcoming Tuesday teleconfs from 12 – 1 pm ET (upcoming teleconfs on 11/1/2016; 11/15/2016; 11/29/2016, 12/13/2016, tentatively 12/27/2016, 1/10/2017, 1/24/2017)
- **Council Operations:** As appropriate, the Council will identify action items per teleconf, and coordinate with the College Alumnae Relations & Development Office (AR&D).
Status: AA Council will focus efforts toward "Alumnae Engagement, Money and Students," to support AR&D (see priorities list included in these minutes – for wide sharing to all alumnae). Council Co-Chairs will continue weekly teleconfs with Mary Pope Hutson '83, VP of AR&D.
- **Keep the "4 P's"** – Passion for our alma mater, Professionalism, Patience, Perseverance
- After each meeting, minutes are drafted and reviewed by Council members. Minutes are then shared to AR&D staff for their operations oversight, in alignment with SACS accreditation principles. See minutes online, posted about a week after each meeting at <http://sbc.edu/alumnae-development/alumnae-alliance/>

Working Group Updates (listed alphabetically, priorities from the AA Council and AR&D indicated)

Alumnae Admissions Representatives (AARs): Julia Schmitz '03 and Michelle Badger '06

- [Priority 2] Keep working with AAR Regional Leads cover college fairs, and getting AARs logged into and using Admissions Advocate. Work with AAR Regional Leads to cover 50 priority fairs over next 6-8 weeks
- [Priority 2] Continuing to work with AR&D and Admissions to identify and recommend software "quick fixes" / improvements for usability of Admissions Advocate.

"Class Acts" / Reunions: Phyllis Jordan '80 and Amy Leigh Campbell '97

- [Priority 1] Continuing to work on a **Class Officers Handbook** to clarify roles and responsibilities of President /co-Presidents, Secretary / Secretaries, Social Media Secretary (or Secretaries), Fund Agent Team, and Class Stewards, Williams Society Ambassadors.
- [Priority 1] **SBC Magazine** development underway, for printing and mailing before Thanksgiving. Next Class Notes cycle (tentatively expected in January 2017 for April 2017 SBC Magazine issue)
- [Priority 1] **Reunion** – shared notes and input from last year's planning to AR&D for this year's planning, beginning to work on webinar materials to support organizing Class Officers for planning Class Reunions (2's and 7's)
- [Priority 1] College still working through **e-commerce** options for Class fundraising.

Development Working Group: Lisa Longino '78 and Lea Harvey '90

- [Priority 1] **Class Officers Audit** almost complete, supporting on **Class Officers Handbook** as needed
- [Priority 4] Assisting with planning efforts for Fall messaging update of Sweet Briar (Annual) Fund; supporting **Major Donors Working Group / Task Force** of 15 to reach out to potential donors
- [Priority 4] Assisting with Foundations messaging efforts – SBC as a beacon for women's higher education

Media, Marketing and Communications: Sally Mott Freeman '76 and Meg Guegan '92

- [Priority 7] **Social Media Tips and Tricks:** Facebook, Twitter, Instagram, Pinterest, Alumnifire, LinkedIn, BriarWire, Vixen Watch, Banner, etc. working toward finalizing 1-pagers...

- [Priority 5] **Alumnae Bios / Profiles** request from College MMC, **Jane Dure '82** assisting. See example alumnae profiles <http://sbc.edu/government-and-international-affairs/alumnae-profiles/> and online submission form <http://sbc.edu/alumnae-development/alumnae-profiles/>
- [Priority 7] **DRAFT Indiana's Rules** requested by the AA Council from **Lenora "Lion" Farrington-Sarrouf '94**. Will be useful as the AA Council moves forward offering more webinar / teleconf AA engagement venues
- **[Supports multiple priorities] Ongoing communications advising to support alumnae engagement**
 - **Alumnae articles for the Briar Wire:** Deadline for submission is the 7th of every month; articles should be sent to Clelie Steckel, AR&D Briar Wire editor in chief (cdsteckel@sbc.edu).
 - **Vixen Watch** is published online weekly by Monika Kaiser '82. It covers "all things Sweet Briar"! To sign up for the email distribution, go to <https://vixenwatch.wordpress.com/>

"The Network" and Career Development: Katie Schellhammer '95 and Sarah Clement '75

- [Priority 3] **Career Services post-Founders Day** support to assist Barb Watts, Director of Career Services. Will work to identify / provide some job shadowing opportunities in Washington, DC and possibly other cities during spring break next March.
- [Priority 7] **Lifelong Learning – Evangeline Taylor '00** revising **Alumnifire Training** and **Dawn Grobe '98** drafting **Banner Training** aligned with Banner FAQs on sbc.edu website.
- [Priority 6] **Sweet Work Days** – discussing draft proposal development with **Kathy Pegues '71**
- [Priority 3] **Alumnifire** – recruiting additional alumnae to post 1 job / internship and career oriented article per week) **Alumnifire** See <https://sweetbriar.alumnifire.com> **Current Statistics (as of October 16, 2016)** – 757 Vixens offering introductions and networking; 709 Vixens offering resume reviews and feedback; 684 Vixens offering informational interviews, 467 Vixens offering job shadowing, 412 at a company that is hiring, 189 Vixens interested in finding interns.

Geographic Regions / Clubs: Cady Thomas '98 and Kathryn Yunk '91

- [Priority 8] **Clubs Virtual Auction** with **Norma Valentine '93**: proposal updated and approved by AR&D
- [Priority 8] Assisting Clubs Regional Leaders to organize December / January **Sweet Briar Day Events**, and other events using Skype or webinars with College staff to permit direct communications and engagement
- [Priority 8] Continuing to recruit Geo / Club leaders; added **Amanda Wright '01** to assist with Austin, TX

Strategic Initiatives Team: Debra Elkins '93, Sarah VonRosenberg '72 and DeDe Conley '72

- [Addressing Multiple Priorities] Support Council operations, assist AR&D with overseeing alumnae activities
 - Council asked to provide input back to AR&D on potential Commencement speakers and other speakers
 - **Council Meeting Minutes** –online <http://sbc.edu/alumnae-development/alumnae-alliance/>
 - Council discussed potential approach for **increasing participation and engagement using "Plus-Ones"**
 - Council asked to assist with **mapping annual calendar cycle of events for Alumnae Alliance activities**
- **Stateswomen Advisory Group (SWAG)** (prior Board of Directors and Alumnae Association leadership) – no update
- **Land Use & Sustainability** – no update, asked to hold on efforts until the College is ready for inputs.
- **International Team** – to check in with the College Alumnae Relations & Development in late Fall to see what alumnae support might be needed [Priority 2]
- **Gardening Working Group** – no update, could support Sweet Work Days next year [Priority 6]

Other General Action Items

1. Working Group Co-Chairs – continue to coordinate with AR&D staff as needed; continue to focus on operationalizing WGs and subgroups. Coordinate and share info across WGs as appropriate.
2. WG Co-Chairs are asked to submit 3-5 summary bullet points on WG progress and any key issues for Council discussion and coordination each Sunday by 3 pm ET prior to the next teleconfs meeting. Debra Elkins to send out reminder / request for bullet points to WG co-chairs on Fridays. Bullet points WG status reports will be consolidated and shared with the Agenda before each Council bi-monthly teleconf.

Other news to pass along

None

The meeting was adjourned promptly at 1 pm ET.

ALUMNAE ENGAGEMENT AUGUST – DECEMBER 2016

College AR&D Priorities: (1) alumnae engagement; (2) money; (3) students

Proposed AA Council priorities: Aligned to College Priorities

1. [engagement, money] **Class Officers Audit** by appointing working group in Class Acts to specifically identifying strongest alumnae in each class to serve as class officers. Broadening service to include President or Co-Presidents, Secretary or Secretaries, Fund Agent Team, Social Media Secretaries.
2. [students, engagement] Boosting and supporting **Alumnae Admissions Recruiters (AARs)** by amplifying and operationalizing AAR Working Group including Regional Leads and City Leads. Very popular way for SBC alumnae to give back by representing our school.
3. [students, engagement] Growing utilization and effectiveness of **Alumnifire** – helps marketing to students for direct career outcomes success via internships, mentoring, job placements, maximizing the network of 15 alumnae per student ready to assist with career advice. Easy way for alumnae to give back with time and advice to younger alumnae and students.
4. [money] **Development WG** – ongoing planning and support for annual fundraising
5. [students] **Alumnae Bios** project – marketing and public relations to show SBC is career focused and outcomes oriented. Easy way for alumnae to give back with time and expertise to the College, and be role models for students and alumnae.
6. [engagement, money] Support **Sweet Work Days** from August 1-19. Alumnae are volunteers on campus for “budget relieving projects”, alumnae are helping organize. Alumnae can help market / capture success and advertise / communicate the fun to other alumnae. Also makes financial and operational challenges on campus visible to those participating, so alumnae understand the extent of challenges to overcome over next few years.
7. [engagement and money longer term] **Life-Long Learning** – initial steps include alumnae driven and alumnae executed technology platform exploration, piloting, calendar scheduling and execution – starting with AAR training and Alumnifire training materials. It will require 0 headcount support from the college staff and \$0 investment in technology to host and execute since we have already confirmed everything can be done using FreeConferenceCall.com services that the Alumnae Alliance Council already uses extensively. In the future, we could also integrate video/audio recordings of ongoing visiting lecturers to SBC, professors' lectures, colloquia, webinars, and student presentations and monetize for a fee or subscription in the future as our expertise grows to host and manage. Next priority examples include Banner 101 reports and data acquisition for Classes / Clubs, Social Media training 101. Coordination and info sharing can also be done through Geographies / Clubs and Classes. And Development WG, Geographies/Clubs, Classes, and AARs can all use the technology approach to bolster communications and level of engagement among themselves and their respective Working Groups.
8. [engagement, students] **Clubs (Geographies) - Back to School events** support. Will also be critical for boosting engagement such as rolling out training to Clubs on topics of interest, identifying and piloting out Life-Long Learning topics, and participating in Alumnifire and AARs training and programs, planning for Sweet Briar days in January 2017 and also to initiate the donated items for the 2017 Auction beginning in March 2017.

Sweet Briar College Alumnae Alliance Council Calendar Planning Dates

DRAFT as of October 16, 2016

Updates noted in RED font and yellow highlights

Summer and Fall Semester 2016		Spring Semester & Summer 2017	
Aug 1- 19 th	Sweet Work Weeks	Jan 18	Classes Begin
Aug 18-20	Board of Directors On Campus	Feb 12-13	Presidential Scholars Visit
Aug 19-20	New Student Orientation	Feb 16-18	Board of Directors On Campus ** AA Council onsite meetings and briefing to the Board
Aug 23	Opening Convocation	Feb 19-20	Presidential Scholars Visit
Aug 25	Classes Begin	Mar 3-12	College Spring Break
Sep 18-21	Online Streamathon	Mar 19-20	Accepted Applicants Weekend
Sep 19	Fall Step Singing	Mar 20	Spring Step Singing
Sep 23-24	Founder's Day Weekend	Mar 24-25	Spring Explore Engineering Weekend for High School Girls
Sep 29 – Oct 2	College Fall Break	Apr 9-10	Accepted Applicants Weekend
Oct 9-10	Admissions Open House	April 14	Soph./Juniors Open House
Oct 14-16	Families Weekend	Apr 20-22	Board of Directors On Campus
Oct 16	Board of Directors Teleconf	May 2	Classes end
Oct 22	Amherst County Day (11 am – 3 pm events in the Quad)	May 4-8	Exams
Oct 28-29	Fall Explore Engineering Weekend for High School Girls	May 13	Commencement (Class of 2017 Graduation)
Nov 10-12	Board of Directors On Campus	June 2-4	Reunion (2's and 7's) ** AA Council onsite meetings?
Nov 13-14	Admissions Open House	June 18-23	Explore Engineering Design Summer Course (for college credit)
Nov 18-27	College Thanksgiving Break	July 31 – August 18	Tentative Sweet Work Weeks dates
Dec 9	Classes End	Aug 24-26	Board of Directors On Campus
Dec 11	Board of Directors Teleconf	Sep 22-23	Founders Day Weekend ** AA Council onsite meetings?
Dec 11-15	Exams	Oct 19-21	Board of Directors On Campus
Dec 16 th – Jan 17 th	College Winter Break		

Other Selected Calendars to Note: (See full selection of calendars online at <http://sbc.edu/featured-events/>)
Alumnae Events Calendar -- <http://sbc.edu/alumnae-development/alumnae-events-calendar/>
 (Alumnae are invited to submit events (e.g., Club or Class events) for inclusion using the online web form on this page)

Public Featured Events on Campus -- <http://sbc.edu/featured-events/>
Athletics Calendar Only: <http://vixenathletics.com/composite?y=2016&m=09>
Riding: <http://sbc.edu/riding/calendar-of-events>

PROPOSAL: Indiana's Rules for Meetings, Teleconfs, and Webinars (rules of engagement that reflect our unique culture and expectation that our alumnae are at the table and part of the debate). Drafted by Lenora "Lion" Farrington-Sarrouf '94 at the request of the Alumnae Alliance Council.

Indie's Rules:

I-phones & all phones
should be muted.

*N*o interrupting.

*D*o bring pen and paper.

*I*nform if you disagree: Silence = Agreement

*A*ttack ideas, not people.

*N*o rants; be brief and concise.

*A*void side comments/conversations.