

# USNA '99 Board Meeting

14 OCT 2018/ 2000 EST / Video call via appear.in/usna99

## Attendees

**President:** Minh-Tu Nguyen Greenberg

**Vice President:** Jason Birch

**Treasurer:** Carmen (Fuentes) Ehret

**Communications Director:** Sonja Hanson (\*recorded minutes due to Secretary's absence)

**East Coast Rep:** Mac Harkin

**West Coast Rep:** Joy Zelinski Marquez

**X Secretary:** Darlene M. Delk Viscusie, unable to attend due to illness

## Agenda

Continuation of 11OCT2018 Meeting

## Notes

### Website

Minh-Tu provided a brief history of the website.

- Ken Kurz took the initiative and created our first website (usna99.org). In 2011, he became Chief Information Officer at USNAAA, and remained in that role until late 2014.
- Based on his experience at USNAAA he has been able to inform the Class of '99 on USNAAA resources and procedures;
- As CIO at the AA, he was able to assist with the first class of '99 board elections in 2014 by creating the ballot through the USNAAA website, ensuring one Classmate, one vote.
- Steve Taylor then took over website duties and created usna99.com (our current webpage), which went live July 2018; he gave Sarah Self-Kyler (the class Director of Comms at the time) administrative rights.
- Currently Minh-Tu, Jason, Sonja Hanson and Sarah Self-Kyler have administrative rights to the website

Sonja briefed several updates regarding the website:

- Sonja and Sarah Self-Kyler are in the process of doing turnover for the Director of Communications position. Sonja has asked Sarah S-K to stay on as a volunteer on the comms committee reporting to Sonja, which Sarah has agreed to.
- Comms committee has added board bios to the leadership page and their emails (all board members on the call approved the use of their personal email on the website for accessibility to classmates.

- Sonja requested all board members review the website and provide her any updates, feedback regarding content.

## **Bylaws**

Minh-Tu is currently updating the bylaws to reflect an unincorporated organization vice corporate. She plans to send them to the board for review within the next few days.

## **99 Tailgate**

Paul Lincoln and Alex Holston have taken the lead on running the '99 tailgate at Navy-Marine Corps Stadium. MT said there was a pretty good turnout at the recent game and encourages all classmates to stop by the tailgate when they are in the area.

Joy would like to donate to the tailgates from afar and recommended we set up an electronic system for other classmates to do the same. JB asked what the rules are for using class funds. For example, could we have Alex and Paul price out tent, trailer, etc. Why haven't we used the money in the account?

MT explained that up to \$1,000 must go through the whole board but only requires approval by the board Pres and VP. Any amount more than \$1,000, requires the entire board's approval. She said ideally we would be fundraising before spending.

Carmen asked if we could set up a GoFundMe account for fundraising purposes, or use a PayPal account to send money directly into the Class Fund account maintained by USNAAA account? MT could not speak to the regulations on that and recommended talking to USNAAA treasurer rep (Linda Reyes). Sonja mentioned the class of 2002 has an online donation system set up and recommended reaching out to them to learn more about their process.

## **How to get the word out to the class about activities and functions**

MT explained that Facebook has been the primary means to disseminate information with the class email and website augmenting those messages.

Sonja suggested the website be the primary source for information (as that is still best practice in comms), and then use social media, email, shipmate, etc. to point classmates to new information added to the website. She also recommended adding an events page. MT concurred and specifically asked for the upcoming Stockdale Leadership Award, last two home game tailgates, Army-Navy Game and other such events be included. Sonja has for action.

MT is currently building a list of company rep volunteers to help liaise with classmates. She estimates it's about half full and will send current list to the board within the next few days; Sonja would like to add this roster to the website (pending approval to publish contact information from the company reps).

## **New Business**

Brief discussion on what this board's first communication to the class should be. Board decided the first thing to communicate out should be the meeting minutes, which segued into a discussion regarding SOP for board meeting minutes.

Secretary typically will take meeting minutes; if unable to attend another board member will fill in. Minh-Tu scheduled to discuss development of an SOP around board meeting minutes (e.g. timeline for board to review, post to USNA99.com website, etc.), which will be incorporated into the bylaws.

For this initial meeting, it was decided the board will aim to complete the review of the minutes by 2000 EST on Wednesday, Oct. 17 in order to release them to the class (via posting to the website) in a timely manner.

### **Action Items**

1. Carmen researching how to fundraise/collect donations electronically
2. Mac researching Stockdale leadership access
3. Darlene to distribute minutes from 11 OCT meeting to the board for review
4. Minh-Tu to distribute DRAFT bylaws and current class company rep volunteer roster
5. Sonja researching if it's possible to add events calendar to website

### **Next Meeting Agenda**

The next board meeting is scheduled for Sunday, Oct. 28 (Joy's birthday!) at 2000 EST