A meeting was held to restart the MIT Club of Baltimore. The meeting opened at 7pm. Melissa Marquardt and Moana Bentin from the MIT Alumni Association staff hosted an enthusiastic group of 13 local area alumni.

General information regarding club organization, and specific results from an online survey of area alumni were distributed as handouts and briefly discussed.

Joe Mulloney (’58) provided some background from the early history of the previously active Baltimore club.

An initial slate of officers and board of directors was appointed based on volunteers from the group, and a subcommittee of volunteers to assist with program planning was formed.

A next meeting was scheduled for 30 November, topics to include bylaws and programs. Specific agenda to be prepared by Yolanda Fan. Venue to be selected and coordinated by Bill Parsons. The meeting adjourned at about 9pm.

**Decided**

Slates of Officers, Board of Directors, Programs subcommittee, and special interest representatives were selected.

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
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<tr>
<td>President</td>
<td>Yolanda Fan</td>
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<tr>
<td>Secretary</td>
<td>Randy Holl</td>
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<tr>
<td>Treasurer</td>
<td>Dana Cole (interim, pending the soliciting of a volunteer from those not present)</td>
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<tr>
<td>VP Membership</td>
<td>Barry Margulies</td>
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<td>VP Communications</td>
<td>Issel Lim</td>
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<tr>
<td>VP of Programs</td>
<td>Bill Parsons</td>
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<td>Programs Subcommittee</td>
<td>Bob Lessick</td>
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<td>Sarah Kolitz</td>
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Lori Simpson (Energy events)
Jason Atkins

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<tr>
<th>Board of Directors</th>
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<tr>
<td></td>
<td>Gene Deune</td>
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<td>Joe Mulloney</td>
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<tr>
<th>Special Interest Representative</th>
<th>Name</th>
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<tr>
<td>Young Alumni Chair</td>
<td>S Julie Ann Lloyd</td>
</tr>
<tr>
<td>Educational Council liaison</td>
<td>Bob Lessick (interim, pending the soliciting of the current EC Regional Chair)</td>
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<tr>
<td>Enterprise Forum liaison</td>
<td>Randy Holl</td>
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**Action Items**

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<tr>
<th>Item</th>
<th>Responsible</th>
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<tr>
<td>Agenda for next meeting on 11/30</td>
<td>Yolanda Fan</td>
</tr>
<tr>
<td>Venue for next meeting on 11/30</td>
<td>Bill Parsons</td>
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</table>

Prepared by Randy Holl. Please send corrections to Randy.
MIT Club of Baltimore Organizational Meeting
Wednesday, November 15, 2006 at 7pm EST at Austin Grill, American Can Company

1. Attendees & Introductions:
   MIT Alumni Association Staff:
   Moana Bentin <mbentin@mit.edu>
   Melissa Marquardt <melissam@mit.edu>
   Baltimore Area Representative:
   E Gene Deune ’85
   Volunteers:
   Yolanda Fan ’02
   Barry Margulies ’89
   Joe Mulloney ’58
   Randy Holl ’80
   S. Julie-Ann Lloyd ’03
   Issel Lim ’05
   William (Bill) Parsons ’68
   Sarah Kolitz ’03
   Robert (Bob) Lessick ’84
   Dana Cole GM ’02
   Lori Simpson ESD ’06
   Jason Atkins ’06

2. Alumni Association and Regional Programs Overview (Moana Bentin and Melissa Marquardt)
   a. The MIT Alumni Association’s role is to serve the needs to MIT and those of its alumni and alumnae, serves MIT’s need for leadership, volunteer commitment, financial support, and communications including public relations, and serves the alumni by networking with one another, providing connections to MIT and offering appropriate activities and services.
   b. The MIT Clubs program provides quality intellectual, social, and professional engagement opportunities. The worldwide network of club offers volunteer opportunities, encourages financial support and enhances the public image of MIT.
   c. General MIT Alumni Facts:
      i. 118,447 living alumni, 106,744 (90%) addressable alumni
      ii. 45,829 Undergraduates, 58,134 Graduates
      iii. 24,613 (20.8%) 1-10 years out, 34,992 (29.5%) 11-25 years out, 42,619 (36.0%) 26-49 years out, 16,209 (13.7%) 50+ years out
   d. Alumni in Baltimore:
      i. 826 Total
      ii. 457 (55%) Undergraduates, 369 (45%) Graduates
iii. 138 (17%) Females, 687 (83%) Males
iv. This is based on zipcodes, which were determined by Gene Deune, Moana Bentin, and Yolanda Fan
v. Handout with additional information (including maps) on statistics of Baltimore area Alums, and the zipcodes used were distributed.

e. Alumni Club Requirements
   i. Updated set of Bylaws filed at the Alumni Association
   ii. Active Officers & Board
   iii. A minimum of four events per year
   iv. Dues-paying members
   v. Attendance at Alumni Leadership Conference

f. Volunteers needed for MIT Club of Baltimore:
   i. President, President-Elect or Executive Vice President, Secretary, Treasurer, VP Membership (develops & implements strategies for membership recruitment), VP Programs (develop & plan logistics), VP Communications (develop & implement communications plan, newsletter editor, webmaster), 3-4 Directors, and others.
   ii. In the short term, we’ll have people volunteer for the different positions based on their interests and experiences and run with that.
   iii. In the future, the Club will have a nominating committee that presents a slate to the Club members for voting.

g. Our Alumni Affairs Officer is Moana Bentin
   i. Moana is here to help us and provide us with and general guidance, board member training, strategies for increasing club membership and volunteer development, club profiles & demographics, access to faculty speakers (MIT will pay for one faculty member per year to visit each official MIT Club), ideas for programs & events, strategies for communications & publicity, and financial guidance.

h. Online Resources available at alum.mit.edu:
   i. Alumni Site Builder
   ii. E-mail lists
   iii. Lists & Labels
   iv. SmarTrans
   v. Online Alumni Directory
   vi. Threaded Discussion Lists

i. Additional Information
   i. Having a President-Elect of Executive Vice President is key to the stability of the Club.
   ii. Typically, Clubs elect their President for one to two year terms. Two year terms obviously adds more stability.
   iii. It’s not ideal to have the same leadership elected year after year.
   iv. Emails to the general club email list should be sent by only one or two people (so that the general members associate those names with the club and therefore read those emails).

3. Previous history of MIT Alumni Club - Baltimore
   a. Gene Deune ’85, Current Alumni Representative (for past 5 years)
b. Joe Mulloney ’58, Former President of the MIT Club of Baltimore, spoke about the history of the Club
c. Presidential Citation in 1972 to the Officers of the MIT Club of Baltimore
d. December 29, 1969 – Annual Luncheon at 12:00 noon at the Engineering Society of Baltimore
e. December 26, 1968 – Reception and Social Hour from 5:30 to 7:30 at the Chestnut Ridge Country Club, Baltimore
f. December 28, 1967 - Luncheon at 12:00 noon at the Engineering Society of Baltimore

4. Process to Start/Re-Start a Club
   a. Define needed volunteer roles and identify volunteers for each position
   b. Create club bylaws
   c. Send membership mailing to all alumni in club area
   d. Handout with additional information was distributed.
   e. MIT Clubs Volunteer handbooks were distributed (a copy of this may be found online).

5. Review Survey Results:
   a. Handout of survey summary results was distributed.

6. Discuss Goals/Vision for Club:
   a. Short range goals:
      i. Start planning events
      ii. Become an Official Club by the MIT Alumni Leadership Conference 2007
         1. Elect Officers
         2. Create and Pass Bylaws
   b. Long range goals:
      i. Website
      ii. Newsletter

7. Brainstorm Ideas for Events (items ‘a’ - ‘s’ listed below were suggested by survey respondents):
   a. Game at Camden Yards
   b. Scientific stuff for children & grandchildren
   c. Golf Tournaments
   d. Tour of COMB marine science center
   e. Behind the scenes tour of Baltimore Aquarium
   f. Energy-related events
      i. Tour of alternative energy company (e.g. BP solar in Frederick)
      ii. Clean coal power plants
      iii. Nuclear power advancements
      iv. Applicable urban energy alternatives
      v. Recycling strategies, technologies
   g. Tours of local tech companies and agencies
   h. Young Alumni Mixer with DC young alumni
   i. MIT Alum swing dance night (www.charmcityswing.com is run by an MIT alum)
j. Joint Meetings with other University Clubs
k. Game Nights
l. 40s Ivy League Singles Events
m. Real Estate and Investing
n. Business Management
o. Internet Businesses
p. Architecture
q. Joint ’Boston Alumni’ event at Orioles Park at Camden Yards (Picnic w/ BC, BU, MIT, Harvard Alums followed by a baseball game.)
r. Joint events with the MIT Enterprise Forum
s. Joint events with the MIT Club of DC
t. Tours of industry, business, or places of work where previous MIT graduates have made contributions or are running the operations
u. Tours of Industry
   i. Black and Decker
   ii. Underarmour
   iii. TrueLemon
   iv. McCormick
   v. Constellation / BGE
   vi. Other companies involved in medical instrumentation, pharmaceuticals, education
v. Toast to IAP Event in January
w. Outdoor events
x. MIT Admitted Students Event in the Spring

8. Election of Officers:
   President: Yolanda Fan ’02
   VP Programs: William (Bill) Parsons ’68
   VP Membership: Barry Margulies ’89
   VP Communications: Issel Lim ’05
   Secretary: Randy Holl ’80
   Acting Treasurer: Dana Cole GM ’02

   Directors:
   Joe Mulloney ’58
   Dana Cole GM ’02
   E Gene Deune ’85

   MIT10 (Young Alumni) Events Chair: S. Julie-Ann Lloyd ’03
   Enterprise Forum Liaison: Randy Holl ’80
   Energy Chair: Lori Simpson ESD ’06
   Acting Educational Council Liaison: Barry Margulies ’89

   Programs Committee Members:
   Sarah Kolitz ’03
   Robert (Bob) Lessick ’84

9. Discuss Bylaws:
   a. All Clubs are required to have, and to operate according to, a set of bylaws.
b. The Association provides a generic set for Clubs to adapt to their specific requirements. Whether or not a Club uses the Association’s bylaws for Clubs, a current and signed set must be sent to the Association.

c. We’ll work on bylaws at our next meeting

10. Q & A, Etc:
   a. Club Leader’s Toolkit (designed to help Club Leaders manage their Clubs and get the latest information on available services) can be found here: https://alum.mit.edu/ccg/clubs/toolkit/index.html
   b. Job Descriptions for Club Volunteers can be found online at https://alum.mit.edu/docs/ccg/clubs/2cvm-organization.pdf
   c. Zipcodes of Attendees, to help determine meeting locations:
      - William (Bill) Parsons ’68 - 21111
      - Sarah Kolitz ’03 - 21211
      - Dana Cole GM ’02 - 21209
      - E Gene Deune ’85 - 21212
      - Joe Mulloney ’58 - 21030
      - Robert (Bob) Lessick ’84 - 21224
      - S. Julie-Ann Lloyd ’03 - 21218
      - Lori Simpson ESD ’06 - 21202
      - Issel Lim ’05 - 21202
      - Yolanda Fan ’02 - 21204
      - Barry Margulies ’89 - 21093
      - Randy Holl ’80 - 21202
   d. Potential board meeting locations
      i. Conference room at Dana Cole’s office at 120 E. Baltimore Street (potential parking problems)
      ii. Conference room at Barry Margulies’s office at Towson University (easy parking)
      iii. Conference room at Johns Hopkins University Homewood Campus (President of JHU, William Brody, is a MIT alum)
      iv. Other suggestions are welcome
   e. Preferred board meeting times:
      i. Not Mondays or Tuesdays
      ii. 6pm or 7pm
      iii. Wednesdays didn’t work for several people who could not make it to the organizational meeting
   f. Prefer to meet somewhere with less background noise.
   g. Prefer to meet somewhere with (relatively) easy parking.

11. Next steps:
   a. Next meeting will be Thursday, November 30, 2006 at 6pm. Location to be determined.
      i. Discuss and pass Bylaws at that time.
      ii. Discuss planning of first few events.
      iii. Fill remaining positions.
      iv. Hopefully get other volunteers who were unable to make the first meeting to attend this second meeting.
   b. Find a permanent Treasurer.
i. Job Description for Treasurer: Maintains Club’s checking, savings, and other financial accounts, Pays all Club bills, Reports regularly to the Board about Club finances, Files appropriate tax forms and sends copies to Association

c. Ask current EC Regional Chair if he would like to be the EC Liaison.

d. Other optional positions that could be filled: Club Counsel, BAMIT Representative, CAMIT Representative, other Affinity Group Representatives, Career Development Chair.

e. Get SmarTrans training for those who will need it.