MIT-Baltimore Minutes

Meeting: Board of Directors Meeting
Location: Smith Hall, Towson University, MD
Date: 11/30/06

Attendance
Yolanda Fan, Bill Parsons, Barry Margulies, Randy Holl, Dana Cole, Gene Deune, Rob Fritzsche, Lori Simpson, Sarah Kolitz, Bob Lessick, Craig Hendrix, Eric Ford, Heather Sites, Katie Adkisson, Eric Seifter, Ranjana Mitra

Agenda
Per attached

Discussion
The meeting opened at about 6:30pm. Minutes for the last meeting were approved and committee reports given. Yolanda Fan reported on proposed general goals for the club, results of discussions regarding joint events with the DC area club, and the Young Alumni IAP Toast event in January 2007.

Bill Parsons reported on possible events for the coming year. A brief discussion ensued and was tabled to complete committee reports and resumed at the end of the meeting. As part of this discussion, Katie Adkisson and Eric Seifter were introduced as Parent Associate Representatives and Rob Fritzsche introduced as Educational Council Chair. A discussion was held regarding possible events for accepted prospective students and EC related activities.

Barry Margulies reported on membership activities. He gave an overview of proposed membership goals for the coming year. A discussion was held to set annual membership levels and dues. The goals and fees were approved. The next goal is to draft a membership drive letter to be ready for mailing by mid January.

Dana Cole reported on treasury activities. A discussion ensued and goals established for establishing a bank account for the club and to take in membership dues.

Career Development and Young Alumni, Communications committee reports were reported in absentia per the agenda.

Old Business:
The Acting Treasurer position was raised. Dana Cole agreed to fill this position in a regular status.

New Business:
Yolanda Fan presented a proposed set of bylaws for the club. The bylaws are the draft provided by the MIT Alumni Association. It was moved, seconded and unanimously passed to accept the bylaws of the MIT Club of Baltimore as presented.
Discussion of possible club events was resumed. The Programs committee will prepare a draft calendar of events for discussion at the next meeting. The meeting adjourned at about 8:30pm.

**Resolved**

- Club bylaws were approved
- Dana Cole converted from Acting Treasurer to Treasurer
- Membership levels and dues were set

**Action Items**

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<tr>
<th>Item</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>Draft of membership drive letter for next meeting</td>
<td>Barry Margulies</td>
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<tr>
<td>Straw man calendar of events for 2007</td>
<td>Bill Parsons</td>
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<tr>
<td>Date and Agenda for next meeting mid January</td>
<td>Yolanda Fan</td>
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<tr>
<td>Venue for next meeting</td>
<td>Bill Parsons</td>
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Prepared by Randy Holl. Please send corrections to Randy.
MIT Club of Baltimore
Board of Directors Meeting Agenda
Thursday, November 30, 2006
Room 485A, Smith Hall, Towson University (Barry Margulies’s Office)
6:00pm – 7:30pm EST

1. Attendees & Introductions:
   See Appendix A for Board of Directors list.
   See Appendix B for list of all who volunteered to help with re-organizational efforts.

2. Approve Minutes from Previous Meeting

3. President’s Report by Yolanda Fan:
   a. Discussion with MIT Club of DC President
   b. MIT Resources
      i. Email lists
      ii. See Club Leader’s Toolkit (designed to help Club Leaders manage their Clubs and get the latest information on available services) for additional information: https://alum.mit.edu/ccg/clubs/toolkit/index.html
   c. Discuss General Goals:
      i. Start planning events (minimum of 4 per year)
      ii. Create membership mailing to recruit dues-paying members, send out 1st week of 2007.
      iii. Figure out fiscal year (recommended to stick with MIT’s; July 1 – June 30)

4. Programs Committee Report by Bill Parsons, VP Programs:
   a. Probable Events for next year (see Appendix C for list of all potential events).
   b. Preliminary Schedule of Events
   c. Discuss Goals:
      i. # of Events in 2007
      ii. Collaboration with MIT Club of DC, Enterprise Forum, Educational Council, Ivy Plus Alumni Clubs, etc
      iii. # of Committee Members
   d. Career Development Committee Report by Mike Agronin, Career Development Chair:
      i. Discuss Goals: 2 events per year
   e. Young Alumni Committee Report by Julie-Ann Lloyd, Young Alumni Chair:
      i. Discuss Goals: 2 events per year
5. Membership Committee Report by Barry Margulies, VP Membership:
   a. Membership Drive Letter
   b. Discuss Goals:
      i. # of Committee Members: 6-10 members who recruit at least 5 people each
      ii. # of dues paying members: 80 to start, 40 new members a year, long term goal of ~ 320 members

6. Communications Committee Report by Issel Lim, VP Communications:
   a. Discuss Goals:
      i. Website Launch Date
      ii. # of Committee Members

7. Treasurer’s Report by Dana Cole, Acting Treasurer

8. Other Reports

9. Old Business:
   a. Fill Remaining Volunteer positions & populate committees (see Appendix D for list of unplaced volunteers):
      i. Treasurer
      ii. Programs Committee
      iii. Membership Committee
      iv. Young Alumni (MIT10) Committee
      v. Career Development Committee
      vi. Energy Committee
      vii. Other positions to keep in mind: BAMIT Representative, CAMIT Representative, AMITA Representative, Representatives from other Affinity Groups, Club Counsel

10. New Business:
    a. Discuss & Pass Bylaws:
       i. Review Sample Bylaws provided by the Alumni Association:
          https://alum.mit.edu/docs/ccg/clubs/samplebylaws.pdf
          https://alum.mit.edu/docs/ccg/clubs/samplebylaws.doc
       ii. Review proposed Bylaws.
       iii. If necessary, propose changes to fit our needs.
       iv. Pass Bylaws
    b. Set Dues & Types of Membership; Suggested Types of Membership
       i. Complimentary. Free membership offered to the most recent graduates.
       ii. Young Alumni. Discounted membership offered to the five most recently graduated classes. Many Clubs charge just $15 and some deduct 50% from the regular membership.
       iii. Regular. Most popular type of membership offered. Clubs average $25 to $35.
iv. Supporting. Membership that contributes to overhead cost of Clubs above and beyond dues. Usually $75.

v. Sustaining. Same as above, Usually $100 to $250.

11. Announcements
   a. Next meeting will be …

12. Review of Actions from Meeting: