

**Minutes from EAC Meeting
February 10, 2021
Zoom**

At 9:01 a.m., the meeting was called to order by President Jo Ann Donovan; Mary Lee Walter recited the opening prayer. Those in attendance were Barb Atteln, Paula Bakula, Connie Diekman, Jo Ann Donovan, Nancy English, Joan Falk, Maggie Fowler, Lucy Hahn, Joan Kelly, Mary Lee Walter, and Wendi Valenti.

Connie moved that the Agenda be approved; this motion passed. Mary Lee moved that the Consent Agenda be approved; this motion passed as well. What follows are the contents of the committee reports that had been provided by the committee chairs prior to this meeting.

Consent Agenda Items:

- *Recording Secretary: Nancy English*
 - Minutes from the meeting on January 13, 2021 were approved.
- *Treasurer's Report: Paula Bakula*
 - As of January 31, 2021, a total of \$51,913 was available for distribution for the 2021 Awards.
- *Corresponding Secretary: Barb Atteln*
 - During January 2021, Barb had acknowledged six membership renewals.
- *Communications Committee: Joan Falk*
 - On February 3rd, the Communications Committee had issued the FCC Winter 2021 Newsletter featuring articles on March Roundtables/Voting, recently implemented award projects, and new members Jane Link and Barb Stroer. The Communications Committee also assisted in the development of the Membership Committee's Valentine email to the membership and is beginning to look for ways to "label" or identify FCC-funded projects on campus.
 - A Communication's ad hoc committee, along with Wendi Valenti, met with Fontbonne's Marketing Department on January 27 to discuss various options for increasing and improving our PR and media outreach. Marketing expressed openness and appreciation for our regular recommendations about Award projects that would promote FCC to both the campus community and beyond. They also discussed the feasibility of adding more content to the public FCC web page (www.fontbonne.edu/fcc). Marketing believes they will be able to accommodate that request; however, FCC would need to develop the content for such additions.
- *Archives and History: Nancy English*
 - Nancy had nothing to report.
- *Awards Committee: Mary Lee Walter and Susan Lenihan*
 - Mary Lee had nothing to report.
- *Events Committee: Joan Kelly and Mary Grace*
 - Joan had nothing to report.
- *Membership Committee: Maggie Fowler and Lucy Hahn*
 - A Valentine expressing gratitude to FCC members will be sent to each member via email on February 11
 - Maggie had provided minutes from the last meeting of the Membership Committee as her committee report. The following bullets provide a quick summary of some of the conversation that had occurred at that meeting

- Items provided to the University through FCC funds should be labeled as such.
 - Should we ever consider having men become part of FCC?
 - Should we set up a sliding-membership-dues cost that could be correlated with a comparable weight of numbers of FCC votes allowed by each member?
 - Should we set up a mentorship program where particularly suited FCC members could mentor young graduates?
 - Should we target clusters of Fontbonne graduates in various cities across the U.S?
 - It was suggested that the Annual Meeting was not as powerful a recruiting tool as is Homecoming.
 - Might we be able to set up a recruiting video on our Fontbonne website?
 - We need to identify which ideas should be tackled as short-term and which should be tackled as long-term.
- *Bylaws Committee: Barb Atteln*
 - A final version of the proposed **Bylaws** updated document was sent to the entire FCC Membership and approved during the last quarter of 2020. The Bylaws are now available on the FCC Membership Pages.
 - A potential 'final' version of the **Policies & Procedures** document had been sent for EAC member review prior to the November 2020 EAC Meeting. If there is no further input, Barb will work with Wendi Valenti to make it available on the FCC Membership Pages as well. Since this document is basically intended only for the EAC, there is no requirement that it be approved by the full membership.
 - Approximately one week before this meeting, Barb had sent selected portions of the **FCC Manual** to the respective officers and committee chairs. This was the first step toward a review of that document for both accuracy and currency. At our upcoming EAC Meeting in March, she would like to discuss a potential plan, agreeable to all, for handling this project. She will propose several options which we can discuss at that meeting. Once the officer and committee-chair portions have been addressed, we can begin to review the remaining portions of the Manual. There has been no timetable set for the completion of this project at this time.
 - *FCC/Advancement Liaison: Wendi Valenti*
 - Wendi had attached the updated calendar to her report.
 - Seventeen FCC members participated in the focus group with Dr. Nancy Blattner on January 27. Participants were divided into two breakout rooms, each with its own facilitator and recorder. Ideas and recommendations generated at the focus-group sessions will be shared with the University's planning committee. One of the recommendations that came out of the FCC groups related to FCC was a desire to have the university itself learn more about the outcomes of funded projects.
 - The FCC Valentine email was scheduled to go out on February 11th.
 - The [membership pages](#) on Google Drive have been updated with the Roundtable information and registration. Wendi added that the voting information would soon be posted there as well. In order to make room for that new content, she had moved things around a bit and created a *Past Events* section at the bottom of the main page (for now). She did not want to remove that content in that much of it is

potentially useful. As we develop more content from presentations and events, we may want a more permanent way to present archived information.

The following are the items that were covered during the remainder of the meeting.

Strategic-Plan Focus Group: Joan Kelly

Joan gave a little recap of the focus-group meeting which, in her opinion, had been quite productive. Nancy Blattner had provided the background for attendees; overall, she was seeking input from teaching faculty, students, Fontbonne Board members, alumni, and FCC members. A SWOT (Strengths/Weaknesses/Opportunities/Threats) had been conducted and one overall theme had emerged – all attendees thought one of the biggest problems is that both Fontbonne and FCC are not at all well known. Nancy is quite aware of this and is making efforts to strengthen our visibility; this will have to be the result of a multi-year strategy that she is currently beginning to develop.

Membership Drive: Maggie Fowler

As of the time of this meeting there were 74 FCC members. Maggie reminded EAC members that as we move forward with the Centennial Membership Drive, we will need active engagement from each of these 74 members. It will be necessary for *all* current members to reach out to possible new members – we need to remind everyone that we are a sisterhood whose members are closely attached to everything Fontbonne represents. Raising the visibility of Fontbonne will help us raise the visibility of FCC. Maggie invited each EAC member to become a member of the Membership Committee. It would be very helpful if all FCC members reached out to members of their own graduation classes. Maggie complimented Wendi for providing a list of alumnae who in previous years have demonstrated financial interest in the university. Maggie wants us to keep track of those who have been initially contacted to allow us to follow up where there is interest.

Wendi had provided Lucy Hahn with the names of nine Fontbonne alumnae who currently live in Idaho – seven of whom live in Boise. In the week preceding this meeting, Lucy had sent out a Valentine card and a note to each of these women. She did not mention FCC but simply gave each of them her contact information in hopes that they would respond to her. She suggested they might be interested in celebrating Fontbonne's centennial and would perhaps be interested in getting together in some manner to do so. As she moves forward with this, FCC can become a topic of conversation; she wants them to realize that they could become vital members of this organization even if they live outside of the St. Louis region. Outreach similar to this might help us recruit more out-of-town members.

Joan asked if we were still physically mailing newsletters to members who might be considered to be somewhat technology-averse. Barb explained that all members are able to receive emails and therefore can receive and read each newsletter. Joan Falk wondered if we could see a membership list separated by sequenced years of graduation which could show which graduation years are not well represented.

Currently, most of the FCC members are from the class of '65. At the Membership Committee meeting Kate Gunn had given a little synopsis of how the founders had personally recruited members at the very genesis of FCC. At that time, they were simply selling the *idea* while meeting with small groups of folks...now we have the ability to sell the *actual product*. Personal outreach was everything at that time and seems as if that is what works best today as well.

Joan Falk asked if there existed a listing of awards separated by department received and year awarded. Mary Lee is currently in the process of making such a list which she says will be completed by the end of this school year. Maggie asked if it might be worth our while to place an FCC bulletin board inside each department that would not only contain a listing of the Awards granted to that department but would also give information about FCC opportunities and deadlines. Barb mentioned that Dr. Mary Abkemeier already has such a listing for the Mathematics/Computer Science Department.

Articles in the St. Louis Review

All FCC members should read the articles that have appeared in the St. Louis Review this past year. These articles, along with our newsletters, should be circulated to folks we wish to recruit.

FCC Manual: Barb Atteln

Barb reminded us that we need to look through the parts of the manual that pertain to our particular duties within FCC and send our proposed revisions to her. We can either send our corrections via email inside the Word document itself or meet via Zoom with Barb to discuss needed revisions. Barb suggested she will email EAC members the specific directions she would like for us to follow and would like for our revisions to be returned to her by the end of April.

Annual Meeting:

The date for this meeting had not yet been decided.

Zell Sponsorship: Joan Kelly

Joan has been unsuccessful in making contact with Joe Zell. Joan will contact Nina Bryans to see what suggestion she has in terms of successfully contacting him. Maggie asked if perhaps we could target the Zell Sponsorship as a recruiting tool, but it seems that this was not actually the purpose of this fund. Joan expressed a desire to ensure that people who have sponsored FCC members should always receive copies of each FCC Newsletter.

Digital FCC: Joan Kelly

If we do decide to post pictures on the website, it will be necessary to get permission from those who are pictured. We will have to determine a procedure for accomplishing this.

New Business:

There was no new business.

Barb moved that we adjourn at 9:55 am. This motion passed.

Respectfully submitted by Nancy English, Recording Secretary (March 8, 2021)