

EAC Meeting Minutes
September 14, 2022
Zoom

The meeting was called to order at 9:02 a.m. by Chair JoAnn Donovan. Joan Falk read the opening prayer.

Those in attendance were Barb Atteln, Maria Dietrich, JoAnn Donovan, Nancy English, Joan Falk, Lucy Hahn, Joan Kelly, Susan Lenihan, Kathy Tanner, Wendi Valenti, and Mary Lee Walter. Those not in attendance were Connie Diekman, Ruth Ann Kerr and Barb Stroer.

Agenda and Consent Agenda: JoAnn Donovan

The Agenda and the Consent Agenda were both approved.

Planning Meeting Review (August 10, 2022): JoAnn Donovan

JoAnn summarized the August All-Member Planning Meeting and the challenge to continue working on issues dealing mostly with membership, including recruitment, retention, services and PR approaches to enhance the influence of FCC within the University and all its departments. She discussed the support for another strategic planning session to define FCC goals and plans for its future.

Connie Diekman has arranged for Mary Ann Moore to facilitate this planning session on November 9, 2022 from 9:00 a.m. - 12:00 p.m. which coincides with the date and time of the regularly scheduled EAC meeting. The EAC will continue with these themes at its next meeting in October in preparation for the November 9th Strategic Planning Meeting.

Strategic Planning Meeting Overview (November 9, 2022): Joan Kelly

Joan, in Connie's absence, presented the goal and format for the upcoming November 9th meeting. These plans resulted from the work with Mary Ann Moore. Prior to today's meeting, Joan emailed Mary Ann Moore's résumé and the September 2019 minutes of a similar meeting, hosted by the EAC, which Joan planned to reference.

The presentation outline follows with a summary of the discussions:

Purpose/Goal

- Focus on the future. Open conversation on the future of FCC for the next few years as the University also looks forward.
- Thoughts should be aligned with the University's plans.

Format

- OPEN MARKET SPACE. A thought-provoking question focused on the future is asked. This question is not provided prior to the meeting so that attendees do not arrive with already formulated ideas and fosters acceptance of all ideas contributed and open for discussion.

- Participants are invited to write their idea on a post-it. These ideas are openly discussed by all. When this discussion has reached a stopping point, it will be determined which ideas to select for further discussion in break-out groups. Participants will choose which group they want to join. Mary Ann suggested that the person whose idea was selected assist with the small group discussion and give a brief summary of what occurred when all reassemble. For example, was there excitement about the idea, was it accepted, was it altered, was there any opposition?
- As time permits, prioritize the ideas and the path forward. Understand what roles members will assume and view this as the opportunity to begin accomplishing the purpose and goals of this meeting.
- The logistics of managing the open discussion and break-out groups in Zoom or a combination of virtual and in-person groups needs to be determined and who will facilitate these or might be an operational manager. To assist virtual attendees, instructions on how to manage using Zoom's tools should be sent beforehand.

Invitees

- Ideas about potential invitees were considered given most of the meeting will probably focus on FCC membership. These ideas included:
 - EAC Members and past EAC Chairs
 - All FCC members even though history indicates limited participation. Is there a point where more is too many? Perhaps reaching out to specific members - younger members, minority members, out-of-town members - would spark interest, generate new ideas and encourage participation as FCC seeks to broaden its membership.
 - Sisters of St. Joseph – all CSJs or those who are already FCC members and represent the voice of all. Decision to invite all CJSs so they can attend if desire.
 - Administration – Dr. Blattner is an FCC member, but if her calendar is full, could she designate another representative from Administration? Ann Spall (FCC member) and/or Adam Weyhaupt were suggested alternative(s). Since Administration is not as engaged with membership, discussed providing short, allotted time for them to summarize the University's goals and path and their needs/desires for FCC's role in those. JoAnn did not envision anyone being a presenter, but only a participant who is offering Administration's idea(s) to the provocative question presented - not how they perceive FCC's role. An alternative might be for Dr. Blattner to participate in Step 1, her time permitting. She would be able to contribute her idea and her chosen representative(s) could then lead or join the discussion during its possible break out session.
 - Individuals beyond the current membership that might include targeted faculty, staff, and students. These individuals' schedules will be a factor. Others to consider include:
 - President of Alumni Executive Board or alternate member. Conferring with the Alumni Board may strengthen ties between our two groups and inspire ways to work together.

- How to involve man/men, perhaps Member of Board of Directors, whose wife/wives might be interested in joining. This is not intended to support a any change in membership, but to consider how to involve wives whose husbands have some affiliation with FB.
- Faculty/Staff Awardees (some are FCC members) and Student Awardees who would share the award process and experience through their eyes. The importance of stressing FCC's future in the next few years vs looking back was addressed. The Awards Committee may recognize the need for follow-up with some awardees as part of the strategic plans. Some awardees are no longer at FB. Anne Murphy who worked as a Graduate Assistant in the Advancement office is now doing a practicum and unavailable. Maria Dietrich, a non-awardee, is currently working in Alumni Engagement & Annual Giving (formerly Advancement). May be best to consider a specific, carefully chosen non-member awardee - one faculty, one staff and one student.
- Head of Student Government, currently Jenna Carter, or another Student Gov't executive representative. This group has sat on search committees and has other experiences in planning. Students can share their perspectives on FCC and their participation might result in more student award applicants.
- Graduate students. Many are part-time and may not be available but consider how they can relate, if/how they connect to others and feel a part of FB. They may also have the financial resources to become FCC members.
- Create an invitee list for individual(s) in each group – EAC past chairs, alumni, student representative, specific individuals. Make phone calls to each person to explain why EAC wants them to participate. Calls should be made before invitations are sent.
- Invitations need to be sent soon to ensure adequate notice of meeting time and date. Susan Lenihan suggested an RSVP which states limited space available and set a cap. If there is a large "yes" response, possibly consider working with smaller groups, having 2 sessions which may be cost prohibitive or having 2 simultaneous sessions with half of EAC with each group.
- The funds for the facilitator, Mary Ann More, were approved for \$1200 at \$400/hr for the 3-hour November Strategic Planning Meeting.

ROLES

- EAC members will assume their usual roles. JoAnn Donovan will kick off the meeting and introduce Mary Ann Moore.
- Connie Diekman will lead this event with Joan Kelly's assistance. Both will work with Wendi to create a list of specific attendees.
- Nancy English will share her experiences with Barb Stroer re: documenting discussions for the three break-outs.

- Physical meeting area - Wendi reserved the Library Board Room and one classroom from 9-noon. Other small areas are usually open if additional space is needed for the break-out sessions. The Board Room is equipped with a microphone. IT will ensure there is a camera so room and speaker can be seen. Mechanics of handling virtual and hybrid break-outs TBD.

Awardee Celebration – September 30, 2022

- This is the initial hybrid Awardee Celebration. The details of how to do this hybrid presentation are being coordinated by the Awards Committee and IT.
- There was some confusion regarding the time of the event, but it is set for 12:30 pm.
- Light refreshments will be served.

Letter Upon Termination of Membership

- The Membership Committee has asked for EAC input on wording for a letter they are proposing to be sent to FCC members who have terminated membership. JoAnn attached the draft to the agenda for review beforehand. This letter is intended to reach out to those leaving to thank them and express appreciation for their membership and, secondarily, to learn about factors that may have affected their decision.
 - JoAnn prefers to downplay the possibility of sponsorship if the primary reason is financial. It was agreed that the wording should be subtle vs being too direct. She will revise some wording as the signer of the letter and the Membership Committee (Lucy Hahn) has the authority to send the letter.
 - In the past, there was no formal acknowledgement of a member leaving the FCC. There seems to be 4 general categories for leaving: financial, health, no longer interested and no longer affiliated with FB. Wendi's group has done exit interview calls and informally learned some reasons.
 - There are no formal notations of the factors that have resulted in terminating membership. This would be helpful to use as a resource for retention.
 - A motion to approve some written communication as a follow-up to FCC members terminating their membership was approved.

Follow-Up: Calendar Updates

- Year-end Reports Due
- Awardee Celebration (September 30, 2022) – the conflict in times listed on the invitation (12:30) and on the registration link (12:00) was explained and the start time is 12:30.
- Homecoming – Campus Tours (October 1, 2022)
- Motherhouse Tour and Dinner with CSJs (October 12, 2022 - 4:00 pm) – EAC members are invited.
- Strategic Planning Meeting (November 9, 2022 –9:00 am – noon)
- Annual Meeting (April 2023)

The meeting was adjourned at 10:19 a.m.

Officer and Committee Reports

- **Treasurer's Report: Kathy Tanner**
As of August 31, \$119, 425 is available for future rewards. This includes \$9419 for returned funds 21/22 awards.
- **Corresponding Secretary: Ruth Ann Kerr**
- Unable to attend this meeting but included her report for August.
 - No new members
 - Sent four renewals notes: Nancy Blattner, Nancy Georgen, Ann Spall, Rebecca McDermott.
 - Sent notes to two dropped members to thank them for their participation: Kathleen Barnes, Marcia Quint. Did not acknowledge the death of Nina Bryans.
 - There were a large number of lapsed members last month so expect a large number of renewals in September.
- **Communications Committee: Joan Falk**
 - The 2022 FCC Fall Newsletter is expected to be issued at the very end of October. Topics covered will include the Annual Planning Meeting, Awardee Celebration, St. John's Bible display and any FCC led tours/activity planned for Homecoming plus any new member profiles.
 - Communications Committee also updated the invitation for this years' Awardee Celebration.
- **Archives Committee: Nancy English**
Nancy had nothing to report.
- **Awards Committee: Susan Lenihan and Mary Lee Walter**
 - Susan has been making sure all final reports and financial logs are in for 2021.
 - Securing volunteers to be tour guides for Oct.1 during the Homecoming Weekend.
 - Planning agenda for the year.
- **Events Committee: Joan Kelly**
Joan had nothing to report.
- **Membership Committee: Lucy Hahn and Connie Diekman**
 - Did not meet in August due to the Planning meeting on August 10, 2022.
 - Several questions regarding future planning were addressed:
 - The need to recruit younger members and to find ways to get folks more active and engaged in the FCC.
 - The FCC should reflect the makeup of the university (diversity, age of students, etc.), but currently unknown.
 - Target classes at their 25th and later anniversaries - not just wait until the 50th reunion.
 - Consider recruiting the wives of male alumni.
 - Explore why women join and stay a part of the FCC.

- Lapsed and dropped members have been contacted through phone calls or written correspondence.
 - In past month have lost two members and are aware of the possibility of one more.
- **By-Laws: Barb Atteln**
 - Barb had nothing to report.
- **EAC Liaison Report: Wendi Valenti**
 - Has been busy with Centennial Events.
 - Included a copy of the calendar with the upcoming events and registration links.
 - If prefer, reply to Wendi and let her know everything you want to attend and she will register you.
 - As of Sept 13, very few FCC members have registered for Centennial Events.
 - If haven't registered for the All Awardee Celebration on Sept 30, the link was provided, <https://support.fontbonne.edu/2022-fcc-awardee-celebration>, Be sure to indicate if attending in person or by Zoom.

Respectfully submitted by Barbara Stroer, Recording Secretary on September 28, 2022.