

GEMS Board Meeting

March 22-24, 2006

Meeting Minutes

Executive Summary

Thursday:

- The working lunch included meeting with the Department Heads and Alumni Coordinators.
- Each of the four committees met separately from the full Board.

Friday:

- Executive Committee Summary (Amy Lamke, President):
 - Ongoing Task: As decided during the Fall 2005 meeting, the Past President (Amy Lamke) will develop the Best Practices guide. Please provide any resources for Best Practices Guide to the Resource Committee Chair, Bob Landis.
 - Upcoming tasks: A survey will be sent to everyone who attended the Spring 2006 meeting. The Executive Committee will have a conference call within a month of this meeting to review the Spring Meeting. Amy Lamke will attend the Alumni Council Meeting in April.
- Resource Committee Summary (Bob Landis, Chair):
 - Tasks completed: the Committee screened 8 candidates to fill Chuck Koval's position; three candidates were recommended to the full Board for one appointment. Reginal Spiller was appointed by the Board.
 - Upcoming task: The Committee will contact the screened candidates to notify them of Reginal's appointment and invite each of them to participate in Committee meetings. A second vacancy becomes available in Fall 2006 when Amy Lamke moves to the Past President position. The Committee will meet via conference calls to discuss screening additional candidates for the open Board position.
- Events Committee Summary (Jose Cowen, Chair):
 - Tasks completed: The Geography Seminar entitled: "Mapping for the American Public"; is scheduled for September 14, 2006. Two (2) panelists are confirmed, and three (3) speakers have been contacted but not yet confirmed.
 - Upcoming task: Confirmation by the department head is expected by the end of March 2006. The committee will decide if the Geosciences seminar may need to be moved to replace the Geography seminar in Fall 2006. The Committee is considering making the seminar an annual event, instead of a biannual event. The Committee will contact the Departments to gauge their interest and commitment in an annual seminar. The Committee would like to partner with the other committees to conduct additional events.
- Outreach Committee Summary (Tony Hutchinson, Chair):
 - Tasks Completed: Met with Wren Fujimoto (EMS College Recruiter) including an update during the Committee meeting on March 23.
 - Ongoing task: The Penn State alumni association (PSAA) offers recruitment training, and any PSAA member may complete the signup and training online (in 15-20 minutes) by accessing www.psu.edu/admissions/volunteers; a member of the local recruiting office will contact you regarding upcoming events. All GEMS are encouraged to signup and complete their training.
 - Upcoming tasks: The Committee will contact PSAA to determine if a group training session may be conducted during a future GEMS board meeting for the initial and annual renewal training sessions. The Committee will develop a survey (to be available on the GEMS website) to develop a database of EMS enrollment, graduation, and salary information. The Committee will contact the departments to mine this information as well.
- Student-Faculty Interaction Committee Summary (Ruth Ann Wood and Heidi Sonen, Co-Chairs):
 - Tasks Completed: Met with the undergraduate and graduate Student Council representatives during the March 23 committee meeting. The GEMS Diamond Award was named and a scholarship form was developed (the award would be given to an undergraduate annually at the Spring graduation).
 - Upcoming tasks: The Committee will determine four TOTEMS events in which GEMS will be involved, including specific dates and times. A brief bio of each of the GEMS members participating will be developed for the students review prior to the TOTEMS event. A solicitation for help and funding for an EMS homecoming float will be included in future alumni newsletters. The Committee will assign committee members to serve as alumni liaisons for our events (i.e., liaisons will educate GEMS volunteers prior to the event, and meet with them immediately before the event to review their roles and responsibilities).
- Working lunch included:
 - Dean Eric Barron and Kelly Henry, EMS Public Relations.
- New Business
 - The President requested that the Secretary cast a unanimous ballot on behalf of the board and elected Bob Helkowski as President-Elect and Rick Abegg as Secretary for the next term.
 - Attendance – The Board discussed the importance of 100% attendance for semiannual meetings at University Park. Sufficient notice is requested from those members who are forced to miss a meeting.
 - GEMS web page – content will be developed by the Board, and provided to the College (Colleen Swetland and Kelly Henry).
- Fall Meeting dates: September 13-16, 2006. GEMS Seminar is Thursday, September 14, 2006. All members are encouraged to arrive Wednesday evening to help with Seminar preparation.
- Winter Conference Call: Saturday, January 20, 2007.
- Committee Chairs: please submit your Committee Report forms to Colleen, Amy, or Bob H.

Respectfully Submitted,
Bob Helkowski – Secretary
April 1, 2006

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Complete Minutes follow, **Yellow Highlight indicates Key Dates, Action Items**

Wednesday, March 22

7:00-8:30pm Undergraduate & Graduate Student/Alumni Reception
 EMS Museum

7:30-8:00pm Rick Capozzi, 'After Hour Business Meeting' Etiquette and Tips
 EMS Museum

Thursday, March 23

Amy Lamke called Meeting to Order

- Review Agenda
- Goals of Meeting
- Dave Willis, EMS Director of Development discussed his background and the following:
 - EMS restructuring (merger of EMS development and EMS alumni affairs),
 - EMS development staff and roles, and goals (tentative start to new campaign in Jan 2007). Raised \$8.5M of \$8.6M for fiscal year 2005-06, and \$26.4M of \$29.7M of 4-year goal (91%).
 - Dave is requesting recommendations for an alumni development committee (Ed Dowling, chair) beginning at the commencement of 2007 campaign.
 - Minor changes due to restructuring may include strategic planning of alumni meetings with GEMS activities.
 - Introduction and Update
- New Business Items
- Election of Officers
 - Amy's term ends with this meeting; she will move to the Past President position effective at the start of the Fall 2006 meeting. Two positions available: President Elect and Secretary. Each position carries a 2-year term, and the President Elect position is an effective 6-year commitment (i.e., President Elect: 2-yrs, President: 2-yrs, Past President: 2-yrs).
- Alumni Council Report – Amy attended the alumni council meeting in early November 2005. Amy serves on the Membership Committee. PSAA has been growing while most other alum associations have been decreasing.
- Life members of the PSAA may sponsor undergraduate students to the Blue White Society (which is available to all undergraduate students, freshman through seniors) for \$10 for one year. Blue White Society members receive one year gratis in the PSAA upon graduation.

Working lunch with Department Heads and Alumni Coordinators

- Departments will give updates and discuss mentoring options

Committees met independently during afternoon session in the following order

Resource Committee, Program Committee, Outreach Committee, and Student/Faculty Interaction Committee Meetings.

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Thursday, March 23

Reconvene as full board

Chuck Koval “goodbye and thanks”: Chuck served two full terms (6 years) as a Boardmember. Chuck was actively committed to the Resource, Outreach, and Events Committees during his tenure. Chuck will be remembered by current and past board members for his good natured outlook on life and his characteristic sharp wit. However, Chuck will maintain his service to EMS as an active member of the Events committee for the Geosciences seminar, and as a GEMS volunteer for future student recruiting and mentoring, and alumni events.

Raymond Ban “goodbye and thanks”: Ray served two full terms (6 years) as a Boardmember, and 6 years as President-Elect, President, and Past-President. Ray was actively committed to the Resource, Outreach, and Events Committees during his tenure. Ray will be remembered by current and past board members for his role in advancing the Board to its current position as an active advisory board to the Dean and College. Ray was dedicated to incorporating GEMS into the College’s strategic plan, and fostered a high profile for GEMS as a conduit between the Dean, the College’s students and alumni. Ray will maintain his service to EMS as an active member of the Resource and Executive committees, and as a GEMS volunteer for future student recruiting and mentoring, and alumni events.

Committee and Affiliate Group Reports

- GSAS
 - The Graduate School Performance and Exposition is being held this weekend;
 - Spring social and awards ceremony was a success;
 - Current issues: drop-off for international graduate students University-wide (not EMS); goal to increase GSAS membership by raising GSAS profile by honoring members on their 25-yr and 50-yr doctoral graduation anniversary.
- Irvin AIG – no report.
- MAPS
 - MAPS held a conference call one month ago to determine next event;
 - New Board members have been appointed;
 - Considering upgrades to student center;
 - MAPS helping with GEMS letter writing campaign to new EMS accepts.
- Resource Committee – Bob Landis, Chair:
 - Chuck Koval’s position is available immediately; the Committee screened 8 candidates and 6 were available for one appointment. The Committee felt that the 6 available candidates were exceptional and would make excellent board members. After further deliberation the Committee decided to elect 3 to the full board.
 - Reginal Spiller was appointed by the Board (his biographical summary is attached to these minutes). The **Committee will contact the screened candidates** to notify them of Reginal’s appointment and invite each of them to participate in Committee meetings.
 - A second vacancy becomes available in Fall 2006 when Amy Lamke moves to the Past President position. The **Committee will meet via conference call** to discuss screening additional candidates for the open Board position.

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- Events/Program Committee – Jose Cowen, Chair:
 - Geography Seminar title: “Mapping for the American Public”; scheduled for September 14, 2006. Two (2) panelists are confirmed, and three (3) speakers have been contacted but not yet confirmed.
 - Confirmation by the department head is expected by the end of March 2006. The committee will decide if the Geosciences seminar may need to be moved to replace the Geography seminar in Fall 2006.
 - The committee is considering making the seminar an annual event, instead of a biannual event. The Committee is planning to contact the Departments to gauge their interest and commitment in the annual seminar.
 - The committee would like to partner with the other committees (specifically Outreach and Student-Faculty Interaction) to conduct additional events.
- Outreach Committee – Tony Hutchinson, Chair:
 - Wren Fujimoto (EMS College Recruiter) provided an update during the Committee meeting on March 23. Application and accepts are both up; however, the final numbers will not be decided until the end of the Spring acceptance period. Wren is trying to focus on the “high-end” candidates (high GPA, high SAT math, top-10 students).
 - The alumni association offers recruitment training, and any PSAA member may complete the signup and training online (in 15-20 minutes) by accessing www.psu.edu/admissions/volunteers; a member of the local recruiting office will contact you regarding upcoming events.
 - Tony H. agreed to contact PSAA to determine if a group training session may be conducted during a future GEMS board meeting for the initial and annual renewal training sessions.
 - The Committee would like to develop a survey (to be available on the GEMS website) to develop a database of EMS enrollment, graduation, and salary information. The Committee will contact the departments to mine this information as well.
- Executive – Amy Lamke, President:
 - As decided during the Fall 2005 meeting, the Past President (Amy Lamke) will develop the Best Practices guide.
 - The Executive Committee will have a conference call within a month to review the Spring Meeting.
 - Amy Lamke will attend the Alumni Council Meeting in April 2006.
- Student/Faculty Interaction – Ruth Ann Wood and Heidi Sonen, Co-Chairs:
 - The Committee met with the undergraduate and graduate Student Council representatives during the March 23 committee meeting, including Brian LeVay (Grad Student Council Rep), Alexis Phillips (Undergrad Student Council Rep), and Allen Kimel (Student Council Advisor). Note: during the Fall 2005 committee conference call, Chad Wallaesa was named the undergraduate student liaison and Rick Abegg was named the graduate student liaison.
 - Undergrads: Chad W. met with Alexis to discuss GEMS involvement in TOTEMS. The schedule for TOTEMS will not be finalized until July, but Chad will nail down four events in which GEMS will be involved, including specific dates and times. A

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brief bio of each of the GEMS members participating will be developed for the students review prior to the TOTEMS event.

- Undergrads: a solicitation for help and funding for an EMS homecoming float will be included in the alumni newsletter.
- Graduate Students: the Grad student representative will be meeting with the undergrad representative regarding potential cooperative efforts for alumni interaction opportunities.
- Chad W. named the GEMS Diamond Award and developed a scholarship form (the award would be given to an undergraduate annually at the Spring graduation). Approved methods for nomination include peer and faculty nomination, and self-nomination. Chad W. will review the form with Alexis Phillips, undergraduate student council president. The GEMS Diamond Award will be available for students graduating in Spring 2007.
- GEMS participated in EMEX 2006 in February – the Committee will assign committee members to serve as alumni liaisons for our events (i.e., liaisons will educate GEMS volunteers prior to the event, then meet with them immediately before the event to review their roles and responsibilities).

Working lunch with Dean Eric Barron and Kelly Henry, EMS Public Relations Director

- Dean Barron presented a College Update. A copy of the Dean's handout is attached to these minutes.
- Kelly Henry presented newly developed public relations materials which highlight the College and its Departments.

New Business

- Election of Officers
 - Chuck Koval nominated Bob Helkowski as President-Elect, Bob Landis seconded the nomination; Ruth Ann Wood closed the nomination, and Tony Hutchinson seconded. Ray Ban nominated Heidi Sonen and she declined. The Board voted to close the nomination.
 - Chuck Koval nominated Rick Abegg as Secretary, Bob Landis seconded the nomination, Ruth Ann Wood closed the nomination, and Tony Hutchinson seconded the nomination. The Board voted to close the nomination.
 - The President requested that the Secretary cast a unanimous ballot on behalf of the board and elected Bob Helkowski as President-Elect and Rick Abegg as Secretary for the next term.
- Attendance – The Board discussed the importance of 100% attendance if at all possible. Sufficient notice is requested for those members who are forced to miss a meeting.
- Eric Minford will codify the President-Elect as the Resource Committee chairperson, which will be Bob Helkowski.
- GEMS web page – content will be developed by the Board, and provided to the College (Colleen Swetland and Kelly Henry). Student-Faculty Interaction's four events, TOTEMS, EMEX, recruiting, speaking opportunities in departments, and social events, professional societies meetings, tailgate), Events – GEMS seminar.

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Confirmed Fall Meeting dates: September 13-16, 2006. GEMS Seminar is Thursday, September 14, 2006. All members are encouraged to arrive Wednesday evening to help with Seminar preparation.

Set Winter Conference Call: Saturday, January 20, 2007.

Ray Ban moved to adjourn and Amy seconded, the Board voted to adjourn.

Respectfully submitted,
Bob Helkowski, Secretary
April 1, 2006