

Yale Club of Utah Quarterly Board Meeting Minutes – January 9, 2021

Attendees: Victoria Su, Ken Kilgore, Kristin South, Alan Hurst, Amy Coleman, George Garvin, Tova Choate, Anne Lin.

Absent: Bob White

1. March elections

a. Status of offices:

- i. Pres, VP, and secretary are stepping down; Ken is staying on the board.
- ii. Anne is staying on as secretary.
- iii. Ken asks: what is the VP supposed to do? The job is currently undefined. **KEN AND VICTORIA TO DISCUSS VP ROLE AND PRESENT IDEAS TO BOARD.**

b. Status of board

- i. Alan is leaving the board
- ii. Everyone else is planning to stay on (Victoria will not be on the board officially, but will stay involved.)
- iii. Kristin, George, and Amy are not up for election; everyone else is. (Victoria is double-checking this.) **ALL CURRENT BOARD MEMBERS ARE UP FOR ELECTION. NEED TO PLAN HOW TO STAGGER BOARD DIRECTORS.**

c. Election to-do list:

- i. Tova manages the mechanics **(TOVA: SEE GOOGLE FORMS FROM LAST ELECTION)**
- ii. We need to find candidates to put up for the vote.
 1. Yale spouses are eligible.
 2. Deadline for candidacies is third week of February.

2. Change to vice president role?

a. VP as president-elect model?

- i. Some organizations use a two-stage model with a president and a president-elect serving simultaneously, and the president-elect stepping up when the president's term ends or the president otherwise leaves.
- ii. But what happens if things are going well and the president wants to stay on?
- iii. What happens if they both leave at once? (Ken points out that this is less likely if the president-elect knows he's on the hook when the president leaves.)

b. Alternatives to two-step model?

- i. Give specific responsibilities to vice president
 - 1. VP responsible for Redpath lecture?
 - 2. VP responsible for member outreach?
 - 3. VP responsible for address book — Yale contacts, other club contacts, local university contacts, etc.
 - ii. Stagger the president/VP terms so they're not both up for election at the same time like they are this year.
 - c. Next steps:
 - i. Victoria and Ken will continue discussing these issues and tee them up for the new board to make a decision on in March.**
- 3. Events for year
 - a. Zoom events are easy. Line up a speaker, send out a link, and advertise.
 - b. We're already doing that sort of thing with happy hours.
 - i. Kristin is responsible for January happy hour. Date and time are TBA.
 - ii. CHECK SIGN-UP LIST FOR EACH BOARD MEMBER'S HAPPY HOUR MONTH AND LET TOVA KNOW WHEN TO SEND OUT CLUB EMAIL.**
- 4. Passwords and other continuity info
 - a. How do we make sure account passwords aren't lost in leadership changes?
 - i. Ken proposes that one officer (secretary or VP? maybe IT manager?) maintains a password list.
 - ii. Kristin points out LastPass and other software can do the work for us.
 - iii. Tova will look into setting up a LastPass account.**
 - b. How do we keep track of significant contacts?
 - i. Yale University contacts
 - ii. Local university contacts
 - iii. Event venue contacts
 - iv. Other club contacts (Harvard, etc.)
- 5. Treasurer's report
 - a. \$4,019.63 in the account
 - b. \$244.69 increase this year
 - c. Payments in honor of Colleen Thompson have come in and gone out.
 - d. Various small-amount donations came in. We didn't fundraise this year, for obvious reasons.
- 6. Outreach to current students and admits
 - a. Outreach call with current students last November, including EMBA student in Mapleton who was interested in club involvement. (Worth

inviting to run for a board member.) **TOVA AND VICTORIA CONTACTED RICHARD BIRD. HE IS INTERESTED IN BOARD SEAT.**

- i. Students have been contacting Tova about the call and her email.
The process is worth repeating.
 - b. Maybe we could get write-ups from current Yale students about how things are at Yale.
 - c. The Harvard Club gives out small grants to current Harvard students doing research or other valuable things in Utah over the summer, etc., and if we could get more people involved and donating, we could make similar grants.
 - i. Alan notes we need to look into the tax rules for this sort of thing.
 - d. Ken proposes a phased-in approach
 - i. Initially focus on outreach, welcomes, sendoffs, etc.
 - ii. Start looking into grants, etc., for the future
 - e. Tova will think more about it and discuss with people interested in helping. **TOVA TO WRITE A PROPOSAL WITH \$ AND PHASES TO START DECISION-MAKING PROCESS. OTHER BOARD MEMBERS PLEASE HELP.**
 - i. Harry should be in the loop.
 - f. Maybe we can formalize this—name one board member to run this program.
7. Other to-dos
 - a. Incorporation forms are due this month. **ANNE - DONE.**
 - b. Tax forms are due in the middle of the year, but we traditionally file them at the same time as the incorporation forms. **ANNE - DONE.**
8. Scheduling March meeting
 - a. Saturday, March 13, at 10:00am
 - b. Backup date: **Saturday, March 20, at 10:00am THIS ONE.**