

Rabun Gap-Nacoochee School Alumni Association Executive Committee

Meeting Minutes

March 29, 2008

I. Call to order

George Freemon '71 called to order the regular meeting of the **Executive Committee** at 10:03 on **March 29, 2008** in the **Alumni Heritage Center**.

II. Roll call

Jennifer Berry Hudgins '86 conducted a roll call. The following persons were present: Jennifer Berry Hudgins '86-Secretary, George Freemon '71-President, Mitch Walker '78, Don Kelly '52-Board of Trustees Representative, Keith Arnold '86, Billy Joe Stiles '49-Archivist, Morris Robinson '62-Farm Family representative, Dale Denham Shaffield '59-Treasurer, Beverly Lougher '58, Laura Schott-Director of Alumni and Parent Relations.

III. Treasurer's Report

See attached report

IV. Open issues

- a) A report was given by Dale Denham Shaffield '59 on the feasibility of using Paypal to purchase bricks. After discussion, the idea was tabled until the means and volunteer services to maintain such a project become available.
- b) Brick sales update was given by Beverly Lougher '58. Please see attached report on the installation timeline and projections. In April, a ballot with the nominees for officer elections and proposed amendments to the By-laws with a proxy will be mailed with Homecoming information. In addition to the 4 proposed by-law amendments, after discussion with Keith Arnold, a motion was made by Jennifer Berry Hudgins '86 and seconded by Dale Denham Shaffield '59 to amend Article XIV to facilitate easier voting on proposed amendments going forward. The motion carried with all in favor. The current Article XIV reads "These By-Laws or any portion thereof may be amended or repealed by a two-thirds vote of the members of the Association present in person or by written proxy at any regular meeting of the Association or, at any special meeting, if at least thirty (30) days prior to the date of the meeting a copy of such proposed amendment shall have been mailed to each member of the Association at his address listed on the Secretary's roll. The proposed amendment to Article XIV shall read, "These By-Laws or any portion thereof may be amended or repealed by a vote of the membership of the Association by ballot which shall be mailed not less than thirty days nor more than 60 days prior to the start of the Alumni Weekend to all members of the Association containing all proposed amendments. Ballots shall be returned by the members of the Association to the Executive Committee in care of the school. No ballot received later than five (5) days prior to the start of the Alumni Weekend shall be counted. The Executive committee shall tabulate the votes and proposed amendments receiving a plurality of votes will deemed accepted. The ballot

shall state the last valid date for casting a vote. The amendments shall be announced at Alumni Weekend.”

- c) An update on the spring mailings to alumni was given by Laura Schott, the Director of Parent and Alumni Relations.
- d) The office of Parliamentarian has been graciously filled by Jean Hopper Barber’52. Her services will be needed at the annual meeting and at the request of the President.

V. New business

- a) Spring Work Day at the Alumni Heritage Center is May 3, 2008. Please bring gloves, your own gardening tools, a flat of assorted annuals, and a covered dish to share for lunch.
- b) The senior gifts of James Madison dollar coins and cases were purchased and will be given at Honors Day on May 30th by Dale Denham Shaffield’59.
- c) A reception will be given by the Alumni Association following Baccalaureate Services for the graduating seniors and their families at the Alumni Heritage Center on the evening of May 30th. Jennifer Berry Hudgins’86 will host and will invite other alumni hosts.
- d) June Homecoming plans- June 6-8, 2008
 - 1. Billy Joe Stiles ’49-archivist needs help compiling decade boards to display at Homecoming. He can be reached at the school archives on Tuesdays.
 - 1. Friday night reception
 - 2. Annual Meeting-10 a.m.
 - 3. lunch
 - 4. Legacy Walkway dedication
 - 5. Four afternoon receptions in different locations around campus
 - 6. Dinner Banquet at the Dining Hall honoring inductees into the Alumni Athletic Hall of Fame.
 - 7. Sunday Chapel
- e) Committee Reports
 - 1. Homecoming Committee. Chairman, Dale Denham Shaffield’59. No report.
 - 2. Budget and Finance Committee. See report from chairman Beverly Lougher’58
 - 3. Outreach Committee. See report by chairman Mitch Walker ’78.
 - 4. Strategic Planning Committee. See report by chairman Keith Arnold. Motion was made by Dale Denham Shaffield ’59 and seconded by George Freeman ’71 that the Alumni Association, in conjunction with the school, establish an Alumni Association Scholarship Program. Motion carried unanimously with agreement to make an announcement at the Homecoming Annual Meeting.

VI. Adjournment

George Freeman ’71 adjourned the meeting at **3:18 p.m...**

Minutes submitted by: Jennifer Berry Hudgins’86

**ALUMNI LEGACY WALKWAY PROJECT
INSTALLATION TIMELINE**

1. 258 ENGRAVED BRICKS WERE DELIVERED TO THE ALUMNI HERITAGE CENTER ON 03/22/08 AND RECEIVED BY BILLY JOE STILES.
2. MARCH 26TH – RONNIE CRANE AND RABUN GAP CREW EXCAVATED THE WALKWAY. EXTRA DIRT USED IN LOW AREAS IN DRIVEWAY.
3. MARCH 27TH - BILLY JOE STILES AND JIM DARNELL WITH ASSISTANCE FROM RABUN GAP CREW, START REPAIRS ON ENTRANCE STEP AND DRAINAGE PROBLEMS.
4. APRIL 8TH - CAROL DUNBAR, BEVERLY LOUGHER, AND BILLY JOE STILES WILL SORT THE BRICKS TO PUT SPECIAL ORDERED PLACEMENTS TOGETHER. KEITH ARNOLD HAS PROMISED TO HELP WITH THE 80s ORDERS.
5. UNIQUE PAVING INSTALLATION WORK IS TO BEGIN ON APRIL 9TH.
6. AFTER INSTALLATION, CRUSHED STONE WILL BE ADDED IN THE DRIVEWAY.

ALL OF THE ABOVE WILL DEPEND ON WEATHER CONDITIONS. APRIL 14TH IS A NO WORK DAY IF PROJECT GETS MOVED OUT DUE TO WEATHER.

| ALUMNI LEGACY WALKWAY PROJECTIONS | |
|---|------------|
| | |
| 4 1/2 BRICKS = 1 SQUARE FOOT | |
| APPROXIMATELY 400 SQUARE FEET IN WALKWAY | |
| | |
| 400 x4.5 = 1,800 BRICKS APPROXIMATELY NEEDED FOR WALKWAY | |
| | |
| ORDERED AND PAID FOR 432 SQUARE FEET OF BRICKS = 1,944 BRICKS | |
| EXTRA NEEDED FOR SECOND ORDER AND LOSS AT ENGRAVER | |
| AND IN INSTALLATION | |
| | |
| TOTAL COST OF BRICKS INSTALLED - UNIQUE PAVING | \$4,209.00 |
| TOTAL COST OF ENGRAVING FIRST ORDER OF 258 BRICKS | \$3,439.00 |
| | |
| TOTAL COST FOR INITIAL INSTALLATION | \$7,648.00 |
| | |

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|--|-------------|
| REVENUE COLLECTED ON 258 BRICKS - \$50.00 X 258 | \$12,900.00 |
| PROFIT | \$5,252.00 |
| ASSUMING TOTAL COST OF INSTALLATION INTO FIRST 258 BRICKS SOLD | |
| DIVIDING \$7,648.00 COST BY 258 = COST OF INDIVIDUAL BRICKS | \$29.64 |
| SOLD EACH BRICK FOR | \$50.00 |
| PROFIT PER BRICK ON INITIAL INSTALLATION | \$20.36 |
| FROM THIS POINT ON WE HAVE $1800 - 258 = 1542$ BRICKS WE CAN SELL. | |
| AT \$50.00 PER BRICK | \$50.00 |
| AVERAGE COST OF ENGRAVING = \$13.33 EACH (BASED ON INITIAL ORDER) | \$13.33 |
| PROFIT PER BRICK | \$36.67 |
| ASSUMING WE SELL THE REMAINING 1542 BRICKS, TOTAL REVENUE COULD BE | \$56,545.14 |
| THE PROCEDURE FOR ORDERING AND INSTALLING BRICKS AFTER THE INITIAL INSTALLATION IS AS FOLLOWS: | |
| 1. FAX ENGRAVING ORDER TO CHEROKEE ENGRAVING | |
| 2. DELIVER NEEDED NUMBER OF BRICKS TO CHEROKEE ENGRAVING IN BALL GROUND, GA | |
| 3. ENGRAVED BRICKS ARE DELIVERED BACK TO THE AHC BY CHEROKEE | |
| 4. PRY UP NEEDED NUMBER OF BRICKS TO INSTALL ENGRAVED BRICKS | |
| 5. REMOVE ALL SAND | |
| 6. PLACE ENGRAVED BRICKS IN HOLES | |
| 7. REPLACE SAND AND LEVEL BRICKS | |
| OFFERED ALTERNATIVE BY CHEROKEE ENGRAVING | |
| 1. CHEROKEE WILL COME TO THE AHC AND ENGRAVE THE INSTALLED BRICKS IN THE GROUND. | |
| 2. COST OF THIS WOULD BE \$20.00 PER BRICK AS OPPOSED TO \$13.33 EACH | |
| USING THIS METHOD OUR PROFIT WOULD BE REDUCED | |
| SELLING AT SAME PRICE OF \$50.00 EACH | \$50.00 |

| | |
|--|-------------|
| COST TO ENGRAVE ON SITE | \$20.00 |
| | |
| PROFIT PER BRICK | \$30.00 |
| | |
| ASSUMING WE SELL THE REMAINING 1542 BRICKS, TOTAL REVENUE COULD BE | \$46,260.00 |
| | |
| PROFIT LOST USING THIS METHOD | \$10,285.14 |
| | |
| NOTE - WE HAD THREE 12x12 CONCRETE SQUARES ENGRAVED FOR THE | |
| START OF THE WALKWAY AT A COST OF \$55.50 WHICH IS NOT INCLUDED IN | |
| THESE NUMBERS AND REDUCES THE \$5,252.00 PROFIT BY \$55.50. | |
| THESE SQUARES READ - ALUMNI - LEGACY - WALKWAY | |
| | |
| NOTE - WE WILL BE BUILDING THE TWO COLUMNS AT THE BEGINNING OF | |
| THE WALKWAY AND THE ESTIMATED COST FROM THE BRICK MASON IS \$1,000.00 | |
| WE WILL BE PURCHASING 2 GRANITE CAPSTONES WHICH WILL BE ENGRAVED. | |
| I DO NOT HAVE AN ESTIMATE ON THIS COST. | |

Alumni Strategic Planning Committee Report

3-29-08

Keith Arnold '86, Chairman

Meetings:

I was able to have a one on one with Mr. Marshall. It went well, and led up to a second meeting that included myself, Paige Spivey, Laura Schott, and Mr. Marshall. Don Kelly also took part, and was a valuable asset that represented the AAEC very well. I was happy he was there to take part and lend vital info. Both meetings produced much info and great results.

Understanding:

With information exchange comes knowledge, and with knowledge comes understanding. I feel very confident that the School understands both the needs and concerns of the Alumni going forward. I have also gained a great deal of understanding of the Schools's position on many things. All very positive in both areas. We will all be working together on many new and future ideas.

Scholarship Program:

The prime topic of the second meeting was the Alumni Scholarship Program. The School is open to and supportive of the idea, and wants this to happen just as much as we do. They gave very good advice and ideas as to how to achieve our goal, and volunteered to help with management and funding guidance. Great news.

A prime idea was to mimic the CC Scholarship, one that has been very successful for quite some time. We will be exploring this further. We were all in agreement of an announcement of the program in June and a first scholarship being awarded in '09.

Program ideas included a post-grad as well as current student scholarship. Funding, especially stable long-term funding, is an important issue that was discussed. None of us want this to be a flash in the pan, or a financial challenge going forward. Working together, we can figure this out as well.

Future Needs:

Contacts: We obviously need all the help we can get in reaching our lost Alumni; it's one of our primary goals going forward. Mitch Walker has done some great work as Chairman of the Outreach Committee, and we need to continue to help him as well as Alumni in general in contacting each other. As Vice Chair, I brought this with me to the meetings. This need was discussed in depth with the School at the second meeting. They are aware of our needs and we are aware of their constraints. (Can't hand out personal info willy nilly). I look forward to working with them in this unique situation. Overall outcome was that it can be done, within obvious guidelines--Guidelines that may take time to establish. The School is of the realization that this step will benefit all of us. Once again, working together.

Benefits- Mutual and single: One thing I took away from both meetings is the fact that this Administration is completely aware of the benefits a strong and active Alumni Association provides the School. This understanding provides a great relationship going forward, one that is much needed as well as appreciated. This situation provides us the support we need from the School to propel the AA forward, and also allows the AA to “benefit the School” as per the bylaws; truly a symbiotic relationship.

The AA also stands to benefit in regards to it’s own projects, like outreach and ‘AA community’ efforts. This cooperative relationship will also assist in projects that benefit the individual student. Everyone wins.

Facilities:

We all know the benefits the AHC currently provides us. We are working to better the AHC going forward. The School is definitely on board with this. They also understand that as the AA continues to grow, our needs will grow. School facilitated projects such as the pavilion and more space are a good example of this. We need to keep this physical expansion at the forefront of our efforts, especially when the School is willing to help.

Brick Program:

Thank you! This idea and the energy it has created has kept the AA cause at the forefront. It is providing not only an outlet for support, but an inlet. As word spreads of the project, more people become aware of the AA and it’s ideals. The beauty of the project is the fact that it is ongoing and continuing to spread the word.

School’s Website:

An updated and invaluable tool for not only the School, but also for the Alumni. After some communications with the Schools’s IT rep., I have been assured of the benefits the new site will provide Alumni. From interactive portals to better and timely notifications and information. This is a very good tool to include in the Strategic Plan.

Summary:

After multiple meetings, emails, and phone communications, I feel confident in the future of the AA and the track being taken in relationship to the School. This is a new era of communication and mutual support. A time where productive things will come forth. Hard work and determination will see this continue into the future. In closing I thank you for your support and trust in this matter.

Keith Arnold ‘86

Outreach Committee Report
By Mitch Walker
Class of '78

I would like to take this opportunity to report to the Alumni Assoc. that the Outreach Committee has been reaching out. When this committee was started I began with 7 names and e-mails, now the list has grown to over 170 names and e-mail addresses. While I have been working to reach out to alumni, one of the tools I have used among others is the informal alumni newsletter which has been very useful in assisting me to reach out.

The original scope of the committee was to find out why alumni have stopped supporting the school, and I have found a few reasons for this they are listed below.

- 1) Anger with past leadership of the school
- 2) Feelings that the only thing the school wants is money from alumni.
- 3) Past refusal of other forms of assistance besides money
- 4) Logistics
- 5) Simple lack of interest

While each of these issues has merit, I feel that most of them have already been overcome with the new leadership that is in place at the school now and we only need to make the alumni aware of the change and let them see that the school is willing to work with current alum's and to include all former students in the ongoing plans the school has.

It is my current goal to try and make this happen by continuing to reach out and show the alumni of the school that we are moving forward and would like for them to be part of it.

Truly,
Mitch Walker
Class of 1978

Treasurers Report for Alumni Association Executive Committee Meeting
March 29, 2008

Balance as of last meeting January 12, 2008 \$11,985.91

| | | |
|------------------------|-------------------|----------|
| Deposit of brick sales | January 18, 2008 | 300.00 |
| Deposit of brick sales | January 18, 2008 | 250.00 |
| Deposit of dues paid | January 18, 2008 | 15.00 |
| Deposit of brick sales | February 04, 2008 | 1,050.00 |

Expenses:

| | | |
|--|--|-----------|
| Check 1018 Unique Paving Systems, Inc | | -1,800.00 |
| January 22, 2008 (Deposit-Bricks purchased to be engraved) | | |

Balance as of February 29, 2008 Bank Statement \$11,800.91

| | | |
|------------------------|----------------|----------|
| Deposit of brick sales | March 06, 2008 | 1,350.00 |
| Deposit of brick sales | March 06, 2008 | 50.00 |
| Deposit of brick sales | March 12, 2008 | 1,850.00 |
| Deposit of brick sales | March 12, 2008 | 50.00 |
| Deposit of dues paid | March 12, 2008 | 15.00 |

Current Bank Balance \$15,115.91



Dale Denham-Shaffield '59
Treasurer

Finance Committee Report Alumni Association Executive Committee Meeting – March 29, 2008

An error was recently discovered in the Finance Committee Report. In the breakdown of monies in the account for dues, etc. as opposed to walkway money, the down payment of \$1,800.00 to Unique Paving was subtracted from the dues money balance instead of the walkway balance. The totals are correct as stated, the cash flow in and out is correct as stated - the error was in the division of funds between the two categories. Correction posted May 7, 2008

Per an audit of the bank statements from the Rabun County Bank of the RGNS Alumni account, I certify that the balance in the Treasurer's Report is correct.

The Treasurer, Dale Denham Shaffield, has provided me with copies of the bank statements and deposit records for this audit.

See attached spreadsheet which contains bank account activity per bank statements through the 02/29/08 balance of \$11,800.91. Additional deposits made in March of \$3,315.00 are shown. The final bank balance as of 03/29/08 is comprised of:

| | |
|---------------------------------------|--------------------|
| ALUMNI DUES/ETC = | \$ 4,065.91 |
| LEGACY WALKWAY MONEY = | \$11,050.00 |
| TOTAL IN BANK AS OF 03/29/08 = | \$15,115.91 |

**Beverly Guthrie Lougher
Finance Committee**