

**Up With People International Alumni Association**  
**Board of Governors Meeting Minutes**  
**Cologne, Germany - March 12-13, 2004**

**Welcome and Introductions – Steve Charlier**

**Attendees:** Liz Cotter; Kimmo Vallema; Lissy Castillo; Christine Geissler; Steve Charlier; Bill Becker; Jeff Zadroga; Bernie; Claudia Vos; Remco Voogd; Sheila Dettloff; Dave Martin; Judith; Donna Reed; Mia Hansen

**Minutes of July 25, 2003 – Sary Garcia**

- **Sary** to resend notes to all (Dave's change in it) – 2<sup>nd</sup> by Bill – Minutes Passed!

**Membership – Donna Reed**

- Donna walked us through the goals of the Membership Program, the different levels involved, the Colwell CD/Video, etc. We all like the small poster and without the dancers (or a fade shadow in the background). Donna will get a few (i.e. 20-25) signed by the Colwells and Herbie to have in hand.
- Europe: Reps have to decide how the % that currently goes to the EAM Rep and what % goes to the UWPIAA.
- We really need to emphasize the fact that all alumni are part of the IAA
- For Europe specially, we need to emphasize that everyone is part of the UWPIAA, that can be done through the local newsletters and in the local language for better impact
- Should we determine what the goal should be for the year? Initially was of \$25K
- Should we as UWPIAA have a donation program?
- What is our goal or direction for the UWPIAA? This is something that hiring a professional company to run the association should help us with direction...
- \$20 at reunion so it is easier for people to pull out a bill and donate...
- Dave mentioned that people should get actually something like a card, or suitcase tags, or something like that...
- Allocation bag should include envelop and information about the Program

**Recognition of Past President – Steve Charlier**

- Historical perspective from what has happened since he joined the BoG and UWP is still evolving
- Remain engaged with those who were presidents before

**European Alumni Report – Claudia Vos**

- Dutch Club – reached out and found 85% of the alumni
- German Club met at Oktoberfest this past fall (back to fundraise for future UWP WorldSmart Program kids)
- Finland is starting their club again
- Belgium has opportunities but we need to find out how to tap onto them

**Reunion 2004 – Mia Hansen**

- Tucson Host Committee has been meeting for 1+ year and are thrilled to work on the 2004 Reunion
- Hotel reservations have been open since 12/15/03 – we already added 150 room nights, and in March we again increased by 150 room night – we are already working with other hotels around the area to secure more hotel rooms
- Presentation on timeline for Tucson Committee and activities that have been taking place since the decision was made to have reunion in Tucson
- Talked about the budget (hardcopy given)

**Up With People – Anne Michelle Burton**

- WorldSmart Leadership Program based on the fundamentals of UWP
- What is the role of alumni on the program? What is the scope? What is the role of the alumni association regarding the graduates of the program?
- Is there a financial commitment for the production related costs in a community? The LOC takes care of it – no contract, but they take care of things.
- Liability clause lies on WS
- 18 students enrolled right now 1276 submitted applications – 85 finished applications – 18 enrolled and 15 rejected
- Application fee of \$50
- Tuition deposit of \$1K non-refundable
- Lowest “go” number of students (per Ann Michelle) is about 70

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### **Admissions Presentation – Liz Cotter**

- Training of alumni in Europe on enrollment type activities
- Website – get interest and help with enrollment
- Using Era and Cast reps using better for recruitment
- Promote the fact that WS will use us alumni as much as they could, they are being swamped with the amount of alumni that can/want to help, so it is getting overwhelming at the moment and there are other priorities at the moment but it is certainly appreciated
- How can we help as BoG to help WS?
- Several ideas were given to Liz including having something at reunion; forming a group in Denver that can train other alumni in the US for recruiting purposes?
- Everyone that we refer to the program, we can request an application fee waive

### **Bylaws Change – Bill Becker**

- **MOTION:** To amend the UWPIAA By-Laws, Section VIII, Section 2, subsections A & B to read as follows:
  - a. The term of office for the President shall be one year, non-renewable. Any member of the Association who holds the position of President shall not be eligible to serve on the Board of Governors for one year following the end of the term as Immediate Past President.
  - b. The Vice President, Secretary, and Treasurer shall be elected for a one year, renewable term. Neither the Vice President, Secretary, nor the Treasurer shall serve more than two years in succession in each office.
- **Dave moved the motion to the July meeting, 2<sup>nd</sup> by Bill – Motion passed!**
- **Form a committee to discuss the following:**
  1. Reunion Support (\$)
  2. Admin Support (\$)
  3. Presidential Term/Officer Term
- **Steve** will appoint (by the end of the week) a committee to bring a recommendation on the above – committee will have a proposal by 6/1 so the rest of the BoG can review and be ready to make a decision in the Fall meeting in Tucson

### **Ex-officio Position Clarification – Bill Becker**

- **MOTION:** To define the term “ex-officio” as used throughout our by-laws to mean “with vote” Bill made the motion, 2<sup>nd</sup> by Liz – **Motion passed!**

### **Committee Reports**

- **Communications** - Sheila Detloff (see Parking Lot for her input)
- **Information Systems** - Kimmo Vallema (if you have any input on the web site, please give it to Kimmo for him to improve things there). Need to send Kimmo any info on events that are taking place so these can be listed online. Sary will work with Donna to write the process for online donations, advertising, etc. Angie was working on a project with Harris to get accurate ‘mailing’ addresses and our count has gone up to 16,800+
- **1965-1970** – Dave (it costs about \$6,500 to mail things first class so we can get things back in the US). Working on getting more cast reps for the Era, he currently has only “1” Sary to send Dave the extract of the Era Rep
- **1976-1980** – Lissy (all cast reps are new for 79 but is missing the 79D). Will start pushing for registration as soon as she is back
- **1981-1985** – Jeff (Working with Eduardo who has done a terrific job sending the info to him).
- **1991-1995** – Christine (typed the Cast Rep position and is ready to go to the cast reps). Developed a form to where alumni can use at gatherings so we can get people’s information when they are not online
- **1996-2000** – Remco (all in the pre-work). Still organizing the 99 casts

### **New Business**

- **New President Elect** – nominating committee (Sheila; Claudia; Lissy; Steve; Bill) the outcome is that has recommended Sary Garcia for next president. **Sary** will send her goals to the BoG to share... Next steps will be for **Bill** to send an electronic vote for the BoG to vote...

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- Greg Shockey – Resigned a few weeks ago. The Tucson committee has a volunteer for the job (Tim Polito) Find the inventory that Johnny Q created last time... next executive conference, make decision on what Tucson can proceed with... how do we handle the people who want to sell their CDs or merchandise to sell at Reunion? Should consider this for 2005!!!! Make a decision whether or not we will let alumni sell at Reunion and how we will handle. Vote via email on the decision... We need to make a coordinated decision, Mia to get info from the hotel – we need to post the position so everyone has a chance...
- Selection Process - Steve Charlier – did not cover this one!
- Summer Meeting Date:

Officers Meeting	July 14 8:00 am
BOG Dinner	July 14 6:30 pm
BOG Meeting	July 15 8:00 am

**Motions by BoG (per pre-work)**

- ⇒ Discuss Mike Little, who has started an online UWP Museum -- new archivist, perhaps (Sheila) – **Sheila** to send the URL to Sary and **Sary** will follow up with him, also will involve WS if needed... [www.uwpmuseum.com](http://www.uwpmuseum.com)
- ⇒ **Motion** by Curt: With the success of hotel pre-registrations beyond expectations, I move that we not wait till May to make the decision to have the 2005 reunion in Tucson to give the Tucson committee the ability to move ahead and negotiate the best rates for that reunion – Dave: We told alumni that they had until April 15<sup>th</sup> to submit their proposals and we are not there yet. Liz: We still don't have any registrations yet, so we don't know how this will go after registration opens tomorrow. We will stick with the deadlines that we already set out to meet. → **Motion Declined!**
- ⇒ Do we need to amend article III of our bylaws to include 'new' alumni? Or is "All individuals who were accepted into the *Up With People* program and who completed orientation, who have traveled as cast or served as staff members of *Up With People*, who were in any national traveling cast of Sing Out, or who were on the staff of PACE magazine shall be members of this Association." sufficient to cover the 'new' alumni (Remco) – A packet of information needs to be created... recommendation is for a small committee to put together a packet... and proposal on how to incorporate them into the program. **We don't have to amend the bylaws because it is inclusive of the Up With People WorldSmart Program.**
- ⇒ **Resolution**: The BoG of the UWPIAA hereby welcomes and expresses its excitement in adding the alumni of the UWP WS Leadership Program as members of the UWPIAA alumni community, and will work with the UWP staff to assure a successful integration. **Unanimously approved!**
- ⇒ **Motion** by Donna: to allow Cast Reps/Chapters/Clubs to receive Online directory data (provided that they sign a non-disclosure agreement) for their specific job 2<sup>nd</sup> by Remco – **Motion Passed!**

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**→ PARKING LOT/ACTION ITEMS ←**

**1. Membership:**

- a. Level of donation – do we have to think about detailing it for tax purposes (US only) as to the 'gift value of the CD, etc. that people get for donating? What would be the value of the actual advertising they are getting? **Donna** will go back to the committee to pull this together.
- b. Different names to levels of membership – Consensus to come up with names of levels – **Donna** to go back to the committee with this recommendation. Bill reminded the BoG that they need to support the new membership program.
- c. Come up with the right thing to send people for their contributions – need new envelope for donations, and donation form to be updated for online giving
- d. Discussion with European club presidents

**2. BoG Travel:**

- a. Talk about a way to make it affordable to people to be members of the BoG who don't have the financial means to get to meetings and all that (cost sharing for travel costs across BoG?)
- b. Discussion – some people use frequent flier miles...may be unfair to force those people to pay and use miles. Perhaps use the Mexico City model where some \$ is available, but can be turned down as well.
- c. Perhaps need to research what other non-profit boards do? Definitely a concern for some individuals. **Liz** to research and present at Tucson.

**3. Alumni lists:**

- a. When European Clubs find alumni – can they send the information to the UWPIAA for updates (**Sary** to send Scandinavian list to Era Reps)
- b. Consolidate all lists (Europe; Secretary; etc.)
- c. Should we have the Cast Reps be more involved in updating the BoG to get people to update?
- d. Mia—yes—we should ask permission to share info. With UWPIAA.
- e. Claudia—make all aware of privacy laws.
- f. Remco—we have their data, it might be updated. The clubs got the list from UWPIAA in the first place.
- g. Claudia—no affiliation between local club and IAA in Europe
- h. Kimmo—strict laws European privacy—individual has right to know who is collecting data and what data. If they request you to delete it, you have to delete it. So far we've managed to keep from deleting. We just tell them we'll hide the info, so others can't see.
- i. Donna—I have updated lists. If any of you don't want your info. Shared with others in group, tell me. Then I can do the same with UWPIAA. If you don't want it, we won't do it.
- j. Steve—on online community, it's completely hidden unless you approve that it can be shared. Link to e-mail but you can't see address. Default is you hide contact info. We need to send out a mass communication to Cast Reps to get data
- k. Kimmo—if anyone has questions/ concerns, they should contact me. They have 100% control over what they do with their data.
- l. Steve—so specific requests should go out to cast reps. From Era Reps. If you don't want it shared, let us know.
- m. Kimmo—name and address should have date on it. Valid as of...
- n. **SARY** DRAFT NOTE FOR ERA REPS. TO SEND TO CAST REPS. (SHEILA CAN HELP)
- o. Dave—people don't know UWP and UWPIAA are separate. We have to STRESS it's for UWPIAA, not for UWP.
- p. Kimmo—our privacy statement says that you can use data for UWP or UWPIAA.... But there's a possibility to exclude from the UWP mailings in the database.

**4. Tucson Reunion:**

- a. Decision to add hotel rooms (outside the Hilton)
- b. Need to make decision to hire someone to manage reunions (professional)
- c. Ask **Jin** about Japanese alumni – promoting the Tucson 2004 Reunion a.s.a.p.
- d. Next year is the last time that we have 5 year reunion

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- e. Richter Scale's last year contract expires after Reunion 2004
- f. Separate the UWP Staff and the VIP/Donor receptions
- g. **BoG do NOT register yet**, the Exec Committee will come up with the amount and the process!!! Proposed \$175.00 per person (actual cost p/p is about \$167.00)

**5. UWP/WorldSmart:**

- a. Need more information from WS to the UWPIAA to keep the BoG - **Sary** to work with Ann Michelle
- b. For the Up with People contact: I still haven't got an answer to my question of the last meeting: Is WorldSmart going to promote the UWPIAA to their new alumni, or is there going to be a separate alumni program for Smarties?
- c. **Exec Committee** to engage Ann Michelle in the inclusion of WS Alumni into UWPIAA.

**6. Others:**

- a. Need to communicate with the Europeans through different ways because some are not hearing about events – should they contact Claudia? Steve—best thing to do is work through Claudia.
- b. Claudia—today at lunch, discussed. There are lots of Europeans without a club. There are people on my mailing list without a club. Up to the alumni to get in touch. Came up with a buddy system—Germany would have responsibility for alumni of Austria... but it didn't take off. New action item for local clubs to get involved.
- c. Mia—you do go on to online community and do a search? Claudia—no—I won't go online and do that. I did original template last summer and plan to do this year.
- d. Bill—we work with a small inner circle. All on mailing list are heads of clubs, etc. How can we use UpBeat more effectively, how can we use the online community/ events calendar?
- e. Claudia—we had a discussion of this over lunch. They don't see the result when they post events. Nobody shows up. 5000-6000 alumni in Europe. So every year I do the download. I got an e-mail from Finland and couldn't provide them info.
- f. Bill—Sheila had mentioned that her cast mates didn't know this was going on.
- g. Claudia—this isn't the first EAM. It's the responsibility of the Swedish contact to disseminate info. To Swedes. Christine—don't send to their club directly, send to Claudia. Claudia—I will send them the most recent Euro News and put them in touch with their national contact.
- h. Sheila—What about using the Cast Rep. chain? Claudia—yes, people respond better to people they know. Bill—engaging people and getting them involved is the trick.
- i. Christine—when I get UpBeat, I want to know if there's anything that I can relate to, I look for Europe stuff. We've come a long way. This EAM—to have all these people here... it's great.
- j. Lissy—we need a new Latin American rep. We need younger crowd. Put out a request to your casts.
- k. Liz—Reunion dates. Preference from some Europeans—end of July best. The very last weekend in July would be best. General consensus that last 2 weeks in July are best, with slight leaning toward very last weekend.

**7. Fall Meeting location:**

- a. Possibly New York, Washington, other ideas? Do we need to decide today, or can this wait until Tucson?
- b. Jeff → New York; Steve → DC; Sheila → Mackinac Island (?) Steve—travel to Mackinac would be difficult. We need to look at viability. Maybe 2005. I'd like to throw my support to Jeff for New York. John would be great. He'll put a proposal.
- c. Liz → Joint meeting with WorldSmart program in spring or fall.
- d. **Agreed on NYC** → October 13-15 or 21-22. Arrive Friday for dinner. Meet all day Saturday and ½ day Sunday. More details to come...
- e. BoG meetings to be 2 day meetings instead of 1? 1.5 for October meeting

**8. European Reunion:**

- a. Tom/Oreo (O2H International) – research on European reunion sites. Requirement for large meeting space in Europe is tricky. London/Paris – very, very expensive. Dublin and Prague jump out as good possibilities. Biggest obstacles are marketing to North Americans, finding

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reasonable hotel prices w/ enough meeting space, vacation days required for trip. Need to provide assistance on HOW to book flights (lots of difference between websites when checked for this report). Important to note that there are younger alumni in Europe, and the volunteerism is not as high as NA. Need to research/survey alumni to determine how European reunions could work (price points, requirements, etc.)

- b. Differences between Europe and NA:
  - Hotels are independent; congresses happen in congress centers, not hotels.
  - F&B – availability of rooms/capabilities for lunches
  - Logistics – provide “European experience”? Additional info required up front?
  - Foreign currencies – need to consider how to handle this
  - A/V – is it available? What is the cost?
- c. O2H would be willing to take this on a cost-coverage basis, looking at 2006-2007 and providing more detail. Need buy-in from the European leadership to support this process. 2005 would be tough to get under contract at this time...2006 would be easier operationally speaking.
- d. Actions:
  - Survey
  - Meet with Tom and Oreo to get more information
  - Party line “We would love to have a reunion in Europe if it’s feasible...”