

<p>Randolph-Macon Woman's College Alumnae Association Board of Directors Executive Summary of Board Meeting February 9-10, 2008</p>

The board, during the course of its weekend meeting, took several actions to advance the board's activities on behalf of the association, including:

- Development of recommendations and measurable plans to guide the board's work during the next year;
- Agreement on rules of engagement for the board's interaction, and a process to ensure accountability (both to the board itself and to the association;)
- Development of a needs assessment to gather the opinions of all alumnae and form the basis, from that assessment, for the long term plans of the association; and
- Agreement on emphasizing communication with our alumnae in all aspect of the board's future work.

Seven key recommendations will form the basis for the board's future work plans:

1. Create a working committee structure, with committees making a report at the May 2008 board meeting on their charters, work plans, and activities.
2. Emphasize transparency in board operations, with a task force charged with making recommendations at the May 2008 board meeting about how best to accomplish this.
3. Revisit and refresh the current board job description and manual; all members sign the 'rules of engagement' annually.
4. Communicate to alumnae about the outcomes of the Feb 9-10 meeting, by March 15, 2008; form a task force to explore vehicles and methods of communicating with alumnae, including web site, e-mail, and bulletin.
5. Engage alumnae through:
 - a. A "feel good" event to take place in September 2008 following the annual meeting (on Saturday evening) and annually thereafter;
 - b. Profiling alumnae in the bulletin; and
 - c. Offering district/regional events (with educational components) that are low-cost to alumnae and fun.
6. Ask for alumnae feedback through forums, two-way communication vehicles, and a needs assessment to discover what alumnae would like their alumnae association to be doing.
7. Hire a professional parliamentarian for the annual meeting.