



<< *First Vice President* >>

**Progress Report**

<< **Newsletter, Awards and Reunion Weekend** >>

<< **January 23, 2009** >>

**Submitted by:**

<< **Joan McMillan Wickham** >>

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**Accomplishments Since August, 2008 Board Report:**

<b>Activity</b>	<b>Outcome</b>	<b>Comments</b>
<b>Newsletter</b>	<b>Completed quarterly</b>	
<b>Awards</b>	<b>Criteria will be sent out by February.</b>	<b>Committee is working on new criteria</b>
<b>Reunion Weekend</b>	<b>On Target – met with class leaders</b>	<b>Some class leaders are non-responsive</b>

**Status of Action items from August, 2008 Board Report**

<b>Action Item</b>	<b>Responsible</b>	<b>Due</b>	<b>Status</b>
Meet with class leaders	First Vice President		Done
New Award for alums that graduated from 1 to 5 years	First Vice President	By February	The criteria for this award will be sent out with the awards packets. The awards committee will have the criteria for this award completed by January 29 <sup>th</sup> .
News letter	First Vice President	Quarterly	Completed and in progress

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**Issue and Problem Status:**

Issue/Problem	Resolution/Action	Responsibility	Targeted Resolution Date	Status
Class leaders not in compliance with the reunion class leaders manual. Lack of timely dissemination of letters, conflicting class activities with NHAA, Inc. and University activities during reunion weekend.	Have spoken with, emailed, and met the class leaders	First Vice president and Class Leaders	Immediately	All class leaders have come into compliance except for one.  The First Vice President will have to write the class letter.

**Plans for Next Reporting Period:**

Activity	Outcome	Responsibility	Planned Start Date	Planned End Date	Success Criteria
Quarterly Newsletter	On target	First Vice President	February 2009	March 2009	On target
Awards	On Target	First Vice President	Immediately	May 2009	On target
Reunion	On Target	First Vice	Immediately	May	On target

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Activity	Outcome	Responsibility	Planned Start Date	Planned End Date	Success Criteria
Weekend		President		2009	

**ACTIONS NEEDING BOARD APPROVAL:**

**Time line for the Chapter, Region and Merit Awards.**