

**ALUMNI ASSOCIATION BOARD OF DIRECTORS**

**MEETING MINUTES**

**Wednesday, September 12, 2018, at 6:00 P.M.**

- Present:** Patricia Bisesto, Esq. '92, Michael Calandra Jr., Esq. '05, Adam Ciffone, Esq. '11, Hon. Sandra Forster '79, Michael Frankel, Esq. '03, James Garvey III, Esq. '80, Michael Gilberg '07, Lisa Gladwell, Esq. '10, Michael Goldstein, Esq. '06, Adele Lerman Janow, Esq. '90, James Lenihan, Esq. '91, Hon. Carole Levy '83, Joseph Martin, Esq. '91, Joseph Mazel, Esq. '97, Mark Meeker, Esq. '10, Joe Moravec, Esq. '17, Raymond Perez, Esq. '00, Leanne Murray Shofi, Esq. '94, Andrew Teodorescu, Esq. '13
- Excused:** Jonathan Engel, Esq. '09, Jennifer Gray, Esq. '06, Christopher Psihoules, Esq. '12, Joseph Ruhl, Esq. '90, Judson Siebert, Esq. '85,
- Not excused:** Mary Clare Haskins, Esq. '08, Caesar Lopez, Esq. '12
- Added attendees:** Melanie Franco, '19, Arianne Andrusco

**MEETING CALLED TO ORDER:** 6:30 p.m.

**MEETING QUORUM:** Quorum met by 6:30 p.m. 19 Directors in attendance, 5 excused, 2 not excused.

**I. WELCOMING REMARKS**

- Mark Meeker provided brief introductory remarks:
  - Congratulations to Caesar Lopez on his new job,
  - Based on the Board's Spring elections, we welcome new Directors Leanne Shofi and Joe Moravec and welcome back returning Directors James Garvey, Adele Janow and Joe Mazel,
  - Welcome SBA President Melanie Franco, and
  - Thanks to Jessica Dubuss for featuring the Board as the PLS website "alumni highlight" for this month.
- Dates of the Board's three remaining regular meetings for the 2018-19 school year were announced: Tuesday, November 13, Thursday, January 31, and Wednesday, April 10.

**II. APPROVAL OF MEETING MINUTES**

The April 18<sup>th</sup> meeting minutes were approved via email on June 28<sup>th</sup> by 15 voting Directors and have been posted on the PLS website for public viewing at <http://www.law.pace.edu/pace-law-alumni-association>.

**III. BOARD MEMBERSHIP**

- Mark Meeker provided an overview of the Board’s attendance policy.
- He reported that David Haimi has stepped down from the Board due to time constraints, and he thanked David for his service.
- It was announced that Carole Levy would like to become a Director Emerita.
- The Board will need to fill vacancies in the offices of Vice President and Secretary.
- A replacement for Carole as Chair of the Fundraising Committee will need to be appointed.

#### **IV. ALUMNI DATABASE**

- Arianne Andrusco reported that three emails were sent out to alumni over the summer, encouraging them to complete their online profiles in the database. She reported that the emails were well received, with each of the three emails being opened by at least 17% of recipients (which is high for our alumni emails). In total, 114 alumni went on the community to update their information. In total, out of 8,389 alumni, 1,577 have logged on to update their profiles.

#### **V. DEVELOPMENT UPDATE**

- Arianne Andrusco announced that Yanira’s position has been posted, but it is not yet filled.
- Giving report: In total, the school raised \$1.87M for all purposes and sources in 2017-2018 (this includes grants to our centers). In total, 492 alumni made gifts totaling upwards of \$500,000, which was an increase in dollars raised, and a slight decrease in participation. We had 5.86% participation last year, as compared to 6.18% in 2016-2017, likely due to the Development Officer position being vacant for six months. 92% of the members of the Alumni Board made gifts to the school during the fiscal year.
- Events:
  - Sept. 26 – Women in Law event hosted by McCarthy Fingar
  - Oct. 3 – Annual Ernestine Bartlett Reception
  - Oct. 13 – Class reunion
  - Oct. 10 – Meet the Judges at the Law School
  - Oct. 30 – P.L.A.N. event #30 at Ron Blacks
  - Jan. 18 – “Gavel Gala” for Trial Advocacy
  - March 7 – Law Leadership Dinner

#### **VI. CAREER DEVELOPMENT UPDATE**

- Arianne Andrusco shared that Jill Backer is leaving her position at Pace Law School for a job with Fordham Law School. The Board agreed that this is a big loss for the school.

#### **VII. OPERATING BUDGET UPDATE**

- A link for online contributions was distributed via email earlier in the day, and Directors confirmed that they already have used it and it works.
- A spreadsheet was shared that will be used to track deposits. Sandra Forster had questions regarding her deposit, so Arianne Andrusco will investigate.
- Arianne Andrusco also will find out how withdrawals will be handled.
- Raymond Perez asked whether in the future this fund will be used to cover expenses such as coffee and doughnuts provided to the law students during exam week and it was confirmed that it will.
- Sandra Forster volunteered that, in the future, she will be willing to contact any Directors who have not yet made their contributions.

#### **VIII. COMMITTEE REPORTS**

1. **Nominating Committee:**

- Mike Frankel nominated Lisa Gladwell to fill the vacancy of Board Vice President, Michael Goldstein seconded, and the motion passed.
- Adele Janow nominated Patricia Bisesto to fill the vacancy of Board Secretary, Michael Goldstein seconded, and the motion passed.
- Mike Frankel nominated Carole Levy to become Director Emerita, Lisa Gladwell seconded, and the motion passed.
- Mike Frankel reported that he anticipates a big push this year for new Directors, possibly adding as many as ten. Arianne Andrusco asked if the Board would be interested in having an alumni email blast to announce the opportunity to join the Board and solicit resumes from interested candidates. It was agreed that this is a good idea, in addition to promoting the opportunity on social media. Mike Frankel said December 1 is a good target date to have candidate resumes collected.

2. **Social Committee:** Jennifer Gray could not attend, but Mark Meeker read an email from her:

- “Regarding this year’s activities for the Social Committee, I think we should make it a priority again to host a countdown to graduation event, as well as have at least one other networking event with the students during the course of the year to foster a connection between the alumni and the students. As a committee we should pick a good date for a student/alumni happy hour and get a plan in motion. Also, we should identify a date for Countdown and set up a schedule to plan for that event. You (Mark Meeker) recently sent me an email about the Law School Reunion and whether there’s an opportunity for the Social Committee/Alumni Board to assist or participate in any way. I am open to that idea and would ask Arianne if there is a role we can play that would help make the event a success.”
- Social Committee member Raymond Perez disagreed with the proposed revival of the “Countdown to Graduation” event.
- Regarding the possible Board involvement with the Law School Reunion, Arianne Andrusco said we would love to have Board members register to attend and encourage others to come and celebrate at the School.

3. **Judicial Committee:** Lisa Gladwell reported the Judicial Committee has been in communication and provided the following updates:

- “Meet the Judges” is scheduled for Wednesday, October 10. There is an opportunity for two Directors to volunteer to staff the registration table at the event. Sandra Forster and Carole Levy have volunteered to be our representatives.
- The Supreme Court admissions ceremony will take place on December 4, with a full D.C. alumni event being planned for the previous evening, December 3. There will be 12 slots available on a first come, first serve basis for completed applications. Applications are due on or before October 15<sup>th</sup>. Once processed through, candidates’ applications will be presented to the Clerk of the U.S. Supreme Court no later than November 15<sup>th</sup>.

4. **Fundraising Committee:** Although Carole Levy is now Director Emerita, she volunteered to continue serving as Chair of the Fundraising Committee until a new Chair is appointed.

- Arianne Andrusco will arrange for Carole Levy and Mark Meeker to receive automated monthly reports regarding the Board’s new operating account, which will include the balance as well as deposits and withdrawals.

5. **By-laws Committee:** Mike Calandra reported that amendments to the By-laws may be required this year to address: (a) the creation of a Board operating budget and the potential addition of an Executive Committee position of Treasurer to oversee the operating budget, and (b) modifications to the Board's nomination process and Nominating Committee duties. Mike Frankel will provide Mike Calandra with his thoughts and suggestions regarding nomination matters.

**IX. NEW BUSINESS**

- Mark Meeker will be meeting with Dean Horace Anderson on October 1, so any input regarding how the Dean can help the Board is welcomed.
- The PLS website still has no "alumni" tab. Arianne Andrusco will relay the Board's dissatisfaction to Elizabeth Rapuano.
- The PLS LinkedIn group has a 3-year-old post pinned at the top of the page. Arianne Andrusco will mention this to Jessica Dubuss.
- Arianne Andrusco will fund the purchase of a banner for the Board, she will investigate different options and email the Board, then a vote will determine the favorite.
- The first ever P.L.A.N. Boston event will take place on Thursday, September 27, 6:00-8:00 p.m., in the Lobby Bar at the Liberty Hotel, 215 Charles Street, in Boston.
- P.L.A.N. event #30 is scheduled for Tuesday, October 30, from 6 to 9:00 p.m. at Ron Blacks on Mamaroneck Avenue, in partnership with the Pace Energy & Climate Center, celebrating their 30<sup>th</sup> anniversary.
- Arianne Andrusco will investigate getting wifi access for the Directors who attend the meetings in person.
- A group photo was taken.

**X. ADJOURNMENT**

- Motion to adjourn: Michael Goldstein
- 2<sup>nd</sup>: Michael Callandra
- Motion: passed unanimously
- Adjournment: 8:04 p.m.