



## SHERIDAN ROAD ALUMNI ASSOCIATION

### Sheridan Road Alumni Association Board Meeting

September 12, 2018 6-8 p.m.

**Driehaus Center**

### MINUTES

**Board Attendees: Mary D., Mary G., Elizabeth, Pete, Christine, Joan**

**Via Phone: Allison, Angela**

**Sacred Heart: Ann**

- I. Welcome and Prayer *Mary DelGrande*
- II. 2018-2019 Administrative Considerations *Mary DelGrande, Ann Chiumino*
  - a. Meeting Schedule: 9/12, 10/10, 11/14, 1/16/2019, 2/20/2019, 3/13/2019, 4/10/2019, 5/8/2019
    - i. Location will be at Driehaus Center until later in the year, when alternates may be proposed
    - ii. Mary and Elizabeth will chair the next meeting on 10/10/18.
  - b. By-Laws (*see attached*) *Ann Chiumino*

- i. Vote on revised language from August 20, 2018 – VOTE PASSED 100%
  - c. Vice President – Vote for Mary Grady and Elizabeth Grady: VOTE PASSED 100%
  - d. Meeting minutes are now on the alumni website
- III. Global Service Day: Working Bikes Drive *Katie Malloy, Ann Chiumino*
  - a. Current Response: Very positive from both alumni and current parents
    - i. 15 donors to date; volunteers are already signed up
    - ii. 3-5 pm donation window Saturday
    - iii. Pint Glass Prize suggested
    - iv. Board would like to get data on donors
    - v. Board would like to measure impact of the drive, if possible
  - b. Volunteers – Mary D., Katie M., Joey Y., Michael P., Christine A.
- IV. Alumni Weekend 2018 Update *Ann Chiumino*
  - a. RSVPs coming in slowly, numbers TBD; weekly eBlasts; Roster will be posted online
  - b. Seiker Award – Carol Rae Culliton Metzger
  - c. Haggarty Award – Sr. Nancy Kehoe
  - d. Committees to be formed
    - i. Committee for each weekend activity
  - e. **Friday, October 19**
    - i. Cocktail reception at Cole Masterpiece Room – Pete be Event Chair, Joan will assist. Mary D. will speak. Room decoration, prep
    - ii. Alumni Ambassador tours
  - f. **Saturday, October 20 – Ann will send out schedule of times. Michael Pallasch will be Event Chair**

- i. Teachers/alumni to return – rooms to be determined
  - 1. Sr. Nancy Kehoe, RSCJ – “God as my GPS”
  - 2. Jodi Stawicki – “Notable Americans Revisited”
  - 3. Dan Flaherty – “Celebrating Life Long Learning”
  - 4. Katie Roeck – “Watercolors and Wine”

ii. Alumni Ambassador tours

**iii. Volunteers needed to serve lunch**

**g. Sunday, October 21**

- i. Mass in the Chapel – 9:00 am – Pete will attend, priest has been determined
- ii. Seiker Award and Haggarty Award Presentations – 10 am. Mary D. to present

**iii. Brunch Venue - Saddle and Cycle, October 21 at 11:00 am**

- 1. **Mary and Elizabeth will head this Committee. For photos, we will have guests sign in with years**
- 2. **Add pens to the gifts**
- 3. **Comments – Ginger Tarjan**

iv. Volunteers Needed

- 1. Each Board member will volunteer for at least one event since we require volunteers for every event.
- 2. Sign Up Genius for volunteers

V. Parents of Alumni – would like to be involved

*Ann Chiumino*

- a. First official meeting will be October 30

- b. Event
  - i. **November 4, 2018** - Book Reading and Discussion of "Undiscovered Country: A Novel Inspired by the Lives of Eleanor Roosevelt and Lorena Hickok" by current parent Kelly O'Connor McNeese
  - ii. Parents of Alumni Party – **December 5, 2018**
    - 1. 50-60 people usually
    - 2. **“Host/Sponsorship” gifts toward the party costs**
  - iii. Family Mass in March for alumni families – Either March 23 or 30. With light reception at Driehaus
  - iv. Other suggestions: Generations Tea, Retreat with RSCJ for a Spiritual Day
- VI. Mass of Remembrance – **November 2, 2018 at 10 am: Pete and Mary D. will attend**
  - a. **Request that names of those submitted be read, instead of just entered into the book**
- VII. AASH Reception – **November 1 or 2, 2018**
  - a. Will be at Driehaus Center
  - b. All alumni from Sheridan Road, Woodlands, and Josephinum Academy invited
- VIII. Alumni Database *Mary DelGrande*
  - a. Current Board members to wear a pin/identifier at all events, which would help increase awareness of the Board to guests
  - b. High schoolers on the Board?
    - i. Using the Already Built Buddy System
      - 1. Keep them connected
      - 2. Letters
      - 3. Keep the alumni office as the filter/coordinator.
        - a. Congratulations of SHS buddy to the graduating HS senior.
        - b. Handwritten letters – keep an “old timey” feel

- c. Jodi Pallasch – HS Class example
- d. Engage Class Reps
  - i. Facebook
  - ii. We should do brute-force ourselves when Class Reps are not dedicated
- e. Intersection with Parents
- f. Professional Database
  - i. Important to put SHS on par with a Latin or Parker
  - ii. Put Michael Pallasch on the task force.
  - iii. Christine to help navigate LinkedIn.
  - iv. Keep LinkedIn a forum for professional networking, not a place for all event blasts.
- g. Razors Edge
  - i. Board has requested a report to figure out what data is missing.
- h. School/Board to physically go to Ignatius & Loyola to get in front of High Schoolers that are so easily “lost”?
  - i. Free food during lunch; bring alumni from that school to attend.
  - ii. We will go to them, instead of asking them to come to us
- i. Board Suggestion: to have 501c(3) TIN on website to make Year End Donations easy for corporate matches. This is an important data point that is often required by corporate “giving campaigns.”
- j. Start with 4 and 9 years, also check Linked In for information

IX. Sheridan Road Alumnae/I Association Handbook

- a. Review of Revisions
- b. Comments to Ann Chiumino before October 1, 2018 – to be discussed at 11/11/18 meeting. Outline of Events and the various avenues for donations/fundraising
- c. Committee may be needed to make substantive changes

X. Discussion of SHS “Equity and Inclusion Statement” (*see attached*) *Ann Chiumino*

- a. How to represent SRAA in the statement
  - i. Board of Trustees meeting on **October 4, 2018**
  - ii. Draft statements to present to Board for SRAA representation
    - 1. G for “Graduates”
    - 2. Determine if the Alumni Board is a completely separate item (we don’t want to be redundant).

3. Suggested topics to include:
  - a. Global Service Day; engage with student ambassadors; working to grow a network and Sheridan road network of alumni, and the entire community (i.e. outreach/civic accomplishments)
  - b. Age – spans all. All ages; activities that appeal to everyone i.e.: “Alumni across generations....”
  - c. Ann to send a dedicated email to members, specifically for this purpose to garner responses on this topic.

### **Sacred Heart Schools Statement on Equity and Inclusion**

Rooted in the mission of the international Network of Sacred Heart Schools and in our identity as a Catholic school for families of all faiths, Sacred Heart Schools-Sheridan Road is committed to ensuring that each member of our community can flourish spiritually, intellectually and personally, secure in the knowledge that they are loved as a child of God and will be treated with respect and dignity.

We are guided by the five *Goals and Criteria of Sacred Heart Education*, which call us to advance equity and inclusion through the daily exploration of faith, intellect, service, community and personal growth. We endeavor in all school activities—academic, social and extracurricular—to foster equity and to empower each student to thrive, fully supported in his or her own unique talents, within an environment of genuine love and care. Our aim is to develop compassionate and culturally competent young women and men who will make positive contributions to their local communities and society at large.

Sacred Heart Schools is further committed to the work of ensuring that our community—encompassing Board members, administration, faculty, staff, parents and students—honors each member’s gifts and celebrates the ways in which we differ. We acknowledge the many enduring values that we as a community share, and assert that our differences in ability, learning style, gender, ethnicity, race, religion, socioeconomic background, sexual orientation and family structure not only reflect the rich fabric of human experience, but offer opportunities for learning and personal growth.

#### **Examples of Efforts that Support Equity, Inclusion and Justice**

Members of the community leading and supporting the effort are indicated by **B** [Board]; **A** [Administration], **F/S** [Faculty/Staff]; **P** [Parents]; **S** [Students]

- Appointment of Director of Inclusion and Engagement to foster increased awareness and activity [A]
- Religious studies that include exploration of world religions and visits to various houses of worship[A] [F/S]
- Single-sex classrooms on a coed campus which help students move beyond gender stereotypes in the classroom while offering opportunities for mixed social interaction [B] [F/S]

- Regular interfaith prayer services and other shared activities with members of the Jewish and Muslim faith communities [F/S]
- Affinity groups for students of color to share their experience [F/S]
- Annual “International Night” event which celebrates with food and entertainment the many cultures represented at the school [P]
- A Tuition Assistance program that encourages applicants of varying socio-economic backgrounds [B] [A]
- Partnerships with a variety of local not-for-profit service organizations in which Middle School students regularly serve[A] [F/S]
- Annual Justice Day and Evening events in which the entire student body focuses on a particular issue of justice[A] [F/S] [P]
- SEED (Seeking Educational Equity and Diversity) regular group meetings [A] [P] [F/S] [S]
- SOAP (Service, Outreach, Advocacy, Philanthropy) Middle School activities [F/S] [S]
- EKU (Edgewater Kids United) Outreach Program[A] [F/S]

**SRAA Constitution and By-laws  
FINAL for vote on September 12, 2018**

**Article I –Mission and Purpose**

Sheridan Road Alumni Association (“SRAA”) is a non-governing body established, organized, and operated by and for Sacred Heart Schools, Chicago, Illinois (“SHS”), whose purpose is to advance and promote SHS and its mission by:

1. Strengthening ties between graduates and/or former students of Academy for Girls, Hardey Preparatory for Boys, and Academy of the Sacred Heart/Convent of the Sacred Heart High School (collectively, “Alumni”);
2. Strengthening ties between Alumni and SHS; and
3. Fostering activities, programs, and services by Alumni to advance and promote the *Goals and Criteria* for Sacred Heart Schools.
4. If it is found that the SRAA is not acting in accordance with its Mission and Purpose, the SHS Director of Institutional Advancement and/or the Head of Schools may – at his/her discretion – take appropriate action to intervene.

**Article II – Financials**

SRAA shall be funded by SHS and such other resources SRAA may acquire. No part of funds, monies, earnings, interests, and assets of SRAA shall inure to the benefit of any member of SRAA or any other private individual, except that reasonable compensation may be paid for services rendered to or for SRAA. In the event that SRAA shall be dissolved, all funds, monies, earnings, interests, and assets of SRAA shall belong to SHS.

### **Article III – Membership**

1. All Alumni shall be members of SRAA.
2. Any person who is a graduate and/or former student of any school within the Network of Sacred Heart (“Network”) schools is eligible to be a member of SRAA and shall become a member of SRAA upon request.

### **Article IV – Board**

1. *Structure.* The Board shall consist of:
  - a. Elected Officers, including:
    - i. President
    - ii. Vice President
    - iii. Secretary
    - iv. Associated Alumnae and Alumni of the Sacred Heart (AASH)  
Representative
  - b. SRAA members who attended a minimum of three (3) SRAA meetings during the previous school year, beginning July 1 and ending on June 30 of the following year.
  - c. Ex-Officio Members, including:
    - i. SHS Head of Schools
    - ii. SHS Director of Institutional Advancement
    - iii. SHS Alumni Relations Associate (or equivalent as designated by SHS)
  - d. Past Presidents of SRAA who, on an annual basis, reaffirm their commitment to the Board.
  - e. SRAA members who do not qualify under §§ IV.1.a-d, but who have been recognized for their commitment to SRAA and have been appointed, on an annual basis, to the Board at the discretion of the President.
2. *Term.* SRAA members may remain on the Board as long as they continue to qualify under § IV.1.
3. *Board Duties.*

- a. The Board shall organize, promote, and participate in activities, programs, and services that advance and support the Mission and Purpose of SRAA as set forth in Article I.
  - b. The Board shall serve as ambassadors and enlist support of Alumni and friends of SHS to advance and promote SHS and its mission.
  - c. The Board shall provide advisory leadership and counsel on issues affecting Alumni and SHS.
  - d. The Board shall convene regular meetings at least three (3) times during a school year, beginning on July 1 and ending on June 30 of the following year, including an Annual Meeting in May.
  - e. The Board shall make best efforts to attend or otherwise support SHS events where SRAA representation is appropriate or requested.
  - f. The Board shall convene an annual meeting for a reunion of Alumni.
  - g. The Board shall collect nominations from SRAA members for an annual recipient for the Catherine I. Seiker Award, as set forth in the Seiker Award Nomination Criteria (as attached hereto) and elect an annual recipient from the nominations.
4. *President.*
- a. *Eligibility.* Any member of the Board, excluding Ex-Officio Members and Past Presidents, is *eligible* to be President.
  - b. *Co-Presidents.* When determined by the Board, two (2) Board members may serve together as Co-Presidents. All duties and responsibilities of the President shall be shared.
  - c. *Promotion from Vice President.*
    - i. The sitting Vice President shall be promoted to President after the sitting President completes his or her term.
    - ii. The sitting Vice President shall be promoted to President to complete the term of the sitting President if the sitting President is unable to complete the term.
    - iii. In the event that there is no sitting Vice President and the President is unable to complete the term, the Board shall elect a President pursuant to § VII.1.a.ii.

iv. In the event that there are two (2) Vice Presidents, the Board shall determine at the annual meeting whether they will serve as Co-Presidents or have a vote to elect one President.

d. *Term.*

i. The President shall serve for a term of two (2) consecutive school years, beginning July 1 after the prior President completes his or her term and ending on June 30 of the second following year.

ii. The President is entitled to serve an extended term of an additional two (2) consecutive school years if he or she became President under §§ IV.4.b.i-iii to serve for less than two (2) consecutive school years.

e. *Duties.*

i. The President shall preside over activities, programs, and services of SRAA.

ii. The President shall chair, or designate the Vice President to chair, all meetings of the Board.

iii. The President shall attend, or designate another member of the Board to attend, all events sponsored by SRAA.

iv. The President shall review this Constitution and By-laws in the first year of his or her term and, at his or her discretion, propose Amendments under Article VIII.

5. *Vice President.*

a. *Eligibility.* Any member of the Board, excluding Ex-Officio Members and Past Presidents, is eligible to be elected as Vice President.

b. *Nomination.* Any member of the Board may nominate any member of the Board for election as Vice President.

c. *Co-Vice Presidents.* When determined by the Board, two (2) Board members may serve together as Co-Vice Presidents. All duties and responsibilities of the Vice President shall be shared.

d. *Election.* The Vice President shall be elected by the Board prior to the Annual Meeting during the second year of the sitting Vice President's term.

e. *Term.*

- i. The Vice President shall serve for a term of two (2) consecutive school years, beginning July 1 after election as Vice President and ending on June 30 of the second following year.
    - ii. The Vice President is entitled to serve an extended term of an additional two (2) consecutive school years if the sitting President has decided to serve an extended term under § IV.4.c.ii.
  - f. *Duties.*
    - i. The Vice President shall support the President in the fulfillment of the duties as set forth in § IV.4.d.
    - ii. The Vice President shall lead the Membership Committee and the Fundraising Committee
    - iii. The Vice President shall fulfill the duties of the President during any temporary absence or disability by the President.
6. *Secretary*
- a. *Eligibility.* Any member of the Board, excluding Ex-Officio Members, may serve as Secretary for any number of consecutive or non-consecutive terms.
  - b. *Election.* The Secretary shall be elected by the Board prior to the Annual Meeting during the second year of the sitting Secretary's term.
  - c. *Term.* The Secretary shall serve for a term of two (2) consecutive school years, beginning July 1 after election as Secretary and ending on June 30 of the second following year.
  - d. *Duties.* The Secretary shall assist the President and/or Vice President by:
    - i. Handling correspondence and other communications on behalf of the Board;
    - ii. Sending notices for meetings, events, elections, voting, and/or other SRAA business as set forth, for example, in §§ VI.1-3;
    - iii. Coordinating SRAA elections and voting as set forth in Article VII and certifying results of the same;
    - iv. Preparing and distributing agendas and other materials for SRAA meetings as set forth, for example, in § VI.4;

- v. Keeping minutes for all meetings and distributing the same to members of the Board for approval; and
- vi. Maintaining other SRAA records.

7. *AASH Representative.*

- a. *Eligibility.* Any member of the Board, excluding Ex-Officio Members, may serve as AASH Representative for any number of consecutive or non-consecutive terms.
- b. *Election.* The AASH Representative shall be elected by the Board prior to the Annual Meeting during the second year of the sitting AASH Representative's term.
- c. *Term.* The AASH Representative shall serve for a term of two (2) consecutive school years, beginning July 1 after election as AASH Representative and ending on June 30 of the second following year.
- d. *Duties.*
  - i. The AASH Representative shall serve as a liaison between SRAA and Associated Alumnae and Alumni of the Sacred Heart (AASH).
  - ii. The AASH Representative shall support the activities, programs, and services of AASH on behalf of SRAA.
  - iii. The AASH Representative shall make best efforts to attend local meetings, Regional Conferences, National Conferences, and other events sponsored by the AASH.

8. *SHS Alumni Relations Associate.*

- a. *Duties.*
  - i. The SHS Alumni Relations Associate shall serve as liaison between the SRAA and SHS.
  - ii. The SHS Alumni Relations Associate shall assist the Secretary in the fulfillment of the duties as set forth in § IV.6.d.
  - iii. The SHS Alumni Relations Associate shall support the activities, programs, and services of SRAA.

## **Article V – Committees**

1. *Standing and Special Committees.* The Board shall have the discretion to create Standing or Special Committees as necessary to advance and support the Mission and Purpose of SRAA as set forth in Article I. For each Committee, the Board shall:
  - a. Define the purpose of the Committee and assign activities, programs, and/or services to the Committee in furtherance of the purpose;
  - b. Establish the term of the Committee;
  - c. Establish rules for membership for the Committee; and
  - d. Elect the Committee Chair for a defined term.
2. *Duties of Committee Chair.* The Committee Chair shall:
  - a. Preside over the activities, programs, and/or services assigned to the Committee;
  - b. Serve as an ambassador for the activities, programs, and/or services assigned to the Committee by encouraging and enlisting other Alumni to participate in the activities, programs, and/or services;
  - c. Establish rules for committee meetings and preside over all committee meetings; and
  - d. Report on the work of the Committee to the Board.

## **Article VI – Meetings**

1. Regular meetings of the Board under § IV.3.d shall be held at a time and place designated by the President and with notice to the SRAA of at least ten (10) days. Such meetings shall be open to the SRAA and friends of SHS. A regular meeting shall require a quorum of at least three (3) members of the Board.
2. The Board may convene special meetings at a time and place designated by the President and with notice to attendees of at least three (3) days. Special meetings may be closed as necessary to attendees designated by the Board.
3. Committees may convene meetings at a time and place designated by the Committee Chair and with notice to attendees of at least three (3) days. Special meetings may be closed as necessary to individuals designated by the Board.
4. An agenda shall be circulated in advance of each meeting by the Secretary.

5. At the discretion of the President for a meeting of the Board or Committee Chair for a committee meeting, attendees may attend via telephonic, video, and/or other telecommunication medium.

## **Article VII – Elections and Voting**

### 1. *Elections.*

#### a. *Instances.*

- i. The Board shall conduct regular elections for Vice President pursuant to § IV.5.c and AASH Representative pursuant to § IV.6.b.
- ii. Notwithstanding promotion of the Vice President under § IV.4.b 2, the Board shall conduct special elections as necessary to fill a vacancy for any elected position.
- iii. The Board may conduct special elections as necessary to fill positions on a Committee as set forth in § V.
- iv. The Board shall conduct elections to select a recipient for the Catherine I. Seiker Award pursuant to § IV.3.g.

#### b. *Eligibility.* Any member of the Board, excluding Ex-Officio Members, is eligible to vote in any election.

#### c. *Notice.* The President shall designate a date for an election and provide, to the Board, notice of the election at least fourteen (14) days prior to the date for the election.

#### d. *Nominations.* The Secretary shall collect nominations for an election and shall distribute, to the Board, a ballot of nominees for the election at least seven (7) days prior to the date of the election.

#### e. *Quorum.* An election requires at least five (5) votes to be cast.

#### f. *Collection of votes.*

- i. Each member of the Board shall have one vote. On the date for the election designated by the President starting at 12:00 AM and ending at 11:59 PM, the members of the Board shall cast one (1) vote in writing to the Secretary. The vote in writing may be cast on paper, electronic mail, or facsimile or via any electronic voting software approved by the Board.

- ii. The Secretary shall validate and tabulate the votes submitted under § VII.1.f.i.
- iii. The Secretary shall report, to the Board, the nominee(s) receiving the most number of votes.
- iv. In the event that one (1) nominee has received the most number of votes under § VII.1.f.iii, the Board shall declare the one nominee to be the winner of the election.
- v. In event that two (2) or more nominees have tied for the most number of votes under § VII.1.f.iii, the President shall cast a tie-breaking vote for one of the two or more nominees, and the Board shall declare the nominee receiving the tie-breaking vote to be the winner of the election.

2. *Non-Election Voting.*

- a. *By the Board.* The President may call for voting by the Board at any meeting to make decisions on SRAA business. Each member of the Board shall have one vote. Such voting requires at least three (3) votes to be cast in person by the Board.
- b. *Amendments.*
  - i. The Board shall conduct voting under § VII.2.a in a regular meeting to approve any proposed Amendments submitted under § VIII.1 for voting by SRAA members.
  - ii. The Board shall conduct voting by SRAA members at an Annual Meeting to adopt any proposed Amendments approved under § VIII.2.
  - iii. The President shall provide, to SRAA members, notice of voting on proposed Amendments approved under § VIII.2 at least fourteen (14) days prior to the Annual Meeting.
  - iv. The Secretary shall distribute, to SRAA members, proposed Amendments at least seven (7) days prior to the Annual Meeting.
  - v. Each SRAA member shall have one vote. At the Annual Meeting, SRAA members may cast one (1) affirmative vote in person to adopt proposed Amendments.

- vi. In the event that the vote cannot take place at the Annual Meeting, or Amendments need to be voted upon sooner, the Amendment vote shall occur at the next regularly meeting, with the aforementioned notice provisions.
- vii. The Secretary shall tabulate the votes cast under § VII.2.b.v.

#### **Article VIII – Amendments**

1. *Proposed Amendments.* Any member of the Board may propose Amendments to this Constitution and By-laws for review by the Board.
2. *Approval by the Board.* The President shall present proposed Amendments to the Board for approval by affirmative vote.
3. *Adoption.* After approval by the Board, the proposed Amendments shall be adopted if two-thirds of votes tabulated under § VII.2.b.vi constitute affirmative votes.

#### **Article IX – Dissolution**

SHS has sole authority to dissolve SRAA, but may so act with the advice and consent of the Board.