Institutional Advancement Committee Meeting 9/15/2016 3-4pm

In attendance: Barb McAlmond, Wes Feist, Kim Caldwell, Mary Lannert, Ryan Loomis Therese Collette, and Kylie Schweitzer

Meetings will continue to be at Donaldson campus with more people being here.

1. **Newsletter:**
   - Hope to have out in the next week or two.
   - Planning on reaching out to more people.

2. **Helena College Day (April 21st, 2017) 10:00 am- 3:00 pm**
   - We are expecting hundreds of people.
   - Tammy Burke will be there doing live demos. Robyn Kiesling will be giving information on general education, and Barb McAlmond will be helping Student Affairs group.
   - There will be a table for FAFSA information
   - We need to have an alumni table and whoever can help at the table would help man the table.
     - On Table:
       - Pennants, car decals, license plate frames
   - Still trying to figure out what to do for food at event.

Try to think of any new ideas and bring to Barb.

How will event be set-up? By Program?
Who is necessary? **EVERYONE**
How to Engage Faculty and Staff? **They will need to be involved.**
Is Campus Closed? Staffing left on Campus? **Not closing the campus. Determined by the heads of each area who will stay and cover.**
Timeframe? Day of?

3. **New Committee Members Brainstorming**

Therese Collette, Daphne Felker, Kylie Schweitzer, Cody Torres, Derek Hauer.
4. Alumni Engagement
   - Plan on having alumni at graduation along with pennants and license plate frames for alumni.
   - Alumni webpage:
     - Need to develop more content
     - Have a link on the webpage for the newsletter
     - Maybe have a spot to feature alumni on webpage
       - What are they doing today?
       - Use local businesses that alumni started
     - Maybe have a spot for alumni to give feedback about their experience at Helena College.