In attendance: Wesley Feist, Mary Lannert, Jennifer Hern, Kim Caldwell, and Therese Collette

1. **Alumni News**
   Wes came up with some probing questions to ask HC graduates regarding becoming an Alumni.
   1. Tell us about your current role/position.
   2. Please share a memory from your time at Helena College.
   3. What did you learn at Helena College that most benefited you?
   4. What would you say to a person considering enrolling at Helena College?

2. **January/February Newsletter**
   Possibly putting a link to current Continuing Education classes, and open positions at Helena College. Also promoting graduation.

3. **Alumni Webpage**
   The webpage should include past newsletters, benefits of being an alumni, links to Helena College’s social media. Possibly adding a calendar of current events, but we need to make it automated.

4. **Schedule of future meetings**
   Discussion of changing the meetings from twice a month to once a month, with the exception of April to prepare for Helena College Day.

5. **Additional Notes**
   This committee still needs a faculty member to join.