In attendance: Wesley Feist, Ann Willcockson, Ryan Loomis, Barb McAlmond, Derrick Hauer

1. **We would like to welcome and thank Derrick Hauer for joining, and attending!**

2. **Alumni Newsletter**
   a. Another edition will go out January/February to continue quarterly.
   b. Newsletter will contain:
      i. Alumni Spotlight
      ii. 2nd Annual “Show Helena College some Love” advertisement
      iii. Continuing Education Options
      iv. Helena College Employment Link
      v. Graduation Announcement
      vi. Helena College Foundation link
   c. Last newsletter had a good open rate and no un-subscribers

3. **2nd Annual “Show Helena College some Love”**
   a. Donaldson Campus
   b. 5:00 p.m. – 7:00 p.m.
   c. Support from campus(es) faculty and staff is appreciated, but not required.
   d. Hors d’oeuvres and no host bar

4. **The group discussed “micro-fundraising”**
   a. Institutional Advancement would like to ask for small donations for the Helena College Foundation and would like to start by mentioning the Helena College Foundation link in the newsletter.
   b. Barb will determine rules/regulations of donations from Alumni / tax information with the foundation board.
   c. The group discussed table tents for the Helena College Foundation event of ways $_____ could impact _______. (i.e. $5 from each graduate (approximately 178 for Spring 2015) could provide $900 in scholarships.) or (Your $150 donation will buy XXX book for a student)
      i. Come with ideas to next meeting of this type of information.
5. **Continuous IA Meetings**
   a. Institutional Advancement will continue to meet approximately every month.
   b. Meeting will be from 4:00 p.m. – 5:00 p.m.
   c. Next meeting will occur on 01.24.2017, in preparation for the Helena College Foundation Event.

6. **Institutional Effectiveness Committee**
   a. The new committee structure was discussed.

7. **Graduation**
   a. A presence at Graduation from Institutional Advancement Committee Members will be appreciated.
   b. We will need a table, table cloth, banners, laptop (Wes to Reserve), selfie spot, pennants and clings to give away.
   c. The goal is to promote alumni involvement and encourage years’ past alumni to register for Alumni Association.

8. **College Council**
   a. The updates from College Council are sent to all IA members and it is expected they are read.