

The Association of Harvard College Class Secretaries and Treasurers



AHCCS&T 2019 Annual Meeting Minutes May 2, 2019

Madeline Lissner '09, Association President, called the meeting to order.

We approved the 2018 meeting minutes.

We observed a moment of silence for the following recently deceased members of the association:

- David Dearborn '59, Secretary
- Joseph Donovan '72, Secretary
- Anna Hahn '40, Treasurer
- Roger Hunt '52, Treasurer
- Gerry Lauderdale '50, Secretary
- Betsy Warren-Davis '42, Treasurer

We welcomed ten new members to the association:

- Nelson Darling '42, Treasurer
- Julie Devine '84, Secretary
- Fritz Donovan '59, Secretary
- Erika Dreifus '91, Secretary
- Neal Engstrom '88, Treasurer
- Deb Graham '88, Co-Secretary
- David Kanter '88, Assistant Treasurer
- Laurence Leonard Jr. '52, Treasurer
- Nina Schwalbe '88, Co-Secretary
- Henry Warren '72, Secretary

A special welcome was extended to the officers from the Class of 2019.

The Association's longest-serving member, Dan Fenn '44, was recognized for his 72 years of service as the secretary of the Harvard College Class of 1944.

Jay Hooper '84 delivered the Treasurer's Report. He reiterated the last several years' reporting, which documented that the Association had ran deficits for several years as annual meeting costs have risen considerably with inflation while dues and fees remained constant. Compounding the issue was the fact that more classes were failing to pay their dues in years when they did not send representatives to the annual meeting. As a result, the Executive Committee and the HAA came together and agreed that the HAA, which had long been subsidizing the meeting, would assume the full cost of the meeting beginning with the 2017 meeting. This arrangement has allowed the Executive Committee to set dues to zero for the second year in a row. While the Executive Committee retains the option of raising dues again, they do not foresee doing so currently as the Association has no current financial obligations.

Jay reported that approximately 30 classes have enrolled into the Partnered Class Treasury Administration Program. The program handbook has been made available online and via email and was included in the meeting materials. Any class that is not yet participating is welcome to join, and there are instructions in the handbook for doing so. AHCCS&T and HAA will be offering an information session on the program again this year.

Nina Schwalbe brought up the timeline of reunion reconciliation. Her class had a reunion in the fall of 2018 and still had not received their reconciliation. Kristen DeAmicis responded that the HAA's external partners don't usually bill us on a timely basis and therefore we aren't able to reconcile the reunion in a timely manner. The Harvard Alumni Association is working on this, it will be much more streamlined when all of the reunions take place in the spring.

Madeline reported on behalf of the Nominating Committee. The slate was presented as follows:

President: Chris Duple '75 (S)

Secretary: Tom Quirk '74 (T)

Treasurer: Jay Hooper '84 (T)

Honorary Chair: Monica S. Abrams '95 (S)

Executive Committee: *Above officers with:*

Arthur Karell '01 (S), Committee Member

Rod Kessler '71 (S), Committee Member

Brad Paraszczak '11 (T), Committee Member

Julie Starr-Duker '82 (T), Committee Member

Ex Officio: Madeline Lissner '09 (S), College Appointed Director representing AHCCST

Philip Lovejoy, Executive Director, HAA

Kristen DeAmicis, Senior Director, College Alumni Programs, HAA

The slate for the 2019-2020 Executive Committee was approved. Madeline recognized Joan O'Connor R'60 for her service as representative to the HAA Board as well as Alexandra Molnar '96 for her service to AHCCS&T as a member of the Executive Committee.

Madeline reported on new business from last year's session around the idea of mentorship of new members. Moving forward the Association will provide a personal welcome to new members and will receive direct outreach from the sitting president who will connect them with a mentor. In past years AHCCS&T has only provided new members with a set of Minimum Standards which was recently updated to be more current. The Minimum Standards were included in attendees' packets and can be found at the end of these meeting minutes.

Madeline called for new business. Warren Little '55 proposed that the HAA find a way to track classmates who decide to affiliate with a different class year. Kristen noted for the group that alumni are able to request a class change once; to do so, they must notify Alumni Development Services and the HAA and their record will be updated accordingly. Jay mentioned that the HAA captures rooming groups and that is a good way to reach out to people who may have been lost by the Secretary or Treasurer. The consensus was that there needs to be better communication about the HAA's data and capabilities in order to help secretaries manage their classes effectively.

Linda Robinson '72 received a request to post in the online Class Notes section on behalf of a classmate, while she has administrative privileges, she is only able to post for herself and not for classmates. She would like to find a way to give secretaries the ability to post notes on behalf of a classmate in Class Notes.

Following the New Business portion of the meeting, Philip Lovejoy reported on the happenings around the University. He briefly mentioned leadership changes: President, Larry Bacow; Vice President for Alumni Affairs and Development, Brian Lee; and Dean of the Faculty of Arts and Sciences, Claudine Gay. Philip also welcomed the newest addition to the Harvard Alumni Association, Elizabeth Ballard '99 who will be heading the College Alumni Engagement team and working closely with the AHCCS&T.

A question was brought up by a member regarding how alumni voices can be heard. Philip suggested that members should always feel welcome to communicate with members of the Association's Executive Committee, staff in the HAA, and Harvard leaders like Philip, Brian, and Larry.

There being no further business, the meeting was adjourned.

ASSOCIATION OF HARVARD COLLEGE CLASS SECRETARIES AND TREASURERS



Suggested Minimum Standards for Class Secretaries

1. Attend the Annual Meeting of the AHCCS&T. If unable to attend, select a substitute representative—the Class Treasurer or another class officer or active classmate.
2. Strive for Class cohesion via regular communication (HAA Class Site email tool, Facebook class page, etc.) and keep track of classmates (e.g., changes in email addresses). As principal class communicator, contact the class at least once a year in writing via letter or newsletter.
3. Submit an Activity Report annually to the Class Committee with a copy to the HAA (haa_collegealumniprograms@harvard.edu).
4. Attend all Class Committee meetings and generally promote and participate in class activities.
5. Publicize class events in non-reunion years —strive for at least one a year—or select a Class representative to do so.
6. Work with the Class Report Office on each quinquennial Class Report or appoint another classmate to do so eighteen months prior to projected publication date.
7. Submit information for class notes to *Harvard Magazine* and encourage classmates to do so directly.
8. With appropriate Class Committee assistance, promote the Class by recommending classmate candidates for Overseer, HAA Elected Director, Harvard Medals, and HAA awards.
9. Work with HAA Office, the Class Treasurer, and other class officers to find a successor if necessary and assist on other projects as needed.

ASSOCIATION OF HARVARD COLLEGE CLASS SECRETARIES AND TREASURERS



Suggested Minimum Standards for Class Treasurers

1. Attend the annual meeting of the AHCCS&T.
2. Attend Class Committee meetings, Reunion meetings, and Class activities whenever possible.
3. Complete a Summary Financial Report for each calendar year and submit it to the Class Committee, the Class Secretary, and the HAA office by April of the following year.
4. Monitor all Class accounts on a regular basis and communicate with the Class Secretary and other Class Officers if funds are low.
5. Keep the Class Committee, the Class Secretary, and the HAA office aware of Treasurer's current address and telephone number, and the location of all Class accounts.
6. Ensure that all Class bank accounts are signed by at least one other Class Officer and/or one of the Directors on the HAA staff.
7. Ensure that all Class bills are paid in a timely manner including those handled by a Reunion Treasurer or Special Event Treasurer (if designee is other than Treasurer).
8. Work in partnership with the HAA and Reunion Treasurer (if designee is other than Treasurer) to ensure sound Reunion budgeting.
9. Has the latitude to appoint an Assistant Treasurer.
10. Forward class notes and any other classmate information received to the Class Secretary.
11. Work with HAA Office, the Class Secretary, and other class officers to find a successor if necessary and assist on other projects as needed.