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## John D. O'Bryant/BTHS Alumni Association Meeting Minutes

**Meeting Date and Location: 3/29/2005 5:30:00 PM - 6:30:00 PM**

**John D. O'Bryant School teacher's lounge.**

**Attendees:** Cynthia Fernandes, Greg Gamble, and Joel Stembridge,

**Absent:** Elizabeth Miranda and Charles Titus

- **Discussion items: #1. State PC Form (Right to Solicit)**
  1. Greg was asked to make edits to the existing by-laws in order to expedite the processing of this request. State Attorney General's office has since granted the association the rights to solicit funds. All finalized documentation will be forwarded to the JDO school address.
- **Discussion items: #2. Alumni Association Website**
  1. Joel provided Cynthia with contact information for Tom Rose, a web developer from Scituate. Cynthia will contact Tom and ask that he provide her with an RFP (Request for Proposal) for the alum website.
  2. Cynthia and Greg have also scheduled a phone conference with David Marcillo to request an RFP as well.

**Action Items:**

- a. Cynthia will provide a copy of both RFPs at our next meeting for the group to review.

- **Discussion items: #3. Disbursing funds to JDO**
  1. Joel has been in contact with Cornelia Kelly, headmaster at BLA to discuss the process by which BLA receives money from their alumni association. According to Joel, The alumni association provides Ms. Kelly with a total amount of available funds to be disbursed and she then submits a budget to the association based on this number. This budget is submitted at the beginning of the school year and once the purchases are made, the school is reimbursed by the association. Joel recommended that we meet with Ms. Kelly and a few of the BLA alumni to discuss this process and other alumni association related questions.

**Action Items:**

- a. The group will discuss agenda items for the meeting with BLA at our next meeting.
- b. Howard will provide an update on the BEF request from Charlotte Scott.

- **Discussion items: #4. Meet and Greet sessions**
  1. The group agreed that there is a need to pick a date and location for the first meet and greet session. Greg and Cynthia both offered to do it at one of their homes in Randolph but realized that it should probably be somewhere that is accessible from the T. The

group also agreed that the dates for these sessions should occur sometime in mid-July and mid-August which would be followed by the kick off in September.

**Action Items:**

- a. Joel will ask Charles Titus and Richard O'Bryant if any of these gatherings could be hosted at UMB and/or NU respectively.
- b. Greg will contact Shawn O'Neil, (Mass Pike Public Affairs Director) and the Boston Globe advertising department to inquire about media contacts and costs for advertising the meet and greet sessions.

• **Discussion items: #5. JDO Strategic Planning Committee**

1. Joel informed the group that Richard O'Bryant (son of John D. O'Bryant) has expressed interest in the JDO Steering Committee meetings that will be held at Northeastern University. The next meeting will be held on Thursday April 7<sup>th</sup>.

**Action Items:**

- a. Joel will post the minutes from the Steering Committee meetings to the JDO school website for the group to review.

• **Discussion items: #7. Compiling alumni contact information**

1. Joel's administrative assistant has begun compiling Excel spreadsheets from graduating classes in the 1960's which Joel has forwarded to the group. This information will eventually be compiled in a database that will be available from the alumni website, thereby allowing alumni the ability to update their contact information as needed.
2. The group agreed that there is need to include graduating members from the late seventies and early eighties as these are the groups that aren't currently represented at the alumni meetings.

**Action Items:**

- a. Joel will ask his administrative assistant to continue to compile spreadsheets from graduating classes 1978-1982 and 1986-1992.
- b. Joel will ask JDO teachers for alumnae contacts as well.

**The following are a list of items from previous meetings that still require follow up:**

- a. Joel will provide a copy of the NEASC report.
- b. Group will decide on timeline for soliciting the Herald and the Globe to do a story on the JDOBTH association.
- c. The group needs to compile a list of media contacts to be used for marketing purposes.
- d. The group needs to formalize a list of potential corporate sponsors.