

Calvin Coolidge Alumni Association, Inc. (CCAA)

Calvin Coolidge Senior High School

6315 5th Street, Northwest

Washington, D.C. 20011

Website Address: www.cchs-aa.com

MINUTES TO MEETING HELD ON:

Saturday, February 12, 2011 – CCAA Annual General Membership/Board of Directors Meeting
Walter Reed Army Medical Center, Delano Building #11 at 12:00 p.m.

Attendees:

Marcus Brown, President

Gregory Harris

Ron Hunter, Webmaster

Donna Jones, Treasurer

Frank Jones, At – Large Member

Monica Jordan, Scholarship Chairperson

MonaCheri Pollard, At – Large Member

James Proctor, Vice – President

Shawn Ruffing, Secretary

John Spearman, Alumnus

Debra Whitford, Alumnus

The meeting was called to order by Marcus Brown at 12:00 p.m. Opening Prayer was given by James Proctor.

Opening Remarks

Marcus Brown has opened up the meeting with his remarks of all of the accomplishments that we made thus far as an organization. He also gave us a general overview of the year of the organization as far as the website, greenhouse project initiative, and the mission for the CCAA moving forward to the future.

Minutes from January 11, 2010:

The minutes were presented and read by Shawn Ruffing with the necessary corrections to the board. The minutes from January 11, 2010 was approved by the board.

Treasurer's Report:

Donna Jones gave the board a verbal treasurer's report and will be sending a copy to the board via email. She has verbally given the following accounts;

- Grants Account: \$13,591.58
- Scholarships Account: \$19,895.61
- Athletic Dept. Account: \$3,364.56
- Main Account (CCAA): \$20,098.71
- Dollars for Scholars (DFS): \$6,701.20

Also, in her report the question of the reconciliation of the books from the previous meetings. There will be a letter of notification of complication that the books are reconciled for the records as far as transaction is concerned. The treasurer has also suggested that there should be procedures for the accounts as far as issuing and collecting monies so the motion was that there will be a service charge and qualifications, process, criteria that be developed by the treasurer. The motion passes.

Updates/Unfinished Business:

a.) Dollars for Scholars:

Marcus Brown has given us an update about Dollars for Scholars includes scholarship programs and internships for the summer programs. This important information needed to be communicated and posted it on the website to the parent organization about the internships and scholarship programs. The parent organization website is: www.coolidgeshsptso.com that will be connected to the alumni website. James Proctor has made a motion that we invited the organization to our 25th Anniversary Celebration up to two (2) people. The motion passes by the board.

b.) Grants Update:

Frank Jones has given us the update about the grant program which includes the following;

- Working on the Summer Program
- Revisited the partnership with SAFE Takoma
- Continued with the following partnerships: ACE, African American Awareness, Playground Technology
- More emphasis on getting more grant writers to development on our grants of the CCAA
- Working on a trip to the Dominican Republic (6 – students; 2 – chaperones)

c.) Mayor Gray's Initiative:

John Spearman has given us a report about the initiative to identify the programs needed for Coolidge SHS but the process stop for any reason. The board has discussed back to the journey until now. Marcus has suggested that we need to back to step one of the process which is to write a letter. Marcus Brown and John Spearman will do the letter and approve the letter after the communication has been corrected.

d.) CCAA Newsletter:

Ron Hunter has given a video presentation of our newsletter that will be distributed in the month July with the new program, "Constant Contact". The board has taking a glance of the new and updated newsletter.

Committee Updates:

a.) Scholarship Update:

Monica Jordan has given us an update as far as the named scholarships which are six (6) equal \$5,000 and the CCAA Scholarships up to \$3,000. The deadline for the application will be on April 15, 2011. The only scholarship with the extra requirement is the Phyllis Wells Scholarship. The Scholarship Committee will be meeting about the qualifications of the scholarships. Also, the suggestion was made to the committee to start establishing record bookkeeping and to develop the procedures for the scholarships. Monica Jordan has given to the board a report for all scholarship recipients.

b.) CCAA 25th Silver Anniversary Celebration Update:

Frank Jones has reported to the board about the upcoming 25th Anniversary with the Alumni Breakfast and Evening Gala. An overview of the celebration will distribute by Shawn Ruffing, Secretary.

Old Business:

a.) **Reapproval of the CCAA Board of Directors & the 25th Anniversary Celebration**

Committee Meeting Dates:

Shawn Ruffing has explained to the Board that the meetings will be taken place at Walter Reed Conference Center until August 2011. The planning committee and the board meetings for the months July, September, October, November and December will determine and communicate via email about the location of the meetings.

New Business:

a.) **Introduction of the Rotary Club Project Initiative:**

John Spearman has given us a video presentation about the Rotary/Interact Club project introduction which includes community service projects within the school and in the community. The motion was to have the board establish a rotary/interact club with the school. The motion passes with the following votes: 6 – YES; 1 – NO.

John Spearman, James Proctor and Marcus Brown will gather the information for the upcoming meeting as a form of presentation to the board at the next meeting. Also, John has presented a document for volunteers for this project.

b.) **2011 CCAA Budget:**

Donna Jones told the board that there were only three (3) budget requests and also, she address about the service charge fee for the procedures for the accounts. The suggestion is to email to Donna Jones your budget request for approval. The budget will be presented to the Board at the next meeting.

c.) **CCAA Bylaws:**

Shawn Ruffing have given a copy of the bylaws to the Board for them to read and give input on the bylaws. This agenda item will be tabled at the next meeting.

Open Discussion:

The list of topics that was open for discussion at this meeting was as follows;

- Update of the Greenhouse Project Initiative
- Athletics (Basketball Program)
- Summer Program
- Varsity Shop

Next Scheduled Meeting:

The next scheduled CCAA Board of Directors Meeting will be held on Monday, March 14, 2011 at Walter Reed Medical Center – Delano Hall (Building #11) at 7:00 p.m. is our regular monthly Board of Directors Meeting.

Meeting Adjourned:

The meeting adjourned at 4:00 p.m.

Submitted by:

Shawn E. Ruffing, CCAA Secretary