

MINUTES OF THE BOARD MEETING OF THE CITADEL FAMILY ASSOCIATION HELD ON SATURDAY, MARCH 15, 2008 AT ROOM CADET LOUNGE, MARK CLARK HALL, THE CITADEL, 171 MOULTRIE STREET, CHARLESTON, SC., AT 12:30 P.M.

PRESENT: Mark & Kaye Youngren, Chair
Lou Ann Coleman, Secretary
Tom & Debbie Tapia, Chair
Membership committee
Jack & Maureen Boyle, Chair
Cadet Recruitment/Retention

ABSENT: Andy & Kim Creech, Secretary
David White, Newsletter Chair
Mark & Kathy Jagger Volunteer Coordinators

I. CALL TO ORDER

Chair Kaye Youngren the meeting to order at 12:45 p.m.

II. APPROVAL OF MINUTES

Minutes of the previous meeting was postponed until the next Board meeting.

In view of the fact that Kim Creech was not in attendance, Lou Ann Coleman volunteered to take the minutes of today's meeting.

III. GENERAL DISCUSSION Q & A

There was general discussion about the Board structure and how each Committee Chair was to interact.

AGREED

It was recognized that the job description for the Membership Committee and Cadet Recruitment was still in the formulation stage and would be refined as necessary. No motion necessary.

IV. WEB SITE POSTINGS

The Board discussed the items that needed to be updated on the web site and also compiled a list of new items that should be posted.

AGREED

The web site updates should include pictures of officers. New postings should include pictures of the Committee Chair, Volunteer Coordinators, and Battalion Representatives. In addition, minutes of meetings should be placed on the web site as well as the job descriptions of Battalion, Company and Area Representatives.

Maureen Boyle will assist with a data base for the Board and a data base will be established for the Volunteer Coordinators and the Area Representatives. The Board will review a policy for a data base for each of the Battalions. It was generally agreed that the data base should be a tool for communication rather than an "open" website for blogging.

V. NEWSLETTER SCHEDULE & CONTENT

Kaye stated that materials for the next newsletter should be in the hands of David White by June 1st. This is the Matriculation newsletter which is mailed to the families of Knobs. The newsletter should be in the mail no later than July 15th.

AGREED

Kaye Youngren and Lou Ann Coleman will work with David White for newsletter content. Mark and Kathy Jagger should have their list of Company Representatives completed so it can be included in the newsletter. Since the newsletter is only mailed to Knob families the Area Representative information will not be included; this will be part of the fall newsletter.

VI. CADET RECRUITMENT/RETENTION COMMITTEE

Maureen Boyle stated that she needed feedback from parents in order to set up data bases and oversee the follow up to ensure Cadets receive cards and letters of encouragement throughout the year; i.e. birthday cards, well done when they are recognized for accomplishments; and Christmas Cards, etc.

AGREED

Maureen will submit a proposed card which can be filled out by parents during Matriculation. Maureen provided Kaye with suggested changes on the current volunteer card form.

The Board agreed that it is the goal of the CFA through its various outreaches (i.e. Matriculation, Parent's Weekend, and Corps Day Weekend) and the Area Representative program to be the link between parents in order to provide support to the parents and represent the Citadel with the ultimate goal being

Cadet retention. This platform should be regarded as the basis of the CFA in all its work.

VII. RECEPTION FOR FAMILIES/HOST FAMILY LIASION

The Board discussed opening a line of communication so that the CFA could assist with recruiting and supporting Host Families. Additionally, the Board wants to pursue the idea that was suggested by a local family who has been involved with non official hosting of Golf Company.

Basically, the idea is to have a tent for each Battalion where families can gather and meet other parents, Battalion and Company Representatives and Host Families. Again, the Board feels that this would tie the parents into the CFA and thus the Citadel in a less formal surrounding.

AGREED

Mark and Kaye Youngren will follow up to obtain information as to how the CFA can be the link to the Host Family program.

The Board agreed to ask Kim Pearson, Charlie Company, if she would be willing to be the Host Family Liaison.

VIII. MATRICULATION BBQ VENUE

Mark and Kaye Youngren reported on their meetings with The Citadel Foundation relative to the venue for the Matriculation Day BBQ. The Board received comments from several families relative to the experience at the Riverdog Stadium ("The Joe") as opposed to the Beach House.

The Board felt that parents were more relaxed, interacted with other parents and had time to ask questions; and far more importantly bonded to The Citadel in a positive manner than at the less desirable industrial setting of The Joe.

AGREED

The Board agreed that they did not want to have the event at The Joe again this year, but would rather have the reception for parents at the Beach House. If cost is an issue for The Citadel Foundation, the Board would willingly undertake the expense and change the food service to either a volunteer effort of preparing hamburgers, etc., or just to a dessert affair.

Mark and Kaye Youngren were authorized to follow up with The Citadel Foundation.

IX. NEXT BOARD MEETING

A meeting of the Board is to be scheduled prior to June in order to finalize plans for Matriculation.

AGREED

A tentative time frame is just prior to graduation, perhaps May 1st or another date in May if the proposed date does not work with schedules.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.