

IACAC Mentorship Committee Meeting Minutes

Thursday, March 26th, 2009
Mentorship Committee Co-Chairs

Anne Kremer
Northwestern University
a-kremer@northwestern.edu
847-467-7789

Kathy McSherry
Eastern Illinois University
kmchsherry@eiu.edu
847-776-7626

First-Timer's Luncheon Tri-Chairs

Demetrius Triplett
Elmhurst University
tripletd@elmhurst.edu
630.617.3064

Anne Kremer
Northwestern University
a-kremer@northwestern.edu
847.467.7789

Kate Gavin
District 99
kate.gavin@yahoo.com
630.291.5707

AGENDA

1. Introductions: Anne Kremer, Kathy McSherry, Jen Motzer, Kate Gavin, Dave Kokandy, Nate Bargar, Kye Hawkins, Allegra Giuliatti-Schmitt, Chevonne Totten-Garner, Erin Hoover, Jennifer Volkmann, DeVone Eurales, Chrissy Litoborski
2. Touch base about District 214 Fair T-Shirt exchange (Allegra)
 - Sent information flyers to schools for the T-Shirt exchange after the District 214 Fair on Tuesday, April 7th
 - Stop by the Bradley table at the North Central ICE Fair to grab some flyers to distribute
 - There is a \$5 cover at the Alumni Club this year but there will be some wing specials, etc for everyone to enjoy.
3. Illinois School Visit Guide update
 - Jen Volkmann has been working on updating this, a letter will be sent from an outside company to encourage high schools to update their information but we will receive a list of all the schools that have not responded to that so that we can follow up with them individually.
 - There was an article in March Newsbrief explaining what this guide is so hopefully more high school counselors will be aware of it's purpose when we're calling to update their information.
4. First-Timer's Luncheon
 - a. Organizational details – Make sure you registered for the First Timer's lunch on Wednesday
 - Skit rehearsal will be on Tuesday night
 - b. Small committee of people to help – Kate, Kathy, Maureen, Chevonne, and Anne will be working on the program for the lunch; it's not being sponsored yet but if a sponsor is named Erin will let these people know.
 - c. Assigning table hosts – Kate Gavin will be working on assigning table hosts, if you're willing to serve as one let her know or if you know of someone that would like to be a host, send her that person's name and contact information. Assignments won't be made until the last week of April so Kate will request some help when that time comes.

- d. T-shirt/balloons for tables – drop off t-shirts from your school to Courtney Wallace (Univ. Missouri-Rolla) at any upcoming fairs; Chrissy will be getting balloons for tables
5. Mentorship Marches
 - a. Liaison Update
 - Make contact with your matches if you haven't already done so
 - When you're talking to the mentee, if this is the first conference they're attending, make sure that they're registered for conference and signed up for the First Timer's lunch
 - Check to see if the mentor would be interested in being a table host for the lunch, if so send their name to Kate Gavin and make sure to tell them to sign up for First Timer's lunch as a table host (they can let Linda know if they've already registered for the other lunch on Wednesday)
 - b. Mentorship Match of the Year (Sarah, Kye)
 - If you have suggestions on great matches for this “extremely legit” award send them to Kye by next week. 😊
 6. Other Conference information
 - a. People assigned to Mentorship table
 - Passed around sign up sheet for people to staff the mentorship table during conference, look at program to know which time slot you can volunteer, email Anne or Kathy to sign up.
 - Bring a bag of M&Ms for your shift, Jen Parr will bring a big bowl for them and we have cups to distribute them, can someone bring some hand sanitizer for the table?
 - b. Mentorship board with notes (Kathy)
 - When sitting at the table, write some thank you notes so that the bulletin board gets some use, your notes will encourage others to write notes.
 - If you have any leftover bookmarks please bring them to any upcoming fairs or the board meeting to give to Kathy.
 - Discussion about whether the bookmarks are outdated?
 - Think of creative/unique suggestions for next year that can be researched this summer:
 - fancy pens that show different involvement options when clicked?
 - downloadable screen saver?
 - safety pins for traveling?
 - travel kit to hand out at SI, Kye will bring hers to the next meeting to see if it's something we'd like to duplicate
 - Suggested having wrap-up meeting at the end of May with all current committee members to talk about things that went well and recommendations for the future committee chairs and members.
 7. Luncheon script read-through – Thanks to Demetrius, Dave, Nate, Kye, Rio and all those who helped with starting the script this year
 - a. Suggestions? – Please send all suggestions to Dave and Demetrius asap, anyone interested in joining their next meeting to finalize the script please let them know.
 - b. Preliminary assigning of parts – Please be at the next meeting if you'd like a part in the skit, if you're unable to attend email Dave/Demetrius or Anne/Kathy to let them know what part you'd like.
 8. Next meeting – Monday, April 20th , at College of DuPage, time TBA