

Tufts Environmental Alumni (TEA)

Steering Committee Meeting

Conference Call
24 January 2011, 6:00 p.m.

Participants: Kate Leblanc-Dilawari, Lyn Lustig, Mark Taitz, Kiersten Von Trapp, Amanda Fencil,

Meeting Minutes:

I. Update on April Speak Event:

- Speaker, P.J. Simmons of Corporate Eco Forum will discuss his book, "The Green to Gold Business Playbook" on Thurs 4/28/11
- Agreed on location: Alumnae Lounge (est. capacity 60-100 ppl)
- Lyn will follow up with Alumni Relations (Shane Dunn) on the following:
 - o Confirm capacity of Alumnae Lounge
 - o Timing of event? Thinking 5:30-7:30. Cocktail/ light apps networking 5:30, speaker at 6:30, Q&A at 7:00
 - o Catering cost for cash bar & light appetizers?
 - o Confirm that Alumni Relations will provide name tags, room setup, event registration (walk-ins OK but would like to request "limited capacity please register as early as possible")
- We prefer not to charge for attendance. Kiersten will reach out to TIE and other groups about possible co-sponsorship to cover catering cost.
- Kiersten will work with Shane to issue event advertising

II. Update on Genzyme Green Building Tour:

- Ann Gisinger sent email to Genzyme Tufts Alumni, as a result tour operator agreed to host an evening tour.
- Ann to follow up with Genzyme on the following:
 - o Confirm availability to conduct tour on 3/2 or 3/3 around 6pm?
 - o What are Genzyme options for post-tour networking? Space/ catering/ cost?
 - o Alternatively, is there a nearby location (pub/ bar) we could convene afterwards?

III. Update on TEA Survey:

- Discussed final suggested edits:
 - o List other potential events as choices: Green Building Tour, Speakers on Current Environmental Topics/ Events, Career Panels, Educational seminars
 - o Delete Genzyme question since event is already in the works
- Amanda will send final version (survey link) to Kiersten. Kiersten to send out to alumni list.