

Action List				
Let's assign these goals in order of importance for:		Board: Mickey, Gene, Dustin, Lisa, Edd, Jennifer		
1 = Immediate Action (present to 3 mos)		Committee: Angie, Mary Lou, Karen, Alice, Jean		
2 = Short Term (next 3-6 mos)				
3 = Long Term (6+ mos)				
Order	Task	Assigned to	Completed	Notes
1	Need Central Email from school - Google account for Drive/email	Mickey/Lisa	X	alumni@mybedford.us
1	Update Letterhead/Brochure/Application/Forms	Mickey/Lisa		
1	Update Accomplishments & Goals Statement	All (help from Dustin W)		
1	Gather all files/statements, upload to Google Drive, update each	Mickey/Gene	in progress	
1	Secure Domain/Webhosting from GoDaddy	Mickey/Lisa		www.BedfordAlumni.com
1	Create links list of all emails, social media pages, groups, websites, class of's, BHS-related sites and relevant resources	Mickey/Dustin		
1	Collect/create data list of all current Alumni/Associate Member, update contact info	Dustin/Angie	in progress	
1	Get update on 3rd Phase Stadium Restrooms – start planning fundraiser kickoff	Mickey/Gene/Mary		
1	IT Committee? Do we need one?	Mickey/Dustin/Lisa		
1	Find out who takes care of Stadium, cleans, repairs, trash, updates (Grounds people, Football parents) anyone else? Shouldn't we help?	Edd		
1	Need list of all extracurricular clubs at BHS (contact counselors office or Andy Rousello)	Dustin/Jean/Lisa		
1	Storage for all of Alumni Association assets (Admin Building? School? Press Box?)	Lisa/Gene		
1	Signature Cards from Bank, which bank, 2 signatures needed for checks	Lisa/Mickey		
1	Define more clear terms for Officers, update Mission Statement, Policies and Procedures	Dustin C/Dustin W		
1	Need volunteers at all home school events (bring table, tent, tri-folds, Model, membership apps, etc)	All		
1	Publish Newsletter with current events & info, direct mail and electronic versions, collect email list	Mickey/Dustin		Constant Contact or Mailchimp
1	Develop Website, extract data from BedfordYes and import it to new site	Mickey/Gene/Dustin/Lisa		
1	Dig out the Time Capsule Event	Edd/Gene		Located in the west side of sign, middle gray cap stone, corner of Jackman & Dean
1	First fundraising event for Stadium Bathrooms - Ideas?	Mary/Lisa		We have started a fund, \$156.30 total
2	Who and When will the snail mail get picked up at the Admin Building?	Lisa		
2	Membership – update once per year	Angie		
2	Hall of Fame – let's start planning to do one for 2016! Need nominations, promote?	Edd/Karen/Dustin/Jean		
2	New Scholarship created for Bedford 50th, set guidelines and application	All		
2	Who/How to inform members of status, accomplishments & signature events of school?	Mickey/Dustin		
2	Plans for Social Future Events (alumni or per class)	Mary/Jean		
2	Need info on school improvements needed (Stadium Plaques, West Wall for Academics and other recognitions)	Gene		
2	Let's get back to BBA Trade Fair!	Jennifer/Angie		
2	Decals for cars – other giveaways?	Mickey		
2	Resurrect Life-Time Membership Bricks? List of Lifers? Should we use a different term like Honoree or something other than Lifer?	Gene/Alice		
2	Alumni Nights at games/events, which ones? Need presence for sign up booth, volunteers	Mickey/Gene		
2	Need list of Community Events we can set a table/booth at (Bedford Fest, Temperance Day, Relay for Life, Runs, other events)	Edd/Jennifer		
2	Who has collected graduation Lists from HS? Where kept? Who to contact to get future lists?	Dustin/Jean		Need for Harris Directory
3	Status of Graduate List, who updates, where kept? Found Harris is still in business!! http://www.harrisconnect.com/solutions/directory/alumni-directory	Mickey/Gene	in progress	800-877-6554 Kendall R. Key Senior Account Executive Harris Connect, LLC kkey@harrisconnect.com 800-692-3310
3	Status of current scholarships, follow up with past recipients for Bio update, check guidance counselor office	Dustin/Jean		
3	Promote Adopt-a-Road (Dean between Lewis & Douglas = 3 Xs per year)	Gene	X	Looking for someone to take this over
3	Provide Services: Help find lost classmates, speak at class reunions or graduations, tours	Mickey/Dustin/Jean		
3	Cookout for Senior Relay – start plans for returning this event	Mary/Karen		
3	Ring bell at every Home Football game when Bedford Scores (Gene has official Bell Ringer Chair) let's resurrect or do contest to promote. Other events?	Gene		
3	Golf outings, bus trips, other social events – we need ideas of what we can do	Mary		
3	Involvement of future County Millage for School?	Lisa		
3	Membership Cards and/or Discount Cards for Members to area BBA businesses	Edd		
3	Plaque repair on West wall of stadium	Gene/Edd		
3	Living Tree Proposal - Kimmie Morgan and Cheri Reed	All		Fundraising
3	Connect with Senior Center, ask if they need help, can they help us?	Jennifer/Angie		