DONATIONS:

MEMBER DONATION FLOW OVER THE YEAR WAS STEADY, WITH PEAKS IN AUGUST/SEPTEMBER TIMEFRAME FOLLOWING THE SUMMER MAILINGS.

THERE WAS CONSISTENCY WITH 2013-2014 BUDGET, SLIGHTLY UNDER BUDGET FROM LAST YEAR, WITH SOME MONTHS SEEING NO DONATION INCOME RECORDED. PRIOR TO 2013-2014, THERE WAS A SUBSTANTIAL HIKE IN DONATIONS THAT REQUIRED EXCESSIVE TIME FROM THIS POSITION DUE TO THE VOLUME OF INCOMING DONATIONS FROM MEMBERS. OVER THE LAST TWO YEARS, THIS HAS TAPERED OFF TO A MORE HISTORICAL FLOW THAT THE CLUB HAS SEEN IN PAST YEARS.

EXPENSES:

EXPENSES THAT WERE INCURRED BY THE CORRESPONDING SECRETARY POSITION INCLUDE POSTAGE AND STATIONERY. IN ADDITION, FLORAL ARRANGEMENTS WERE ALSO SENT, PER PRESIDENT ‘S REQUESTS, AS GET WELL WISHES, RETIREMENT, ETC..

FOR THE 2014-2015 YEAR, THE POSTAGE, STATIONERY FOR TAX ID CARDS, AND FLORAL CAME IN CLOSE TO BUDGET; THUS THE BUDGET FOR 2015-2016 CAN REMAIN STABLE.

INSIGHTS

DEPENDING ON ANY WORDING CHANGES ON THE MEMBERSHIP FORM, MEMBER DONATIONS MAY INCREASE;

AN INCREASED BUDGET MAY BE NEEDED IN 2016-2017 TO REPLACE ENGRAVED STATIONERY, AS SUPPLIES ARE DEPLETED.

COMMENTS

THE CURRENT THANK YOU NOTES ARE HAND WRITTEN AND MAILED TO EACH MEMBER, BY THE FOLLOWING MONTH END, THAT THE DONATION WAS RECEIVED. BASICALLY THE SAME WORDING IS USED ON EACH CARD TO THANK THE MEMBER AND EXPLAIN HOW THEIR DONATION WILL BE USED, AS
WELL AS AN INVITATION TO ATTEND OUR MEETINGS AND EVENTS WHEN THEY VISIT CAMPUS.

THE IDEA HAS BEEN DISCUSSED TO HAVE A CARD TYPE-SET WITH THE APPROPRIATE WORDING THAT CAN BE USED FOR ALL MEMBER DONATION THANK YOU CORRESPONDENCE, WITH ROOM AT THE BOTTOM TO HAND-WRITE A SHORT, PERSONAL NOTE TO THE MEMBER, THUS RELIEVING THE CORRESPONDING SECRETARY OF HAVING TO WRITE THE ENTIRE CARD BY HAND. SOME MEMBERS FEEL THAT THE HAND-WRITTEN THANK YOU SHOULD CONTINUE AS IS, WHILE OTHERS FEEL THAT A TYPE SET CARD WITH A SHORT NOTE AT THE END EXPRESSING OUR PERSONAL THANKS WOULD BE BETTER SUITED FOR THE THANK YOU FOLLOW UP. THE DECISION HAS BEEN LEFT OPEN TO FUTURE CORRESPONDING SECRETARIES AND THE PRESIDENT, AS WELL AS THE BOARD, TO MAKE THIS DECISION.

THANK YOU FOR THE OPPORTUNITY TO HOLD THIS POSITION ON THE STANFORD PARENTS’ CLUB BOARD OF DIRECTORS FOR THE LAST TWO YEARS. IT WAS AN HONOR AND A POSITION I ENJOYED FULFILLING.

WARMEST REGARDS,

BECKY GRADISKAN
CORRESPONDING SECRETARY