

## AISB Alumni Association

### Meeting

#### Agenda, Workflow and Minutes- 07.05.2016 and 11.05.2016

1. **Career Speed Networking 18/05/2016** - need confirmations Teo Zamfirescu and Alex Geoana, Cristi Popescu. All students will rotate around all speakers.

Guidelines for the speakers:

Dear xxx,

Thank you for agreeing to join us next Wednesday, May 18 between 10 and 11:30am for the Alumni Career Networking event. We really appreciate you taking the time to support our Alumni activities.

Here are some guidelines for the event:

- On arrival, the High School counselor and Grade 10 team leader will give a quick introduction. Each Alumni speaker will also give a brief presentation of themselves, including:
  - Name, current field of work and responsibilities, such as:
  - I.e. Hi, my name is Annie and I work in corporate counseling as Counselor Manager working to enhance relationships between workers in a corporation. Part of my job consists of field work where I lead sessions at various companies, and as manager, I also organize schedules and events for my employees. I look forward to sharing more with you in our individual sessions.
- Grade 10 students will be split up into groups of 6 or 7 students. Each group will spend a maximum of 10 minutes per speaker, to a total of 6 groups.
- They will have questions ready for you, such as:

#### **TO DO:**

- Send e-mails to presenters on 11<sup>th</sup> of May with suggestions and guidance

-Send e-mail to the students a week before (May 11<sup>th</sup>):

Dear xxx,

Next week, on the 18<sup>th</sup> of May, you will attend a Career Networking event run by the AISB Alumni Association. It will begin at 10 o'clock, where you will have the opportunity to meet with different professionals. Their fields will cover Dentistry, Law, Real Estate, Communications, Marketing, Psychiatry, Politics, and Hospitality.

Please see included a list of guiding questions. Please take some time between now and next week to think of some more questions.

Guiding questions:

1. Why did you choose your career path?
2. Did your degree prepare you for your current profession?
3. What is a day in your profession look like?
4. What are your frustrations, motivations and challenges in your career?
5. What are your future career plans?
6. How do you achieve your goals?
7. What part of your job do you enjoy the most?

Hope you are excited!

See you there,

The AISB Alumni Association

**-PRINT OUT PAPER WITH** Guiding questions for the students:

8. Why did you choose your career path?
9. Did your degree prepare you for your current profession?
10. What is a day in your profession look like?
11. What are your frustrations, motivations and challenges in your career?
12. What are your future career plans?
13. How do you achieve your goals?
14. What part of your job do you enjoy the most?

**- PRINT OUT PRESENTER NOTES CARDS:** name and profession

## 2. Senior Brunch 26/05/2016 -

-Talk to students when Alumni arrive - brief and happy.

-Sign up on laptops for [aisbconnect.com](http://aisbconnect.com)

-Fun Quiz + gifts for the winning team

-Gifts from the school - presentation of business cards and school pens

### **TO DO:**

To have laptops present for students to sign up for [www.AISBconnect.com](http://www.AISBconnect.com) , they only receive their transcripts upon verification of sign up. Tim is in charge of communicating this message. Patty talk to

Trixie about G12 personal email addresses.

### 3. Soccer Match 26/05/2016 -

Nikos organizes the event, contacting alumni and Mr. Emanuel.

Marius Opran

Yakir Starosta

Marius Ivan

Robert Enculescu

Stefano de Romeo + Monica de Romeo (Patty)

Teo Balan

Paul Baldescu (Alex)

Emil Iancu

Bogdan Doicescu

Eduardo Khalil (Patty)

+ Teachers (Patty will email teachers on the Monday – May 23)

### 4. World Magazine 23/07/2016

- a) Interviews get confirmation
- b) Interview proposed by school
- c) Questions for interviews

### 5. Lacerta Reunion 18/06/2016

- a) Winery - confirmed
- b) Lunch - Through Ferma Dacilor catering at LacertA
- c) Transport - leave and return from/to Charles de Gaulle - statue at the entrance of Herastrau
- d) Cost - estimate 160 per person. we will sell 160 early bird and 200 regular. **Announcement and Marketing** - Facebook schedule posts: Save the Date (wine glass) (09/05/2016), LacertA reveal photo (12/05/2016), Early Bird Sign Up (16/05/2016), Remainder Early Bird (26/05/2016), Last Remainder Early Bird (30/05/2015), Announcing Alumni Executive Elections and Present Ballot (02/06/2016), Sign Up (06/06/2016), Ratification of AISB Alumni Association Regulations (07/06/2016), Sign Up (09/06/2016), Last day for Sign Up (13/06/2016), Reminder for Event (17/06/2016).

Remember the good old days sitting on the school bus for field trips with your friends? Here's your chance to recreate

**f) Elections and AISB Alumni Association Regulations Ratification-** (Ballot Invite for everyone and Announcement) Election announcement on FB 02/06/2016) and Ratification announcement on 07/06/2016.

6. **Marketing and Budget for World Magazine** (Facebook, YouTube, Twitter, LinkedIn)

7. **IT** (must keep on AISB domain for patrimony purposes)

**a) alumni.aisb.ro** (Presentation, WM publications, Regulation and Rules, Minutes of Meetings etc) we also have aisb.ro alumni page and aisbconnect.com

**b) Office365 sorting out (site, sharing, working, use Alumni Master Document)**

**c) E-mail problems**

8. **Budget Talk with Catalina**

9. **Reach out to delegates on all continents, to put on ballot**