

Westlake Girls High School Alumni Association Committee Meeting  
Thursday 11<sup>th</sup> July 2013  
Westlake Girls High School Staff Room

**Present:** Cathy, Lilly, Ronelle, Michele, Gloria, Jenny Chu – welcome to Jenny for her first meeting

**Apologies:**

Danielle, Sisylia, Helen, ( New York), Jean (Europe), Jessica (China), Julie ( Wgtn), Beth,

**Association Update – Progress since last meeting**

- Alumni Co-ordinator's update

**Facebook**

Thanks to Jean for FB work – new class groups.

Now 439 likes on the Alumni Facebook page

Class groups for 2009, 2010 pages are established. 2008 will be underway soon.

The co-ordinator is able to link in with these groups.

Class of 2010 WGHS Alumni Association

Class of 2009 WGHS Alumni Association

<https://www.facebook.com/#!/WestlakeGirlsHighSchoolAlumni> - the main alumni FB page.

**Privacy laws**

Thanks to Ronelle for her research on Privacy laws.

Privacy information has been added to the online membership form and a note is ready to go in the first newsletter.

**Visits by alumni**

Several alumni have spoken to groups recently. The co-ordinator meets as many as possible at the school.

Recent speakers- Jordyn Roe, Lilly Peng, Nicole Roughan, Hala Nasr, Mina Al Khudairi, Ilana Seager, Megan McIlwain, Janet Van, Ghazaleh Golbakhsh, Emma Trendall.

Some are arranged Through the Careers Dept, some by individual teachers, some through the Association.

There is still a goal to establish a Mentor /Mentee scheme but this hasn't been possible yet.

**LinkedIn progress**

The usefulness of LinkedIn has been reinforced after a presentation through the EducatePlus Group. ( Data was passed on about Auckland University)

It is hoped to set up the LinkedIn group this week or next.

**Newsletter**

To be put together in Week 1-2 of the holidays after more details are available on events.

An alumna with expertise in this field will work on the formatting. Thanks to alumna Hannah Dymond.

**Liaison with Principal**

There is frequent contact with Roz about newsletters and LinkedIn etc to ensure she is happy with the direction and developments.

### **Liaison with Parents' Forum**

Contact has been made with Barbara Scholten and we will continue to keep in touch and support each other.

### **Professional Development**

- A helpful informal coffee meeting with Julie Goodyer, Pres. of EGGs Old Girls Association  
( the importance of a good database, keep things simple, 1-2 newsletters a year is adequate, time involved in establishing networks, sharing of their constitution, becoming incorporated, possible charitable status)
- A presentation from the EducatePlus group on Alumni relations and fundraising

**Work on database** – to combine and refine the database - ongoing

### **Survey on 'Spring meet-up at Westlake' idea**

Thanks to the 17 Alumni from the interest group who have contributed their thoughts through a quick online survey)

**Summary** – Yes to BBQ, tour of the school, informal catch-up, hear about the association, meet the principal.

These 17 people felt that they knew a total of 56 others who would be interested ( 3-4 each each). Proposed date - 7 said the proposed date was likely to suit, another 9 were 'maybe suitable'

Good suggestions – Finger food on platters are nicer and simpler.

Could a music group play an item or some music during the event?

Informal - alumna guest speaker - perhaps associated with the new LinkedIn networking?

Like to know about plans for the association ( strategic plan?)

**There was discussion about the various suggestions for the 2 events this year.**

- Dates proposed for events:

#### **Afternoon tea for former staff**

**Thursday 12<sup>th</sup> September 3.30 -5.00pm**

WGHS staff room -booked

Purpose: Enable former staff to reconnect informally at the school, have a look at the school.

Also may be interested in joining the Association and / or WGHS LinkedIn.

Students may be able to show the small group around.

The prefects may be available for this.

Roz will be overseas. She has a number of trips on school business in Term 3 and 4.

**Number:** This is unknown but not necessary at this stage.

**Format:** Shared afternoon tea - the school will provide drinks and former staff will be asked to contribute a small plate to share afternoon tea. Current staff will be invited to join the group after school.

Tour (students) **timing** – 3.30 – 4.00 – look around the school

Advertising the event: Personal and email and newsletters. The co-ordinator has asked current staff to pass on any names and contacts they know.

**Special guests** – The co-ordinator will contact former principals directly where possible.

### **Spring Meet-up at Westlake**

**Date** Sunday 20<sup>th</sup> October 2.00 - 4.00pm

Purpose:

Reconnect with old friends and teachers, meet the principal, have a look around the school, hear about the association, network and share ideas in an informal gathering.

#### **Numbers:**

We will encourage as many as we can to come and have a look at ‘What’s been happening at Westlake?’ But feedback from other schools’ alumni groups is that a small group is a great start, as it is from these smaller subgroups that we can gradually expand our network.

The staff room has a capacity of 130. This is booked. The school hall is used in the morning but free after 1.00 for tours.

**Cost:** The survey suggested \$10 or less was suitable. For any event, cost is the central factor, along with knowing (or not knowing ) others who may be attending.

**Catering:** BBQ ? Other? – Platters

Discussion focused on numbers of people, how to collect money, how to invite people.

The suggestion of charging a gold coin for each piece of cake or other item of finger food was decided on as being the simplest way of catering for an unknown number of guests.

The committee will each make and bring a cake or square to start, and there are other possibilities available through DeeJays Catering, which can be arranged through the school. The co-ordinator has checked some costs.

Activities: Tours of the school- prefects? / some music during the afternoon, perhaps with one of the younger musical groups?

Details will be firmed up through emails and liaising with relevant staff at school.

**Principal’s introduction** Roz is available.

#### **News of the Association**

Interest has been expressed in hearing about this, as well as future plans, including networking and LinkedIn.

Any talk will kept VERY VERY brief – but the Co-ordinator will have an information sheet available for people to take away if they wish with links etc. It would be good to have a name card badge made for committee members.

We will also have an opportunity for suggestions. Perhaps just a low-tech-idea of memo notes and a box.

#### **Promotion of the event:**

Brief mention will be made in the first newsletter as **SAVE THE DATE**.

A separate email will go also out just focusing on this event.

This should include the ability to give a quick reply with possible numbers to give us a guide about numbers.

**Further planning:** Email will be used to firm up other details where possible.

( name labels? ....)

**Future Meetings:** To be advised as the need arises.