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## LETTER TO STAKEHOLDERS

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Over the last year, it has been my honor and privilege to serve you as President of the RPAA, formerly known as the RFAA, with eighteen of the Riordan Program's finest alumni. To recap our achievement would make this introduction too lengthy, but I will do my best to paint our efforts with the broadest brush. While there is still much to be done, we've had more successes than failures, more laughs than angst and more advancement than setbacks.

After assessing the status of the RPAA and speaking with constituents, we made some significant structural and organizational changes, one of which was changing the name to broaden the scope of the Association from the Fellows Program to all of the Riordan Programs—acknowledging the need to serve the over 800 alumni that have finished the Scholars program over the last 20 years and the newly developed Healthcare Program graduates. Additionally, we eliminated annual membership dues, rewrote the bylaws and developed a new organizational structure. Internally, we created more transparency of our finances and record keeping by developing a board-only webpage that stores our agendas, minutes, financial reports, bank statements and other board relevant documents and information.

More publicly, we have made efforts to continue to develop quality and innovative programming that our alumni (and others) have come to expect and from which you may benefit. Through our programming, we are providing valuable professional, community service, and academic opportunities for Riordan Alumni and affiliates. For example, our Saturday Business Academy (SBA), an RPAA managed and funded outreach program, will extend its services to another campus this fall and provide additional Los Angeles High School students the chance to benefit from the mentoring and knowledge of Riordan Alumni. Another marquee RPAA program, the MBA Admissions Conference (MAC), had the most successful year by many accounts with over 100 registered participants and a record 19 participating top-ranked MBA programs. These are only two of the many ways in which the RPAA has advanced the professional and academic pursuits of our Alumni. Other programs included networking socials, volunteer days and a pre-MAC reception for admissions directors, Riordan MBA graduates and board members.

While I am proud of the changes and increased visibility of the RPAA with Alumni and Program Participants, I am most proud and encouraged by the camaraderie of the Board itself.

Lastly, I invite all alumni to get connected, volunteer or attend one of our events. We are always open to fresh ideas and welcome everyone's input.

Sincerely,



Moises Carlos  
Wharton MBA 2004  
Riordan Fellow 1998  
President, The Riordan Programs Alumni Association

Riordan Programs Alumni Association

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## FINANCIAL REPORT & SUMMARY

The RPAA has made significant strides in its financial accounting and controls. Improvements made this year to the controls included the establishment of a reimbursement policy which serves as a guideline toward the actions of those acting on behalf of the RPAA in financial matters and the need for approval of budgets before committing RPAA funds. Additionally, a standard Budget Template and a Reimbursement Form were created to standardize the presentation of budgets for approval and keep a record of the reimbursements to individuals made by the organization. Lastly, the Director of Finance is responsible to present new expenses at each board meeting, a status of accounts and post all bank statements on the internal board only website.

As for the numbers, the RPAA is on firm footing thanks mainly to the revenue generated by the MBA Admissions Conference. At the start of the board year (September 2007), the RPAA had a balance of \$13,814 while at the close of the year, the RPAA had a balance of \$24,909, an increase of 80%. The following summaries are a more complete picture of the Association's finances:

INCOME STATEMENT		FINANCIAL POSITION	
<b>Revenue</b>		<b>Beginning Balance 9/1/07</b>	
Corporate Sponsorships	2,500	Bank of America	8,813
MAC	12,515	UCLA Accounts	5,000
Misc	604	<b>Total</b>	<b>13,814</b>
Riordan Foundation	6,000		
<b>Total Revenue</b>	<b>21,619</b>	Net Income	11,096
<b>Expenses</b>		<b>Ending Balances 8/31/08</b>	
Board Overhead	1,719	Bank of America	16,536
Equipment	559	UCLA Accounts	8,374
MAC	5,004	<b>Total</b>	<b>24,909</b>
Marketing & Tech	745		
Misc.	251		
Programming	1,841		
UCLA Foundation Fees	403		
<b>Total Expenses</b>	<b>10,523</b>		
<b>Net Income</b>	<b>11,096</b>		
		<b>ALLOCATIONS</b>	
		Discretionary	13,509
		Non-Discretionary	
		SBA	11,400
		<b>Total</b>	<b>24,909</b>

\* Activities do not reflect full SBA revenue & expenses for 07-08 since the finances were managed in conjunction with the Riordan Programs Office. Planning, fundraising and expenses for 08-09 SBA were included.

\*\* Financials cover period from 9/1/07 through 8/31/08

Looking forward, the RPAA's budget will expand due to its full responsibility of the expanding SBA program. Additionally, it is expected the RPAA will expand its programming offerings in the next year, resulting in an increase of financial activity. Additionally, the RPAA will explore the possibility of establishing itself as a non-profit organization (we currently operate under the supervision of the Riordan Programs and UCLA Foundation for our non-profit activities).

## SATURDAY BUSINESS ACADEMY

The Saturday Business Academy (SBA), an effort initially conceived by Riordan Alumni, completed its third operating year. Traditionally, the SBA consists of a seven Saturday Sessions for roughly 30 juniors and seniors at Gertz-Ressler High School in Los Angeles' Pico Union District.



Thirty sophomore and junior students in the Saturday Business Academy continued to develop their college essay writing, resume and interviewing skills, while building on their business acumen. Moreover, a field trip to the Claremont Colleges in March helped the Saturday Business Academy students better envision what their hard work in high school would eventually lead to a collegiate education. The students also had an opportunity to interact with Stephen Torres who is currently the Chief Operating Officer at DRI energy and a Riordan Programs Advisory Board member and Ramsey Jay, Jr. who is an investment professional at Ares Management LLC and a Riordan Fellow Alumnus.

In fall of 2007, the SBA expanded its services launching a specialized SBA for seniors: SBA for High School Seniors. The SBA for High School Seniors provided tailored college guidance to twenty-five high school seniors at Gertz-Ressler High School and even provided a workshop with a former USC admissions officer to further clarify the college admissions process. As a result of this guidance, 90% of the students in the Saturday Business Academy for High School Seniors were admitted to four year colleges.

Additionally, after discussions with the Riordan Program Office, the RPAA is accepting full responsibility for coordination and fundraising of the SBA; a challenge the RPAA is already tackling thanks to a \$12,000 matching grant from the Riordan Foundation! The RPAA also made a commitment to expand to an additional campus this coming fall, the Bill & Carol Ouchi High School. Roughly 20 participants will receive the traditional SBA curriculum this fall. This strengthens our partnership with the LA Alliance for College Ready Public Schools and presents a significant challenge and goal for the RPAA to accomplish for years to come. In the years to come, the RPAA hopes to make steady but significant changes to the SBA and grow the program to serve a greater number of deserving but underserved Los Angeles High School students.

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## MBA ADMISSIONS CONFERENCE

This year's MBA Admissions Conference was a tremendous success. A record 19 MBA Programs from across the country participated and informed a record number of participants of over 120. Additionally, the MAC attracted corporate sponsors which generated additional revenue for the RPAA. The MAC continues to be the RPAA single biggest source of funds for other areas of programming. We are looking forward to continue to expand the MAC in new and creative ways.



## PROGRAMMING

Programming continues to be an area where the RPAA continues to fine-tune its offering in an effort to maximize the benefit to its members. The events that we set into place for 2007-08 were designed to increase awareness of the RPAA to members and the general community and effectiveness of the proposed purpose of the event (i.e. professional/educational development). Among this year's events already consummated or in planning are:

- Young Alumni Mixer: Held in March 2008 at the W Hotel's Whisky Blue Lounge with an approximate attendance of 30 people.
- Volunteer Day – Beach Clean Up: This event was held in May 2008 at Venice Beach. Roughly 40 Riordan Alumni, family and friends came out in support of Heal the Bay to enjoy a beautiful spring.



- Pre-MAC Social – Parlaying off the MAC, we held an invite only event on Friday, August 1<sup>st</sup> for MBA Admissions Officers, Riordan Alumni with graduate degrees and RPAA Board members. The event was well attended and highlighted the success of the Riordan Programs in having its alumni pursue and attain graduate degrees.

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- **Essay Writing Workshop:** On the heels of the MAC, this two day workshop took place on September 6<sup>th</sup> and 20<sup>th</sup>. Participants learned about specific essay strategies and got personalized feedback on ubiquitous MBA Admissions Essay topics such as leadership and motivations for pursuing an MBA degree.



- **Women's Tea & Social:** This women-only event was recently held on September 27<sup>th</sup> at the beautiful Scarlet Tea Room in Pasadena. Riordan Alumnae and friends from throughout the years got to know each other and partook of a four course tea ceremony.



## SCHOLARS

When the RFAA became the RPAA, the Board recognized that a concerted effort needed to be made to bring the Scholar Alumni into the fold of the Association. In that spirit, the Director of Riordan Scholars Affairs position was created to integrate the Scholar Alumni into the efforts and programming of the Association. The RPAA addressed the graduating Scholars about the RPAA's commitment towards building up the Riordan Program's alumni base and the importance that the Riordan Scholars play as a major component of the Program.

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Efforts will be made in the next year to integrate the Scholar Alumni into the events of the Association and develop programming initiatives targeted specifically at Scholar alumni, particularly those in college and up to 3 years out from college.

## TECHNOLOGY

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Updating an outdated RPAA website was perhaps the most notable change in the RPAA's technology area. While the position of Director of Technology was vacant for most of the year, updating the website with the most current information was accomplished. Additionally, use of our website was made for Board-relevant material including agendas, financial documents, board contact information and other pertinent data. In June 2008, our new Director of Technology took office and significant changes to the website and the RPAA's use of available technology is soon to be implemented such as: converting the existing RPAA website to an open source platform (Joomla! Open Source CMS), leveraging a network of content writers to frequently update the website, and creating user accounts for Board members to access private materials.

## MEMBERSHIP

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As of early 2008, the RPAA ceased to be a dues-based organization. As such, the focus of the Director of Membership has morphed to concentrate on other aspects of our membership. Along with identifying ways in which to reconnect with alumni, the primary focus this year has been on increasing alumni involvement in the Association in various aspects. Financially, our goal is to increase the percentage of alumni who contribute to the Riordan Programs from the current 6% to 15%. Volunteering: whether it's for a Riordan Programs event, the Saturday Business Academy or any of our other events, we would love to see more Alumni reconnected to the Riordan Programs and the RPAA. In the next year, we will seek to develop ways to increase alumni involvement in RPAA initiatives and spotlight Alumni who have gone on to gain success and embody the goals of the RPAA and the Riordan Programs.

## MARKETING & COMMUNICATION

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Several improvements were made in Marketing and communications including a redesign of marketing materials and upgrading our mass email system, Benchmark, to a better plan. Marketing materials were redesigned to reflect the name change from RFAA to RPAA. A new logo was developed as well as new letterhead and banner. Our email plan with Benchmark Email was upgraded to a 3500 email quota and we also secured a 10% non-profit organizational discount.

Updating our contact list continues to be an area of needed improvement. We were able to make some strides in this area by separating the contacts in the existing list by their graduating year, which ultimately will help when we send targeted email campaigns. As we go forward into the next year, we will need to focus on obtaining updated emails, especially for getting back in touch with older alumni whose emails may be out of date.

## 2007-08 RPAA BOARD OF DIRECTORS

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President	Moises Carlos
VP, External Affairs	Gilbert V. Gonzales
VP, Internal Affairs	Nikolay Filchev
VP, Fundraising	McKinley Tennyson
VP, Programming	Heaven D. Roberts
Director of Finance	James Chan
Director of Marketing & Communications	Dora Lam
Director of Membership	Jonathan Huynh
Director of Riordan Scholar Affairs	Jorge Gamez
Director of Technology	Jeff Ignacio
Project Managers	Belen Bernal Diana Kwon Kia Richards Edward S. Shelton IV Anthony Phillip Solario Clint Sylvestre Eric Torres Guillermo Urias



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## 2008-09 RPAA BOARD OF DIRECTORS

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President	Moises Carlos
VP, External Affairs	Gilbert V. Gonzales
VP, Internal Affairs	Huei Li Leow
Director of Programming	Eric Torres
Director of Technology	Jeff Ignacio
Director of Membership	Jonathan Huynh
Director of Riordan Scholar Affairs	Jorge Gamez
Director of Saturday Business Academy	Jessica Flores
Director of Fundraising	Luis Cortez
Director of Finance	James Chan
Director of Marketing & Communications	Suki Cao
Project Managers	Guillermo Urias Clint Sylvestre Anthony Phillip Solario John Samson Kia Richards Heena Patel Lisa Nghiem Keauna Mason Lionel Jenkins Daniel Chang Johnny Apikian



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## ACKNOWLEDGEMENTS

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The RPAA would like to thank everyone who supported the organization in the 2007-2008 year including those that attended our events, those that reached out to us with ideas and encouragement. We could not do all that we without the generosity of the [Riordan Programs Office](#) and the [Anderson School at UCLA](#).

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The Toigo Foundation  
NSHMBA  
NMBBAA  
Susan Corley  
Howard Lappin (Gertz-Ressler High School)  
All SBA Mentors and presenters  
All 2008 MAC Participating MBA Programs  
All volunteers for the 2008 MAC  
All other volunteers and people who made the 2007-08 year a success



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