

## Minutes of the UOIT Alumni Association Council (AAC) Meeting

December 13, 2016  
7 to 9 p.m.

### COUNCIL MEMBERS PRESENT

K. Gambier, C. Andrews, S. McNama, R. Richards, K. Daize, J. Seres, M. Riseley, A. Pineda, S. Kell (hangouts), C. Mazza (hangouts).

### REGRETS

None.

### UOIT STAFF PRESENT

S. McGovern, A. Watson, E. Johnston.

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#### 1. Call to order

S. McNama called the meeting to order at 7:05 p.m.

#### 2. Welcome from the V.P. External Relations and Advancement

- S. McGovern introduced the concept that the AAC should pursue the designation of an alumni seat on the Board of Governors (BOG). There is a formal election process that will need to be considered to formalize the elect. The council was advised to determine the best method for electing an alumni rep to the BOG, and to write a formal letter to the BOG outlining the request and the proposed election process.
- S. McGovern also challenged the council members to help raise \$25,000 by November 2017 to support the construction of the new SIRC building. Council members were encouraged to go back to their organizations to ask for support in order to raise the funds.

#### 3. Approval of the agenda

- E. Johnston added Alumni Varsity Events under item 8.

Motion to approve the agenda with changes.

Moved by K. Daize

Seconded by A. Pineda

#### 4. Approval of Minutes of September 19, 2016

- K. Gambier drew attention to an outstanding item within the minutes for Governance to complete. The outstanding item referred to solving the issue of moving from a 6/4 rotation for council members back to a 5/5 rotation to always ensure

enough voting members are active on council at all times. R. Richards noted this item on behalf of Governance.

Motion to approve the minutes.

Moved by C. Andrews

Seconded by K. Gambier

## 5. Items for Decision/Action

### a) Approval of 2016-2018 Strategic Plan revisions

- Goal #7: “AAC Transparency and accountability initiative” is the only new goal for this year.
- Based on the information provided by S. McGovern, a motion was moved to add the \$25,000 fundraising goal under Goal #2: “UOIT Graduates are recognized as leaders”, as a separate objective.

Motion to approve Strategic Plan with changes.

Moved by M. Riseley

Seconded by K. Gambier

- **Next steps:** Alumni office to amend the Strategic Plan to reflect these changes and submit to Advancement for final approval.

### b) 2017-2018 Committee Chairs

- R. Richards was approved as Governance Chair.
- M. Riseley was approved as Finance Chair.
- C. Mazza was approved as Engagement Chair.

## 6. Items for Discussion

### a) 2017-2018 Committee Work Plans

- Committee Chairs are to complete the 2017-2018 Work Plans by using the newly approved Strategic Plan as well as reference materials provide on the Google Drive shared folder (such as past Work Plans and program workback plans).
- **Next steps:** Committee Chairs to send completed work plans directly to the Chair, Vice-Chair and to CC’ the Alumni office by December 30, 2016. This will provide time for the Chair to review before including in the January meeting package.

### b) Board of Governor’s meeting

- M. Riseley, K. Gambier and J. Seres all indicated their interest in applying for the External Governor position and to represent the council and the alumni population on the Board of Governors.
- A letter of recommendation will be drafted by the S. McNama, as the Chair, on behalf of the council for the above council members to use

in their application.

- **Next Steps:** Alumni office to confirm application deadlines and term length with Board of Governors staff and to send a link with the application information to the above candidates.

## 7. Items for Information

### a) Connected Fall 2016 issue

- A. Watson proposed the following changes to the shared content production process:
  - In total, six articles will be included in each issue (two under the Connect, Engage and Celebrate categories).
  - The Alumni Association Council members will be responsible for three of these six articles.
  - Development of the editorial for all future *Connected* issues will now be under the direction of the Alumni office to ensure the best quality for content.
  - Deployment of *Connected* has been re-scheduled to four times a year as seasonal issues (March, May, October and January).
- These process changes are proposed to take effect immediately. The Alumni office is prepared to draft the next editorial for the Spring issue and share this at the January meeting for input from the council. It is hoped that council members will also volunteer to write three of the six articles at this time.
- **Next Steps:** Alumni office will share the Spring issue editorial with council members in the next meeting package for discussion at the January meeting.

### b) *Connected: Living* January 2017 issue

- A. Watson has advised that *Connected: Living* has been discontinued until further notice.

### c) Graduating Class Challenge

- E. Johnston advised that the first event for the Graduating Class Challenge, taking place on Monday, January 23, 2017 will have a table for council members to provide information to soon-to-be graduates.
- E. Johnston asked that at least two representatives from the council attend this event.
- E. Johnston also noted that the last event, taking place on Thursday, January 26, 2017 is optional and is a great opportunity to network with students and other alumni.

- Details for both events:
  - Future Alumni Wing Fling, Monday, January 23, 2017 at E.P. Taylor's from 5:30 p.m. to 7 p.m.
  - Student-Alumni Connect Happy Hour, Thursday, January 26, 2017 at Shagwells on the Ridge from 7:30 to 9 p.m.
- **Next Steps:** E. Johnston to share the above information in an email to all council members along with the request for attendance at the Monday event.

#### d) Alumni Merchandise Order

- Alumni office has ordered the new hoodies from the brand-new supplier, JTP. These hoodies will be much less expensive than the Adidas hoodies.
- E. Johnston advised that the supplier for the t-shirts is currently unable to provide L or XL sizes in the unisex t-shirt.
- The council advised to cut the initial order of the unisex t-shirts by half and to order without the XL and L t-shirts and to look into ordering t-shirts in a women's fit in addition to the unisex t-shirts.
- **Next Steps:** E. Johnston to go back to the supplier with these changes and requests and report back on changes in price.

#### e) Upcoming January/February Committee Deliverables

- The February AAC meeting has been selected for Live Stream.
- The 2017-2018 budget will need to be reviewed by the Finance Chair to ensure that they are familiar with the budget lines.
- Alumni Awards package will need to be reviewed and approved by the February meeting.

### 8. Other Business

#### a) Alumni Varsity Events

- E. Johnston advised that there will be a Durham College v. UOIT Men's Soccer Alumni game on January 17, 2017.
- E. Johnston also advised that an Alumni Hockey game will be held on February 4, 2017. A Varsity alumni will also be honoured at this game. This night has been chosen as "Alumni Night" where all alumni receive free admission to the game.

### 9. Adjournment

The meeting was adjourned at 9 p.m.