

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

January 11, 2017  
7 to 9 p.m.

### COUNCIL MEMBERS PRESENT

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

### REGRETS

C. Andrews, R. Richards, K. Daize, S. McGovern.

### UOIT STAFF PRESENT

A. Watson (hangouts), E. Johnston.

---

#### 1. Call to order

S. McNama called the meeting to order at 7:12 p.m.

#### 2. V.P. External Relations – Software and Informatics Research Centre (SIRC) Funding

- Further to the discussion held at the December 13 meeting regarding the AAC's \$25,000 fundraising goal for SIRC, a cultivation package was given to each present member of the council.
- The packages will help AAC members begin cultivating their organizations in support of SIRC and the university.
- AAC members were encouraged to begin building key relationships and, when appropriate, bridge those relationships with Development Officers in the Advancement Department.

#### 3. Approval of the agenda

- Board of Governor's application process was added as item 8.a.
- Letter to the Registrar's office was added as item 8.b.
- S. McNama will be speaking for R. Richards on item 7.b.

Motion to approve the agenda with changes.

Moved by M. Riseley

Seconded by K. Gambier

#### 4. Approval of Minutes of December 13, 2016

Motion to approve the minutes.

Moved by M. Riseley

Seconded by A. Pineda

#### 5. Items for Decision/Action

a) 2017 – 2018 Committee Work Plans

- The following adjustments were made to the Finance Committee Work Plan:
  - The Advancement office requested the overall removal of tasks involving solicitation, negotiation, development of marketing packages and/or preparation of signing agreements as these tasks remain with Advancement office staff.
  - The Advancement office also requested the removal of “Possible suppliers for new merchandise” as a task under the priority: “Merchandise Planning and Offering”; again, this is an Advancement office responsibility.
  - Council agreed to add “SIRC funding status update – standing agenda item” as a task under the priority: “Increase Alumni Contributions to the University”.

Motion to approve Finance Committee Work Plan with changes.

Moved by K. Gambier                      Seconded by J. Seres

- The following adjustments were made to the Governance Committee Work Plan:
  - “Identify specific skill sets of the current AAC” was added as a task under the priority “Skills Matrix”.
  - “Active recruitment for open positions” was added as a task under the priority “Slate of Candidates for Approval Alumni Council”.
  - Deadlines for the priority “Review of Alumni Directory” were pushed to the fall rather than February and March.
  - Specific dates were requested to be added in the “Committee” and “Council” columns in order to remain consistent with the Finance Committee Work Plan and to provide a complete overview of timelines.

Motion to approve Governance Committee Work Plan with changes.

Moved by M. Riseley                      Seconded by J. Seres

- **Next steps:** Committee work plans to be updated with the above adjustments and a copy be sent to the Alumni office, as well as uploaded to the appropriate Google Drive shared folder.

## 6. Items for Discussion

a) *Connected: Spring issue editorial*

- The editorial presented by the Alumni office was accepted by the AAC.
- The AAC had many suggestions for potential Alumni Profiles. E.

Johnston requested that all suggestions be sent to her via email as soon as possible as the Alumni office will be reaching out to alumni this month. The Alumni office is interested in profiling alumni from the faculties of Science, Engineering and Applied Science and Energy Systems and Nuclear Science.

- The following articles were assigned:
  - Alumni Awards Nominations – C. Mazza
  - AAC Elections nominations info – S. Kell
  - Alumni Spring Receptions info – A. Pineda
- **Next steps:** Assigned articles to be sent to the Alumni office by Monday, January 30. Alumni Profile suggestions to be sent to E. Johnston as soon as possible for consideration.

#### b) Alumni Awards 2017 Package and Sub-Committee

- The Alumni Awards 2017 Package requires only updating, no further revisions are necessary as the package was recently reviewed in Summer 2016.
- C. Mazza requested that four volunteers come forward to sit on the Alumni Association Awards sub-committee. The following AAC members volunteered, one position remains:
  - M. Riseley
  - S. Kell
  - K. Gambier
- C. Mazza advised that committee members may be asked to leave the sub-committee if they are nominated for an award due to the potential conflict of interest.
- **Next Steps:** C. Mazza will email those not in attendance to determine their interest for the sub-committee. C. Mazza to delegate updating the 2017 package to an Engagement Committee member. The final updated version is due to the Alumni office on Monday, January 23.

#### c) Live stream of February meeting

- Council decided to use Facebook Live on the Facebook Alumni Page. K. Gambier has offered to manage the broadcast via her phone and a phone stand.
- Public session and in-camera agendas will be created for next month's meeting.
- **Next Steps:** K. Gambier will do a dry-run of Facebook Live before the next meeting to ensure she is familiar with the platform. K. Gambier will bring a stand for the phone; E. Johnston will be responsible for setting up the Alumni Association zap. Alumni office will do pre-meeting promotions of the live stream.

## 7. Items for Information

a) Receptions planning

- The Engagement committee has begun planning for next year's receptions.
- Preliminary dates are: April 27 for the Oshawa reception and June 22 for the Toronto reception.
- **Next Steps:** Finance committee to share budget information with Engagement to determine quarterly spending and individual reception budgets. Engagement team to continue discussion for venues and provide another update at the February 7 meeting.

b) Elections planning

- Volunteers will be needed for the Elections sub-committee.
- Those whose first terms are ending and are interested in re-election will need to self-identify as they will not be permitted to participate on this sub-committee.
- The ongoing issues surrounding the 6/4 vs 5/5 council member rotation will need to be seriously considered before the election process begins in order to avoid a negative impact on the 2018-2019 council elections.
- **Next Steps:** Alumni office to confirm term status for all current AAC members and send information to the AAC Chair, S. McNama.

c) Graduating Class Challenge (GCC)

- E. Johnston requested confirmation for AAC attendance at the upcoming GCC events on Monday, January 23 and Thursday, January 26.
- Confirmed members for Monday, January 23 (AAC info opportunity) from 5:30 to 7 p.m. at E. P. Taylor's:
  - S. McNama
  - C. Mazza
  - M. Riseley
- Confirmed members for Thursday, January 26 (student engagement opportunity) from 7:30 to 9 p.m. at Shagwells on the Ridge:
  - S. Kell
  - A. Pineda
  - J. Seres (TBC)
- **Next Steps:** E. Johnston to send a reminder to the above AAC members with further details on roles and responsibilities at these

events.

d) Alumni Merchandise Order

- E. Johnston advised that the mugs and blankets have been received.
- The hoodies have been ordered through J.T.P. and are expected to be delivered soon.
- The T-shirt order is currently on hold while more stock becomes available with New Balance.
- **Next Steps:** Alumni office to provide the annual Merchandise Overview and price list suggestions to the Finance Chair on March 13.

e) Varsity Alumni Events

- January and early February alumni events:
  - Saturday, January 14: Durham vs UOIT alumni men's soccer game taking place at the Fieldhouse with reception to follow at Shagwells.
  - Saturday, February 4: Men's hockey game vs Queen's. Free admission for all alumni. Two alumni will be honored at this event: Jill Morillo and Nathan Spaling, Class of 2011.
- Upcoming events:
  - Durham vs UOIT alumni women's soccer game. Date is TBC.
  - 10<sup>th</sup> anniversary celebration event to take place at the end of March (TBC).

f) Strategic Plan Update

- Purpose of this new standing agenda item is to track progress on goals laid out in the Strategic Plan.
- Upcoming deadlines:
  - Receptions budgets – to be confirmed by January 23, 2017
  - Engagement Plan will be ready for council approval at the February 7, 2017 meeting. Copy to be ready on January 23, 2017.
  - 3Q Results – to be presented by Finance at March 9, 2017 meeting

## 8. Other Business

a) Board of Governors Applications

- S. McNama will prepare a reference letter for recommended AAC members to use when submitting their applications.
- S. McNama has identified this as a personal priority and will complete as soon as possible.

b) Letter to the Registrar's office

- Feedback from an alumna on the services provided by the Registrar's office was sent to K. Gambier as a member of the Alumni Association Council.
- Feedback was concerning the process of changing their last name from their maiden name to their married name on official documents.
- Alumni office will take this under advisement and determine best course of action.
- **Next Steps:** item to be followed-up at next meeting.

9. Adjournment

The meeting was adjourned at 8:49 p.m.