

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

July 4, 2017  
7 to 9 p.m.

### COUNCIL MEMBERS PRESENT

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

### REGRETS

R. Richards

### UOIT STAFF PRESENT

E. Johnston, A. Watson (hangouts).

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#### 1. Call to order

K. Gambier called the meeting to order at 7:12 p.m.

#### 2. Approval of the agenda

- K. Daize asked to add “Google Hangouts alternatives” as item 7.a)

Motion to approve the agenda with changes.

Moved by M. Riseley

Seconded by S. Kell

#### 3. Approval of Minutes of June 1, 2017

Motion to approve the minutes.

Moved by K. Daize

Seconded by C. Andrews

#### 4. Items for Decision/Action

##### a) Alumni Award recipients

- Results were close and required a tie-breaking vote from S. Kell who was designated as the tiebreaker.
- A points system was used based on the awards package and criteria for each award.
- All three awards will be given out this year.
- Additional references were discussed as a way to qualify self-nominations.
- Council discussed adding a clause to the awards package next year, which outlines qualifications for receiving the Certificate of Achievement for nominees.
- Names of award winners have been redacted from the meeting minutes as they are confidential until announced at the upcoming

Annual General Meeting.

Motion to approve the Alumni Award recipients.

Moved by M. Riseley

Seconded by A. Pineda

**Next steps:** E. Johnston to order awards. Engagement Committee to draft a proposal for certificate criteria and additional references for next year's package.

#### b) Terms of Reference adjustments

- R. Richards was unable to attend to provide an update on these adjustments.

**Next steps:** S. McNama to email R. Richards for a summary of the adjustments and to receive approval from council via email before next meeting.

### 5. Items for Discussion

#### a) Online merchandise and additional items

- As Convocation sales were highly successful, new merchandise must be ordered to replenish stock.
- The order will include an extra 36 pullover JTP hoodies, 36 zip-up JTP hoodies, 72 Fruit of the Loom t-shirts and 36 bistro mugs.
- Additional brown bags will also need to be ordered for bagging merchandise purchases at events.
- The order will incur an overage of \$1,300 which the Finance Committee has approved.
- The bundling promotion was successful and will be implemented online.

Motion to approve the overage of approximately \$1,300.

Moved by C. Andrews

Seconded by C. Mazza

**Next steps:** E. Johnston to manage order with suppliers.

#### b) Alumni Space survey

- This action was included as part of the 2016-2017 Strategic Plan. A survey was to be created to ask alumni about the possibility of creating a physical space on campus.
- Google Form was suggested as an option when submitting the survey to the alumni population.
- Timing can coincide with the next issue of Connected (fall 2017).
- A past survey was created last summer but was put on hold. This survey could be used as a base for the new one.

**Next steps:** E. Johnston to send last year's survey to S. McNama, K. Gambier, C. Andrews, and C. Mazza.

c) Receptions and Annual General Meeting planning

- Based on Feedback most of the attendees at the Toronto event enjoyed the activity. Some feedback included that the venue was not centrally located and that the activity was too intense.
- Jays game will be taking place on July 26. All but one ticket has been purchased. A blitz will take place on Thursday, July 6 to try and sell the remaining ticket. If the ticket is not sold following the social media posts, the ticket may be given away as a prize.
- The last reception is scheduled to take place on Thursday, August 24 at Omescape in Markham.
- Annual General Meeting planning is underway. After brief discussion with the council, it was decided to not include a Cash Bar based on the time of the event, and that the UB mezzanine and ERC atrium are both options for location.

**Next steps:** E. Johnston to share the 2016 AGM schedule with the Engagement Committee and to look into booking spaces for the Saturday, October 14 date from 9 a.m. to 2 p.m.

d) Elections sub-committee and update

- R. Richards was unable to provide an update.
- E. Johnston advised that the council has received three applications for the current openings.
- Election nominations close Monday, July 10.
- Council discussed contacting unsuccessful applicants from previous years to see if they would be interested in re-applying.

**Next steps:** E. Johnston to send an email to the past applicants, inviting them to consider re-applying for this term. E. Johnston to send number of applications on Friday, July 7 to S. McNama. R. Richards to confirm the members of the sub-committee.

e) August meeting live-stream

- K. Gambier advised that the rear-facing camera should be used rather than the front facing camera to ensure better streaming quality.
- It was also suggested that a newer phone be used to live stream. M. Riseley offered to use his phone for the meeting.
- Phone tripod has arrived, awaiting arrival of Bluetooth speaker/microphone.

- Council agreed that VAST conference system should be used rather than hangouts for any council members unable to attend in person.

## 6. Items for Information

### a) Council Self Evaluation update

- Council members were reminded to complete the survey (4 responses so far). Due date for completion is Sunday, August 20.

**Next Steps:** E. Johnston to send total submissions as of Friday, July 7 to S. McNama.

### b) Connected Summer 2017 issue

- E. Johnston advised that this issue was sent to 11,662 alumni with a total readership rate of 23%. The faculties of Business and Information Technology, Engineering and Applied Science and Science had the highest readership rates.
- The faculties of Health Science, Social Sciences and Humanities and Education had the lowest readership rates but represented the majority of potential readers.
- Council brainstormed ways to create content that would be interesting to the faculties with the lowest readership rates. Ideas included including alumni profiles with related backgrounds or industry insight from alumni in health sciences, social sciences and education.

**Next Steps:** S. Kell to confirm if his mother would be interested in doing a family legacy profile for the upcoming issue. C. Andrews will research current university news articles that are related to the health sciences, social sciences or education industries. M. Riseley to reach out to his contact at the Peterborough Hospital to act as an industry expert for the upcoming issue.

### c) Board of Governors presentation

- The presentation which was developed by the Alumni office and reviewed by M. Riseley was well received.
- The Board of Governors had no questions and thanked M. Riseley for attending and representing the Alumni Association.

### d) Convocation update

- 78 per cent of the graduating class attended this year's ceremonies.

- The Alumni office was able to receive contact information updates from 57 per cent of these alumni (up from last year).
- The hashtag was used a total of 985 times and its reach was around 1.1 million people.
- Council sold approximately \$4,000 in merchandise, which is a banner year for Convocation sales.
- E. Johnston advised that the council consider running one table instead of two for next year's ceremonies as the 61 Charles table rarely sells much merchandise.

e) [Software and Informatics Research Centre Funding update](#)

- K. Gambier has a potential contact for cultivation.

**Next steps:** K. Gambier to send contact information for potential donors to E. Johnston.

f) [Strategic Plan update](#)

- S. McNama asked that all chairs review the Strategic Plan and indicate outstanding items.

## 7. Other Business

a) [Google Hangouts Alternatives](#)

- K. Daize advised that her husband is currently working with his company on call conferencing software for the Avaya phones, which are used by the university.
- The company may be willing to run a free trial period with the council to test out the software.

**Next steps:** K. Daize to send more information about her husband's company and the software test to E. Johnston.

## 8. Adjournment

The meeting was adjourned at 8:32 p.m.