

Minutes of the UOIT Alumni Association Council (AAC) Meeting

June 1, 2017
7 to 9 p.m.

COUNCIL MEMBERS PRESENT

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

REGRETS

A. Pineda

UOIT STAFF PRESENT

E. Johnston, A. Watson (hangouts).

1. Call to order

S. McNama called the meeting to order at 7:13 p.m.

2. Approval of the agenda

- S. McNama requested “Terms of Reference adjustment” and “Sponsorship” be added under item 7.
- During discussions of 4Q/Year end results, approval for supplies for council operations was added as item 4. d.

Motion to approve the agenda with changes.

Moved by M. Riseley

Seconded by C. Mazza

3. Approval of Minutes of May 3, 2017

- K. Gambier stated that she called the May 3 meeting to order, not S. McNama.

Motion to approve the minutes with changes.

Moved by K. Gambier

Seconded by M. Riseley

4. Items for Decision/Action

a) Council Rotation Correction Proposal

- An email was sent to council members regarding the council correction.
- The suggestion of adding an additional seat during the current council election was decided as the best option.
- During the interview process of potential candidates, a fifth candidate will be identified to fill this additional “general member” position which will be a one year term.

- This will require a general member position for the 18-19 council before the rotation corrects to 5/5.

Motion to approve the Council Rotation Correction Proposal.

Moved by R. Richards Seconded by J. Seres

b) Alumni Networks Funding – Faculty of Business Information Technology (FBIT)

- The council has allocated \$750 to the FBIT and Varsity Alumni networks for funding their engagement activities this year.
- An additional \$500 will be reserved for any new networks that are created.

Motion to approve the Alumni Networks Funding allocation.

Moved by M. Riseley Seconded by C. Mazza

Next steps: E. Johnston to advise M. Picard and C. Attwood of funding transfer.

c) Fourth quarter/Year-end results (16/17 fiscal)

- M. Riseley presented the 2016-2017 fiscal results to the council.
- An operating surplus was maintained (\$4,423.54) due to funding not being fully spent for alumni receptions, alumni networks and alumni merchandise.
- Council has a deferred balance of \$16,049.27.
- The council should consider making additional purchases that may help with council operations while these surplus funds exist (i.e. equipment for Facebook Live council meetings, additional events, etc.).
- As the council operates as a part of the university, there is a risk that additional funds will be absorbed by the university for general operations. As a result, the council should spend the full amount of the allocated budget to ensure that funds raised for alumni are spent on alumni.

d) Purchase of supplies for council operations

- E. Johnston presented options for phone stands for future Facebook Live streaming and other council initiatives.
- Council proposed a budget of \$200 to purchase the phone stand and an additional Bluetooth microphone/speaker for council meetings.

Motion to approve purchase of supplies

Moved by M. Riseley Seconded by K. Gambier

5. Items for Discussion

a) Alumni Association Council Elections – Electoral Officer

- Council was advised that an Electoral Officer has still not been selected.
- C. Mazza mentioned she knew of a few alumni who may be interested in the role.
- S. McNama also suggested he would reach out to a contact for the role.

Next steps: Council members to connect any interested contacts with E. Johnston.

b) Alumni Awards Submissions

- A total of sixteen submissions were received this year.
- A discussion was held in consideration of late submissions.
- Although last year, the past chair made a decision to accept late submissions, the council this year has decided to ensure a fair selection process and to forego accepting any late submissions.
- The council voted on this decision following the discussion.
- Eight out of nine members were not in favour of accepting late submissions.
- The sub-committee members for award recipient selection will include:
 - M. Riseley
 - K. Gambier
 - S. Kell
 - C. Mazza
 - K. Daize

Next steps: Awards Selection sub-committee to consider all applicants and present their choices for winners at the July council meeting.

c) Receptions planning (Annual General Meeting and Fall Receptions)

- C. Mazza, S. McNama, K. Gambier and R. Richards will be attending the upcoming Toronto Reception.
- E. Johnston advised that varsity has shared their fall schedule. The most promising dates that would work for an event are Saturday, October 14 (hockey game) or Saturday, October 28 (soccer game).
- Council decided to move forward with a tentative date of Saturday, October 14.
- E. Johnston presented two quotes for catering from Aramark for the event (passed hors d'oeuvres v. sit-down lunch).
- Council decided to move forward with passed hors d'oeuvres as the more economical and flexible option.

Next steps: E. Johnston to share the 2016 AGM schedule with the Engagement Committee in order to help them with structuring an event schedule for this fall.

6. Items for Information

a) Council evaluation update

- A. Pineda has been working on finalizing the evaluation document and has sent to R. Richards.

Next Steps: R. Richards to share evaluation document with S. McNama for final review before sharing with E. Johnston in order to create the online survey version.

b) Online Merchandise update

- K. Gambier confirmed that M. Fawcett and A. Seto are available to take promotional photos of the new merchandise.
- Tentative dates were set for Saturday, June 17 and Saturday, June 24.
- Council would like to use the north location for the shoot.
- Photos will be used to promote merchandise on the online store.

Next Steps: E. Johnston to look into shot glasses as an additional merchandise item. E. Johnston to review any special booking or processes required for the photoshoot to take place.

c) Board of Governors presentation

- M. Riseley will be presenting on behalf of the council at the upcoming Board of Governor's Annual General Meeting.
- A presentation is currently being drafted by the Alumni office and will be shared with M. Riseley as soon as it is finalized.

d) Convocation Reminder

- Remarks are currently being finalized by the Alumni office and will be shared with the four presenting council members once ready.
- A message has been drafted and finalized on the Alumni Association's behalf for inclusion in the Convocation ceremony brochure.
- E. Johnston has a temporary copy that she can share with S. McNama for his approval.

e) Connected Summer 2017 issue

- Article authors were reminded to submit their article to the Alumni office by June 9 with the exception of the Real Estate article, which requires further approval steps.
- K. Gambier will send the interview questions to the bank representative for the article for his bank's approval.

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

- K. Gambier has a potential contact for cultivation.

Next steps: K. Gambier to begin cultivation and to bring in Advancement staff when she can confirm interest. E. Johnston to follow-up.

g) [Strategic Plan update](#)

- Council has raised \$0 at this time towards funding for SIRC.
- Council has until November 2018 to raise funds for the SIRC initiative.

7. Other Business

a) [Terms of Reference adjustment](#)

- R. Richards and K. Gambier advised that the process of tracking council member attendance and the appointment of a secretarial position are items in consideration for this year's review of the Terms of Reference.

b) [Sponsorship Package](#)

- The sponsorship package has been shared with the Alumni office.
- Next steps are to review the package and list of potential sponsors internally before providing council with final approval.

8. Adjournment

The meeting was adjourned at 8:40 p.m.