

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

September 9, 2017  
7 to 9 p.m.

### COUNCIL MEMBERS PRESENT

K. Gambier, S. McNama, J. Seres, K. Daize, S. Kell (teleconference), A. Pineda, M. Riseley

### REGRETS

R. Richards, C. Andrews, C. Mazza

### UOIT STAFF PRESENT

E. Johnston, M. Picard, A. Watson (teleconference).

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#### 1. Call to order

S. McNama called the meeting to order at 7:31 p.m.

#### 2. Approval of the agenda

Motion to approve the agenda with changes.

Moved by M. Riseley

Seconded by K. Daize

#### 3. Approval of Minutes of August 2, 2017

- Mention of K. Daize's proxy vote to be added to minutes.

Motion to approve the minutes.

Moved by A. Pineda

Seconded by J. Seres

#### 4. Items for Decision/Action

##### a) Terms of Reference (2017 revisions)

- R. Richards circulated the proposed revisions to the council in advance of the meeting.
- Revisions will be made to articles: 4.11, 4.12, 11.
- A council rotation correction proposal was also added with four possible options which will be added as Schedule A.
- Council reviewed the proposal and made some changes to wording in articles 4.11 (6.9) and 11.2.
- Additionally, the Engagement Committee will be responsible for drafting a description for a new secretary position.

Motion to approve the Terms of Reference revisions with above amendments.

Moved by K. Daize

Seconded by M. Riseley

## 5. Items for Discussion

### a) Receptions and Alumni Day

#### Alumni Day

- A. Lance will be coordinating all logistics and communications within the Alumni office for the upcoming Alumni Day.
- Suggestions made by the Alumni office, which were accepted by the council included:
  - Removing family activities from the schedule (instead opting to plan a stand-alone family event next summer).
  - Changing the genre of band from indie rock to jazz for more appropriate background music during the networking hour.
  - Samantha Hazell has been confirmed as the special guest speaker for the day.
  - Four student showcases have been secured from the faculties of health sciences, science, social science and humanities and business and information technology.
- K. Gambier asked to confirm what concessions will be made for parking for guests.

#### Receptions

- Markham Reception was a success, many alumni stayed until at least 10:30 p.m. (well past the official end of the reception).
- Average rating was a five for satisfaction (highest available).
- Attendance was from a variety of faculties and years as well as locations (one alumni traveled as far away as Port Hope).
- Additionally, some past council members attended which was nice to see them out once again supporting alumni events.

#### Zoo Run

- Zoo run is coming up soon (September 23, 2017)
- UOIT Alumni does have a team that alumni can either join or support. A Facebook page has been created to support the event.

**Next steps:** A. Lance to confirm with K. Gambier parking considerations. K. Gambier to send A. Lance the council project management tracking sheet to ensure all areas are being addressed by the Alumni office. K. Gambier to send the Facebook page for the Zoo Run to the Alumni office to help with promotions.

### b) Self-Evaluation Results

- The results of the Alumni Association Council Self-Evaluation were discussed.
- On average, the results were positive with expected feedback on improvements.
- In addition to feedback already provided, the council discussed options to improve committee engagement:
  - Creation of a template for committee chairs to use when updating committee members before and after council meetings.
  - Restructuring the Engagement Committee to facilitate quicker and more efficient discussions. Smaller work ground and/or sub-committees for specific events or tasks were discussed as options to keep discussions to smaller groups to allow for quicker relay or information and to aide in the decision process.

#### c) 1Q Results

- First quarter results were discussed by Finance Chair, M. Riseley.
- Highlights included:
  - Higher than expected merchandise sales.
  - Lower than expected costs for Receptions
  - Higher than expected costs for purchasing new merchandise
- Overall, the overages and under spending will be evened out by the cost of Alumni Day. Any additional overages can be covered by the deferred revenue.
- Additionally, Alumni Networks funding still needs to be dispersed to the Varsity and FBIT budgets. The Alumni office still plans to ensure these funds are transferred in the coming quarters.

#### d) Strategic Plan – outstanding items

- S. McNama will review the current Strategic Plan and contact each chair individually with any outstanding items.

#### e) Orientation and Strategic Planning Days

- Doodle will be sent from the Alumni office to the continuing council members and new members to set a tentative date for both the Orientation and Strategic Planning Days.
- Council has requested this Doodle be sent earlier in September if possible to ensure availability.
- During Orientation, council discussed options for establishing the new Chair, Vice-Chair and Committee Chair positions.
- Current chairs will be asked to present past committee work at the Orientation Day to help with onboarding of new chairs.
- Additionally, past council members should be invited to the

Orientation day to help provide insight to past council operations and aid in chair transitions.

- Current interest in committee chairs:
  - M. Riseley interested in continuing as Finance Chair.
  - A. Pineda interested in Engagement Chair (tentative on availability)
  - S. Kell interested in Governance Chair (tentative on availability)
  - C. Mazza's interest to be confirmed by S. McNama following the meeting.

f) In-Coming Chair – Alumni Association Council

- Individuals interested in the position of Chair or Vice-Chair should come forward and let their interest be known to the rest of the council.
- Ideally, these positions will be filled at the Orientation Day.
- Current interest in Chair and Vice-Chair positions
  - M. Riseley interested in the Vice-Chair position.
  - K. Gambier interested in the Chair position.

g) Live-Streaming

- Latest Facebook Live meeting performed slightly better than the meeting in February.
- Some suggestions included:
  - Adding information for the next live stream to the description of the video on Facebook (to help with promotions).
  - Live streaming events, such as the receptions or the upcoming Alumni Day event.
  - Paying for a UOIT specific snapchat filter for Alumni Day which can be used to promote the event online.
  - Doing Instagram stories as well as live streaming on Facebook.
- Council decided to use the December meeting as the next meeting to Live Stream meeting.

## 6. Items for Information

a) [Reminder: Connected articles](#)

- Connected articles are due to the Alumni office by September 15.

**Next Steps:** E. Johnston to send past Alumni Hall articles to A. Pineda to help finalize his article.

b) [Alumni Office Communications](#)

- All communications related to Alumni Association Council operations and Alumni Day should be sent to Amy Lance ([amy.lance@uoit.ca](mailto:amy.lance@uoit.ca)) until September 25.
- After September 25, Melissa Picard will be joining the Advancement team as the Alumni Coordinator. Following September 25 all communications (apart from those relevant to Alumni Day) should be sent to Melissa Picard ([melissa.picard@uoit.ca](mailto:melissa.picard@uoit.ca)). Amy Lance will continue to manage Alumni Day.

c) [Thank you gifts for M. Fawcett and A. Seto](#)

- Thank you gifts have been purchased for M. Fawcett and A. Seto for their work during the Alumni Merchandise Photo Shoot.
- These gifts will be sent Wednesday and should arrive by Friday via Xpresspost.

## 7. Other Business

There was none.

## 8. Adjournment

The meeting was adjourned at 8:53 p.m.