

Minutes of the UOIT Alumni Association Council (AAC) Meeting

March 9, 2017
7 to 730 p.m.

COUNCIL MEMBERS PRESENT

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

REGRETS

J. Seres, C. Mazza.

UOIT STAFF PRESENT

E. Johnston, A. Watson.

1. Call to order

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

2. Approval of the agenda

- E. Johnston asked that item 4. a. be removed from the agenda as this was addressed in the February meeting.
- E. Johnston added “Convocation Speakers” as item 7. a. and Annual General Meeting as item 7. b.
- M. Riseley added “Johnson Insurance Agreement” as item 7. c.
- S. McNama requested item 4. c. be moved until C. Mazza is available to speak.

Motion to approve the agenda.

Moved by M. Riseley

Seconded by A. Pineda

3. Approval of Minutes of February 22, 2017

K. Gambier moved to adjust the In camera meeting minutes to reflect that S. McNama attended in person rather than via hangouts.

Motion to approve the minutes with adjustments.

Moved by A. Pineda

Seconded by K. Gambier

4. Items for Decision/Action

a) Alumni Association Council (AAC) 2017 Elections Package

- Four positions will be available for the 2017 elections.
- Minor edits to page four, mentions of 2016 need to be updated to 2017.
- Council had no additional questions.

Motion to approve the AAC 2017 Elections Package

Moved by K. Daize

Seconded by S. Kell

Next steps: Governance committee to submit a proposal for correcting the rotation to a 5/5 rotation rather than 4/6.

b) 2017 Spring Receptions

- K. Gambier presented in place of C. Mazza who was unable to call in.
- First reception will be on Thursday, April 27 at Laser Quest in Whitby from 6:30 to 9 p.m. We will market this reception to the class of 2017 future graduates.
- Second reception will be on Thursday, June 22 at The Ballroom in Toronto from 7 to 9 p.m.
- Third reception will be on either Thursday, August 24; Thursday, September 7; Thursday, September 14 from 7 to 9 p.m. at Omescape in Markham.
- A Blue Jays Game outing will be organized in July. The council has advised the purchase of up to 40 tickets for the July 26 home game against the Oakland Athletics at the 500 level. Council will offer tickets to alumni at a slight discount. Council will also provide snacks.

Next steps: E. Johnston to book venues, confirm reception details with Engagement committee, and begin planning logistics.

5. Items for Discussion

a) New Merchandise

- M. Riseley advised council to provide some suggestions for an inexpensive item, which could be sold at lost cost during Convocation.
- Council members brainstormed the following options:
 - “Tea light holder”
 - Tea mug infusers / water infusers
 - Luggage tags
- Council was advised that there were no online purchases made in the 2016-2017 fiscal year.
- Council members brainstormed the following to address lack of online sales:
 - Discount codes on online payment forms
 - Council to hand out cards with the discount code listed at events
 - Special sales throughout the year such as buy one get one free.

Next steps: Finance committee to create a proposal with recommendations for increasing online sales and submit to the Alumni office.

b) Sponsorship for AAC Events

- Council discussed providing local business with a sponsorship proposal to sponsor upcoming receptions.
- This proposal will be brief and include an event description, the benefits for the company to attend, what is required for a company to attend.
- Incentives should be high and required sponsorship low.

Next steps: Finance committee to create a brief proposal targeting 360insights. The proposal will be submitted to the Advancement office for review before asking for support from the company.

c) Inclement Weather Policy

- S. McNama was not able to present as a policy has yet to be drafted.

Next steps: S. McNama to draft Inclement Weather policy and submit to council for approval at the April meeting.

d) 3Q Financial Results

- Council had no questions regarding the 3Q Financial Results
- E. Johnston confirmed that the transfer from revenue could be adjusted to balance the budget due to any excess cash.
- Council brainstormed opportunities to use excess budget in future, they included:
 - Investment in A/V equipment to aid in future live streaming of meetings or for use at meetings. Equipment may include speakers, phone stand, etc.).
 - Purchasing additional council member pins for outgoing members.

6. Items for Information

a) SIRC Funding Update

- Council will need to review the best way to achieve this goal.
- The type of contacts at companies are important and should be at a level to have conversations about supporting SIRC.

Next Steps: S. McNama will send out an email to discuss tactics for achieving the SIRC funding goal.

b) Strategic Planning Update

- S. McNama advised that the council is doing well and, for the most part, is on plan (with the exception of SIRC).

c) Varsity Alumni Events

- The Alumni Varsity Network recently completed a successful contact information contest. This information will be useful for the Alumni office to contact these individuals about varsity related events in future.
- Additionally, the Alumni Varsity Network is planning an Alumni Reception before the Athlete Banquet. The reception will be on Thursday, March 30 at the Regent Theatre from 6:30 to 7:30 p.m. The banquet will follow immediately after.
- Varsity Alumni must donate \$10 to attend the event. Those who donate are also invited to attend the banquet.
- Council members are welcome to attend in light of their funding and agreement.

Next steps: E. Johnston to send out event details as a reminder the week of March 20 and confirm AAC attendance.

d) Futures Forum

- The Futures Forum on Community Mental Health and Wellness features a full day of events and discussions designed to tackle some of the most important topics in community mental health.
- Key Note Speakers for the day include Mr. Neil Pasricha (best-selling author, *The Book of Awesome*) and Lieutenant General the Honourable Roméo A. Dallaire (Retired).
- Council members are encouraged to register online and share this information with any alumni they feel would benefit from these discussions.

Next steps: E. Johnston to send registration information to council members for those interested in attending.

7. Other Business

a) Convocation speakers

- Council needs to confirm who will be attending as keynote speakers at the upcoming Convocation ceremonies.

- Ceremonies on Thursday, June 8 and Friday, June 9.
- The following council members confirmed their interest in volunteering:
 - Sean Kell
 - Kaitlynn Gambier
 - Christa Andrews
 - Sean McNama

Next steps: E. Johnston to confirm gowning information with the above council members and confirm which ceremony each will be attending.

b) Annual General Meeting

- The Alumni office will not be planning an annual event in the fall; therefore, council will need to plan their Annual General Meeting and Alumni Awards Ceremony independent of any larger event.
- S. McNama suggested a budget of \$1,500 from reserved funds in order to avoid negatively affecting the current receptions budget.

Next steps: Engagement committee to present plans including venue, budget, and agenda for the Annual General Meeting at the May meeting.

c) Johnson Insurance Agreement

- M. Riseley confirmed, after reviewing the agreement, there are no clauses that restrict the council from seeking additional affinity partners.

8. Adjournment

The meeting was adjourned at 8:15 p.m.