

**Nova Scotia Agricultural College
Alumni Association/Foundation Board Meeting
CA Douglas, Cumming Hall
Friday, June 24, 2011
10 a.m. to 12:00 p.m.**

In Attendance: Dwane Mellish (Chair), Jim Goit, Alisha Johnson, Janice Lutz, Audrie-Jo McConkey, Brian Watts, Stephen Healy, Jean Lynds, Bernie MacDonald, Ashley Shepard

Guest: Nancy Frame, PwC

Regrets: Ken Peacock, Steven Harris, Carol Versteeg, John Hutchings

1. Welcome

Dwane welcomed and called the meeting to order at 10:00 a.m. and reviewed the current agenda.

2. Approval of the agenda: The agenda was approved as circulated.

3. Minutes of last board meeting

- Alisha reviewed the highlights from the preview meeting on December 10, 2010.
- Changes made to minutes
 - Jim mentioned in the final bullet under the category Administrative Expenses was to allocate 0.04% not 0.4%
 - Alisha mentioned Janice Lutz needs to be added to the attendance

Moved by Jean; seconded by Janice. Carried.

4. New Business

1. PWC Audit of the foundation - Nancy Frame, from Pricewaterhouse Coopers, gave a presentation of the Foundation's financial investments from April 1, 2010 to March 31, 2011.

- Nancy indicated the report is "clean".
- The document is subject to approval as of June 24, 2011
- The total revenue, contribution and investment income totals- \$1,814,381
- The entire year balance that is broken down into various funds totals \$5,991,122.
- Schedule A-C is the breakdown of funds for specific monies. The 0.04% is reflected in each statement in each fund
- Pages 3-5 explain the accounting policies along with the description of the various accounts.
- Fund 2 schedule is a newly indicated fund that is held in trust money.
- Jim thanked Nancy for all of their hard work with the audit and presentation

Moved by Stephen; seconded by Janice. Carried

2. Annual Report (Handout/power point presentation)

Alisha provided a presentation on the annual report.

- Donations are down slightly from last year
- A large portion of our donations come from large projects. These increase and decrease from year-to-year, which we have little control
- "Other" accounts for 78 % of the pie chart, this is money coming in as transfers from government agencies.
- Remaining areas in the chart are specific fund-raising efforts of NSAC.
- In comparison to last year, annual appeal has significantly increased, while all of the other areas in this summary have maintained or slightly decreased
- We are doing well with the expendable donations, but could always use more endowed money, which continues to grow but in small increments
- In terms of the fund balance, we are holding our own, increasing slightly and still being able to pay out
- Alisha pointed out that the fund balance needs to be corrected to \$5,991,122.
- Priorities for 2011-12 include reassurance and communication to donors and alumni
- Increasing activities for alumni is always a priority. - The more engagement, the better.
- Maintaining donations for next year as we begin the transition process will also be prioritized

Brian asked about the scholarship money coming in for NSAC in relation to the merger. Jim reported that donor's wishes would be honoured and donations directed to the programs.

3. Alumni Association Financials

- Ashley went over the Associations expenses and revenues
- Revenue - \$5,298.00
- Expenses - \$ 1,706.14
- Fund Balance as of March 31st - \$5,546.35

Moved by Brian; seconded by Audrie-Jo, Carried

4. Update of current fundraising situation and portfolio position

- Ashley reported the contributions to NSAC as of April 1st to June 22, 2011
- There were 16 funds that increased in that time frame totaling an amount of \$313,739.00.
- *New Scholarships and Awards*- Ashley introduced new scholarship being introduced this year:
 - Capt. Steele Memorial Fund,
 - George James Schaller Scholarship,
 - William D. Swetnam memorial and

- Phil Stead Memorial Award
- Atlantic Centre for Landscape Excellence (which is a capital fund)
- We are always prioritizing the NSAC Alumni Family Bursary Fund and are trying to identify other areas to designate as the annual appeal campaign.

5. Directors Membership Update

- Dwane reviewed the alumni and foundation board members
- Jean's term position is coming to her end date.
- Jean was re-nominated and will accept another term.
- Dwane suggested they need more representation from other provinces Ex: New Brunswick.
- A nomination committee will have to be set up for the process for another year.
- Janice suggested Glenn Foster as someone who might be considered. He is from the Sussex area. He would be a good person to have as a contact for alumni events.
- Audrie-Jo asked if we could add more board members. Jim mentioned the bylaws require five board members. Others could be put on subcommittees if desired.
- Dawne requested a change to the start date of new members joining the board. The effective date will be at the time of the annual meeting, rather than later on in the year.

Moved Brian; seconded Jean, Carried

5. Events and Functions

- Alisha reviewed the events that took place this year and listed up-coming events
 - Bookbag to Briefcase - February (12 participants)
 - Banff Ski Trip - March (13 participants)
 - PEI Reception - April (35 participants)
 - Barley Party - NSAC (25 participants)
 - Divot & Dine - Riverrun, North River (28 golfers)
- *New Events include:*
 - Reunions Class of '51,'56,'61,'66,'01 - this summer
 - Open House Staff & Alumni BBQ- July 21
 - Alumni Reception in NB –late summer
 - Wine Tour- Valley (Oct?)
 - Blue & Gold Awards- November 4th
 - Jim pointed out that if more new events are created, Alisha and Ashley will need volunteer assistance

6. Director Expenses

- Dwane led a discussion on the possibility of covering board member's expenses for meeting and alumni events.

- Everyone agreed it would be nice to have something in place as an option.
- Jim and Dwane will work on a policy around having members be able to claim their travel expenses to various meetings and certain events. Not including social events, unless otherwise directed.

7. Alumni Meeting Expenses

- Dwane led a discussion on alumni meeting expenses
- While the development office has some budget for Alumni meetings we could not fund all alumni events. Some level of cost recovery might be necessary.

8. Update on Dalhousie Merger

- Bernie gave an update to the group with the history of the merger and plans for the future
- He pointed out last week participants from NSAC, Dalhousie University and the Nova Scotia government met for a day long kick-off meeting and initial discovery workshop along with lead negotiators Peter Underwood and Susan Spence Wach
- Bernie said it's still too early to predict all of the outcomes but so far, all three parties (NSAC, Dal and the government) have been positive.

9. Merger and Alumni Issues

- Dwane indicated he would like to have the alumni surveyed about the merger.
- The survey will be sent out to all alumni via e-mail before Open House on July 21st
- Alisha indicated a communications update, to alumni, regarding the merger is in the works
- Alisha will complete the communications update and also work on a survey.

Meeting adjourned 12:00 p.m. -Brian Watts