

**Alumni Association/Foundation Directors Meeting**  
**February 8, 2010**  
**2:30 – 3:30 p.m.**  
**Alumni Hall, NSAC**  
***Minutes***

**Attendance:**

Jim Goit	Alisha Johnson	Janice Lutz	Dwane Mellish	Jean Lynds
Jenna Tingley	Laurie Hennigar	Carol Versteeg	Ken Peacock	Stephen Healey

**Regrets:**

Bernie MacDonald    Arnold Hagen        John Hutchings

**1. Welcome**

- Laurie welcomed all and called meeting to order.

**2. Approval of agenda**

- Laurie asked for approval of agenda.
- Agenda was approved. **Moved Peacock/Lutz. Carried**

**3. Minutes of last board meeting (June 2, 2009)**

- Minutes from previous meeting were highlighted by Jim Goit. **Moved Lutz/Versteeg. Carried**

**4. Business arising from minutes**

**4.1: Membership update**

- Jim reviewed membership terms. He pointed out that everyone on the alumni board is due to retire this winter.
- On his behalf, Jim indicated Arnold's wish to not be reelected.
- Laurie suggested a nominating committee be formed with the local members, Jean, Dwane and Arnold. Jean and Dwane agreed and will present at the annual meeting for approval in June.

**4.2: Alumni Family Bursary**

- Alisha gave an update on the activities of the new bursary.
- Fifteen students received the bursary this year.
- Fund balance as of Jan. 19/10: \$154,753.81
- Annual appeal for Alumni Family Bursary began in September.

## **5. New business**

### **5.1: Update of current fundraising situation and portfolio position**

- Jim provided an update on portfolio position.
- Jim reviewed Ted Jordan's letter (5.1.1) regarding the quarterly report.
- The Canadian Association of University Business Officers (CAUBO) provides an annual report on the state of endowed fund assets for Canadian universities and colleges. According to their latest report covering the 2008 calendar year, NSAC was one of only six institutions to show a positive change in fund assets.
- Jim provided an update on the fundraising situation and referred to 5.1.1
- We stood at \$1,664,889 as of January 18<sup>th</sup>, 2010 from 489 donations. With planned fundraising for the remainder of the year, it is anticipated that this will exceed \$1.75 million by year end.
- Contributions through the NSAC Foundation are on the upswing. You can see that we have exceeded the previous 5-year average and that we are back on the growth curve from before 2007-08.
- These are good signs and we need to work hard to continue the trend. Alisha has more plans that she will share in another section.
- Jim referred to the complete list by designation detailing where the contributions have been assigned. The top four on the list are large institutional projects. The Transformational Devel Fund will help NSAC move toward the new governance model. The AgraPoint Extension Dev Fund will support the growth of extension and outreach at NSAC.
- There are a number of new endowed scholarship funds that have been started this year, including Dr. Bill Jenkins Memorial Sch., Dr. John Bubar Scholarship and the Donald McInnes Award.
- Jim pointed out the activity on the Alumni Family Bursary fund.

### **5.2: Alumni Family Bursary fundraising plan**

- Alisha gave a report on the activities surrounding the Alumni Family Bursary
- Up-coming fundraising activities for AFB:
  - Launch of "Alumni Family Bursary Causes" application on Facebook
  - Launch of staff campaign
  - Phone campaign
- "Major donor" and one to one calls
  - We have started to identify individuals that have capability and interest to contribute more to the fund. Likely candidates from the central region have been identified and we will be working on the western region soon. The plan would be to extend that to other regions.
- We have approached the big financial institutions in the region for contributions toward the Alumni Family Bursary. It will take additional discussion before anything occurs.
- To reach our goal we will have to have gifts in a higher range that we have been asking. Jim referenced 5.2 "Gift Chart". He pointed out that for a goal of \$500,000, various sizes and numbers of gifts are needed. A number of prospects also need to be asked (are identified). We have to ask a great number of people. That will mean that we will have to have the help of a number of people to make the "asks" if we are to be successful.
- Carol asked if we could put together a proposal/case for support to assist with "asks". Jim indicated Alisha was working on this.

### **5.3: Events and functions**

- Alisha discussed alumni activities, events and functions
- New official alumni ring to be launched in February. Alisha provided background on ring design.
- Janice suggested rings be sold to alumni with an option to “top up” the cost as a donation to the foundation. Would be good fundraising opportunity. All agreed.
- Increased activity on Facebook (join our Fan Page by searching “NSACU”)
- BBQ for “new” alumni (Class of ‘10) April 9
- Summer reunions:
  - Class of ‘60 – July 22 & 23
  - Class of ‘70 – July 22 & 23
  - Class of ‘50 – to be confirmed
- Jim and Alisha will be in Victoria, BC in June and will host an alumni event at that time with the help of alumnae, Maureen Mitchell.
- Jim brought up “Divot & Dine” which was held at Riverrun Golf Club last June for alumni. Dwane provided a review of the event. All agreed it was a great event and another one should be planned for the coming year. Laurie suggested a similar event could be held in other areas, such as the Valley. Laurie will help plan a Valley golf event.
- Dwane asked for report on Blue & Gold Awards. Alisha reported. Laurie interjected event was a success and recipients were very deserving. Laurie enjoyed having students in attendance at event. Dwane suggested the Alumni Association be more involved in these types of events to help grow association.
- Janice asked if Alumni Association has ever sold “stress relief kits” at exam time. She explained other Alumni Associations are doing so as a fundraiser. Alumni simply call parents asking if they’d like to purchase a stress kit which would be delivered to their kids for \$15-\$20. Alumni then deliver kits to students. Carol will find more information about this program.

### **5.4: Update on university governance**

- Jim provided an update on NSAC’s governance project.
- He explained two consultants were hired to assist with the project.
- Mr. Edward Bottrell, a Senior Associate of CompassPoint Management Group Inc, joined us as project designer on a contract basis in October and November. He put together a detailed work plan that outlines all of the necessary steps (over 180 of them) to efficiently transition NSAC’s government.
- Ms. Tracy Crowell was seconded to NSAC as chief transformation director for 18 months. Ms. Crowell comes to us from Service Nova Scotia and Municipal Relations. She is responsible for implementing the project’s design. This will involve, among other things, providing daily coordination and facilitating interaction with the large variety of government players needed to fulfill the plan’s steps.
- Jim pointed out various secondments would soon occur to form the governance transition team.

- Chair of NSAC's Transitional Board of Governors, Bob MacKay is interested in meeting with members of the Alumni Association and Foundation boards. Laurie would be willing to meet Bob. It was suggested Arnold could also meet, if he is unable, Dwane will attend the meeting.

### 5.5 Other

- Jenna reported on the Alumni Association's Statement of Operations and Expenses (Report 6)
- The Alumni Association's account has had limited activity in the past eight months, resulting in a fund balance of \$1,560.71 as of January 19, 2009. The Agri-Golf Classic was held in July, 2009, and after fees were recovered and expenses calculated, the Alumni Association spent \$149.36 on this event. The Association also paid \$285.00 for student wages to support a database update of alumni records, all of which will be reimbursed to the Association from the Foundation's AC Fund.
- There are a number of pending transactions that will result in an account increase of \$2,543.97, including reimbursement of 2008 phone campaign expenditures, investment income from the Life Membership Fund, and reimbursement for the aforementioned database work. The only pending expense is \$28.03 for the association's annual registration with the Registry of Joint Stocks.
- Jim indicated annual meeting should take place in late May.
- The meeting was scheduled for **Wednesday, May 26 from 11 a.m. – 2 p.m. in Alumni Hall.**

Motion to adjourn by Hennigar. Carried