

**Alumni Association/Foundation Directors Meeting**  
**June 2, 2009**  
**10-12pm**  
**CA Douglas Room**

**Attendance:**

Jim Goit	Alisha Hannam	Bernie MacDonald	Laurie Hennigar	Arnold Hagen
Janice Lutz	Carol Versteeg	Dwane Mellish	Jean Lynds	Steven Healy

**Guest:**

Nancy Frame

**1. Welcome**

Laurie welcomed all and called meeting to order. He asked for additions to agenda. Laurie suggested an explanation of differences between Foundation and Alumni boards. Jim provided explanation.

**2. Agenda approved.**

**2. Minutes of last meeting (Feb 12, 2009)**

Jim reviewed minutes from last meeting.  
Steven motioned approval of minutes. Arnold seconded. Laurie approved minutes.

**4. Business arising from the Minutes**

Jim gave membership update acknowledging Carol and Jean.

**5. New Business**

1. Presentation from Nancy Frame of financial investments from April 1, 2008 to March 31, 2009.

- Nancy indicated report is “clean” and there are no issues. She also noted investment income is down compared to last year but said that is a reflection of the economy and other organizations are in same situation.
- Laurie thanked Nancy and asked for questions
- Arnold: Alumni Family Bursary – why it indicates we gave \$4,000 when we paid out \$10,000. Carol asked why it was split. Jim explained AFB does not have enough money to support demand so we borrowed from Second Century Endowment.
- Laurie asked about Ghana fund. Jim explained it’s a project from international office that comes from CIDA. Bernie explained it’s a requirement that this money is placed in an investment gathering account. Jim explained project does not benefit from interest and that a portion goes to pay interest and it reflects interests coming to university. Money goes to staffing within country.

- Carol asked about poultry fund. Jim explained poultry is a capital fund.
- Steve asked about equipment (cages, etc) and their value. Jim explained they go in at market value and get turned over after a year. We take them in and go out as contribution.
- Laurie thanked Nancy. Jim agreed that their hard work is appreciated.
- Laurie asked for motion to approve.
  - Janice motioned, Steven seconded motion.
- Laurie moved motion.
- Report approved.
- Reports were signed by Laurie and Steven.

## 5.2 Alumni Financial Statements

- Jim explained statement indicating cheques were used to pay students for AFB phonathon. Jim indicated it was easier to pay students this way than go through Financial Services.
- Laurie asked if cheques were an annual thing. Jim explained it was a one time deal.
- Jim also explained income to Alumni Association
  - Jim pointed out “Life Membership” in report and explained that alumni used to have to pay for membership. He also explained the money can be asked for at any time. Membership to NSAC’s AA is now automatic.
  - Laurie indicated this statement will be approved in afternoon meeting.
  - Arnold asked if we should consider moving money. Jim explained it generated more interest leaving where it is.
  - Janice asked for its purpose. Jim explained it was for expenses of Alumni Association
  - Laurie pointed out moving it would loose a few thousand dollars from interest.
  - Dwane suggested money stay as it and we start to use for events, etc.
  - Janice asked for record of principal amount and investment income on statement.
  - Jim recommended it would be tidier to do this if money was moved. Arnold agreed.
  - Arnold asked to move.
  - Dwane moved motion. Arnold seconded. Carried.
  - Jim suggested we put together operation policy for future meeting.

## 5.3 Investment Committee Report

- Arnold indicated they met last Friday and discussed where they are and where they are going.
- He indicated we are in good standing compared to other universities.
- Jim added they talked about how they are restricted in what they can do. 75% needs to be in fixed income. Equity portfolio is small. We don’t own stock, we play indexes. Jim said it was

recommended we push boundaries on policies to take more advantage of our gains.

#### 5.4 Development Annual Report

- Jim explained operations of Development office and advancement.
- Jim presented development report
  - Jim explained number of donors is now up, contrary to the February report. However, there is still further to go.
  - Jim explained campaign money. Looking at new ways to bring more money in, maybe more appeal letters and using new tools such as Facebook Causes.
  - Jim indicated more focus needs to be put into personal visits.
  - Endowments are good. Jim hopes to be into \$3million next year.
  - Arnold mentioned our disbursements are low. Safe to say money raised goes right back to NSAC.
  - Jim pointed out fund balance in his report is different than Nancy's report. Must be revisited.
  - Laurie asked about Facebook causes.
  - Bernie mentioned benefit of Meloche Monnex insurance and how much he liked it.

#### 5.5 Donations Update

- Jim explained this is an update as of yesterday am since April 1.
- Bernie explained Athletics Development Fund and that it comes from soft drink supplier on campus (Pepsi).
- Janice asked about reason behind focus on AFB.

#### 5.6 Governance Update

- Bernie talked about research at NSAC and how it is a big factor in governance change so we can apply for more funds.
- Governance change will also help with teaching side
- Increase in enrollment and will continue to grow.
- Bernie indicated transition board has been established and that Bob MacKay is Chair. He named members and provided background for each. He discussed their roles and how transition will be carried out to get to final model.
- Bernie talked about staffing and the recent hire of Keltie Jones, new VP Associate of Student Services and Richard Donald, new VP Research Extension and Outreach, as well as new energy chair, new professor, junior HR assistant and research clerk.
- VP REO will be announced this afternoon.

#### 5.7 Alumni Events and Activities

- Move to alumni meeting

## 5.8 Other

### Membership (JG)

- Jim recommended terms be staggered so everyone doesn't go out at once.

### Golf

- Jim asked if anyone was interested in putting together a team for Agri Golf Classic.
- Jim, Dick, Laurie interested.
- Arnold playing on another team.
- Steven may be playing on another team as well.

Meeting adjourned by Laurie.

## **Alumni Annual General Meeting**

Normal Goodyear

### 1. Welcome

Arnold welcomed all.

### 2. Approval of Agenda

Dwane approved ? seconded. Carried.

### 3. Presentation of Alumni Financial Statement

- Arnold explained income and expenses of account. Income came from association membership where expenses were for student wages for AFB.
- Laurie indicated AFB wages were a one time deal. Arnold indicated unless otherwise decided.
- Jim mentioned there may be a few more expenses throughout year for Alisha's work. These expenses will be recoverable.
- Jean approved statement. Arnold seconded. Carried.

### 4. Presentation of Foundation Financial Statement

- Jim explained PWC financial report. He gave highlights of funds and indicated audit is considered "clean".
- Jim pointed out some funds are not making enough on interest to cover payout. Funds will have to analyze to preserve capital, they will have to be held back in future to get them back up or ask donor for more money to cover loss.

### 5. Development Annual Report

- Jim reviewed report and indicated number of donation needs to get higher. Help is needed from board to do this.
- Jim mentioned phone silicate will increase over the year and a priority will be put on major gift prospects. Board will be consulted as to who we should be targeting.
- Janice indicated the importance of
- Jim covered types of money taken in and average gift size. He indicated we need more endowments.
- Jim discussed AFB and indicated it is still a priority. He mentioned how money was awarded (taken from Second Century).

### 6. Alumni Events and Activities

- Arnold discussed upcoming events.
  - Riverrun Golf on June 19<sup>th</sup>
  - Valley event in Aug.
    - Jim reported and is trying to get ahold of Bishops. Looking to have event Aug 19 or 20<sup>th</sup> at Nauggins Corner. BBQ/corn boil with alumni and incoming students.
    - Laurie suggested make a day of it and have a "farmers golf game" at Doug Hennigars.

- Guelph reunion June 9
  - 10 confirmed alumni attending
- Open House July 23
- Agri Golf Classic July 24
- Scholarship Banquet in fall
- Blue & Gold Awards in Oct
  
- Arnold discussed membership
  - Many terms end at same time.
  - Staggering needs to be done to avoid this
  - Laurie does not want to be extended.
  - Steven asked if there was a restriction on the number of people on the board. Jim said bi-laws call for five.
  - Jean will stay an extra year
  - Dwane stay for two years
  - Arnold stay for three years?
  - John stay for?
  - Will need replacement for Laurie
  - Steven asked Norman if he'd be interested. Norman would be .
  - Steven asked how long process would take to appoint Norman. Jim indicated it could be done at next meeting.

#### 7. Governance Update

- Bernie gave brief update on Governance. He indicated things at NSAC continue to grow, including research. As a result, new staff is needed to provide support. Two new VP's were recently hired, associate professor hired, energy research chair, hr consultant, research clerk.
- Bernie gave overview of new Transition Board.
- Jim added transition board update and bios of members will be in next Agricola News.

Arnold asked if there was anything further.  
 Motion to adjourn. Dwane moved.