



**UFV Alumni Association  
Board of Director's Meeting Minutes**

February 27 2013 - 6:00 – 8:00 p.m.  
32355 Veterans Way, Abbotsford, BC, Rm CCL135

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**Present:** Tony Luck, Chair; Darren Penner, Secretary; Mark Brosinski, Treasurer; Nancy Armitage, Alumni and Advancement Manager of Programs and Administration; Kelly Chahal, Alumni Senate rep; Len Goerke, Justin P. Goodrich, Melissa Kendzierski, Mandy Klassen, Shane Potter, President UFV SUS.

**Regrets:** Jason Barnes, Vice-chair; Baraa Ali, Amarjit Ghatore, Madeleine Hardin, ED Uni. Advancement & Alumni Engagement; Nik Venema, Harv McCullough, VP External; Dr. Mark Evered, UFV President;

**Absent:**

**Guests:** Helen Hughes, Caitlin Gleboff (recording), Meghan McDonald General Manager, UFV SUS.

**1. CALL TO ORDER**

Meeting was called to order at 6:05pm with Tony Luck as Chair.

**2. APPROVAL OF MINUTES**

**Motion:** To approve the minutes of the November 12, 2012 board meeting as presented.

**GOODRICH/BROSINSKI  
CARRIED**

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda of the February 27, 2013 board meeting as amended.

**HENDERSON/BROSINSKI  
CARRIED**

**4. INTRODUCTION OF GUESTS**

The Manager of Programs and Administration outlined areas of discussion including:

- Alumni endowments and possibility of funding additional endowments.
- Awards Cap initiative so excess interest over and above award amount goes into principal

**5. FINANCIAL REPORT (Mark Brosinski)**

Not much activity, revenue generation will be reported by Alumni Engagement office  
Below budget on expenses

G&F will begin working on budget for 2013/14 at their next meeting

**Motion:** To accept the financial report as presented

**GOERKE/GOODRICH  
CARRIED**

**6. ALUMNI ENGAGEMENT OFFICE REPORT (Nancy Armitage)**

The Manager of Programs and Administration highlighted key points from the written Alumni Engagement Office report including:

- Alumni office restructure, expanded duties and change in title for Alumni Engagement Manager and Assistant and additional duties for the UA & AE Department Assistant and change in role for the Advancement Office, Community Initiatives and Awards
- UFV Awards Ceremony (where DAA's are conferred) discussion
- Grad Gift proposal and request for funding
- Association revenue
  - Artona group already received \$3570, and expecting another \$2012 giving a total of \$5582
  - Caps & Tassels revenue is being processed \$10,080
  - Bounty Cellars approx. \$1250

***Action point***

Alumni office to report back on cost of producing lapel pins  
 Alumni office to do more research on vehicle decals cost  
 Alumni office to follow up with Leader Frames

**Motion: To accept the Alumni Engagement office as presented GOODRICH/GOERKE  
 CARRIED**

**7. COMMITTEE REPORTS**

**GOVERNANCE AND FINANCE COMMITTEE REPORT (Tony Luck)**

**Composition of Committees**

**G&F** – unchanged

**Nomination Committee** – Chair: Justin P. Goodrich, Members: Jason Barnes, Nik Venema

**Awards Committee** – Chair: Melissa Kendzierski, Members: Amanda Klassen

**Human Resources** – Chair: Mark Brosinski, Jason Barnes

**Policy Committee** – Chair: Len Georke, Tony Luck, Nancy Armitage

**Fundraising** – On hiatus

Chair reminded board members that alumni membership can be invited to participate in committees.

**Strategic Planning 2013**

Alumni office will be working on scheduling a date in June/July 2013 for a Strategic Planning retreat for the alumni board.

Board member questioned the need for external facilitators.

## **Sponsorship applications**

Chilliwack Arts & Cultural Centre sponsorship – event was cancelled and the Centre are seeking a decision on whether the sponsorship is to be refunded.

**Action Point:** Alumni Office to request a refund of the \$250 sponsorship paid to the Chilliwack Arts and Cultural Centre for the Happer event.

Other requests:

**LIBIT speed networking** – due to short timeframe application came to G&F committee who approved \$350

**Theatre Student Association** – Seeking \$1500 funding for Directors Festival. Alumni will be involved but the Festival is largely a student initiative.

BFA Grad Show – April 26

**Honorary Doctorate Nomination for Debbie and Trevor Greene.**

G&F committee unanimously agreed that this nomination should be submitted from the Alumni Association

**Motion:** To accept the report as presented

**GOODRICH/KENDZIERSKI  
CARRIED**

## **NOMINATIONS COMMITTEE REPORT (Justin P. Goodrich)**

Committee chair and outgoing chair met to hand over responsibilities.

Chair has received information from Alumni office and will be contacting Board members to assess ongoing commitment.

Pamela St.Amour has resigned so there is a vacancy on the board.

**Motion:** To accept Nominations Committee report as presented

**KENDZIERSKI/GOERKE  
CARRIED**

## **AWARDS COMMITTEE REPORT (Melissa Kendzierski)**

DAA selection process will be commencing shortly.

TEA committee– Justin is sitting on this committee on behalf of the Awards Committee.

**Motion:** To accept the Awards committee report as presented

**HENDERSON/BROSINSKI  
CARRIED**

## **POLICY COMMITTEE REPORT (Len Goerke)**

**Alumni Board policy revisions**

**Fiscal Accountability**

**Motion:** To approve the updated fiscal accountability policy

**GOERKE/KENDZIERSKI  
CARRIED**

## **Products & Services Policy**

**Motion:** To approve the updated Products & Services ethics statement as policy

**GOERKE/PENNER  
CARRIED**

**Sponsorship policy**

**Motion:** To approve the updated sponsorship policy

**GOERKE/GOODRICH  
CARRIED**

**Confidentiality Statement Policy**

**Motion:** To approve the Confidentiality Statement Policy as amended

**GOERKE/HENDERSON  
CARRIED**

**Funding Allocation Policy**

**Motion:** To approve the Funding Allocation Policy as presented

**GOERKE/HENDERSON  
CARRIED**

**UFV Chancellor Succession Policy**

**Motion:** That the Alumni Association Board of Directors accept the amendments to the Chancellor Succession policy as proposed by the Chancellor Succession Committee

**GOERKE/GOODRICH  
CARRIED**

**Motion:** To accept the report of the Policy committee as presented

**GOODRICH/BROSINSKI  
CARRIED**

**FUNDRAISING COMMITTEE REPORT (Baraa Ali)**

No report

**8. OTHER BUSINESS**

**REPORT FROM THE STUDENT UNION SOCIETY (Shane Potter)**

**Upcoming activities include:**

- Referendum on transit bus between Chilliwack and Abbotsford
- President, General Manager and VP Internal are working on reforming SUS Board structure including inviting an alumni to be an ex-officio board member.
- AGM coming up on 21 March, with 2<sup>nd</sup> attempt is scheduled for 28 March
- Working on final policy related to SUB, master-lease is signed. Realistic date of Spring 2013 to break ground.

**Action Point:**

Board members to consider the Alumni Association's relationship with the Student Union Society for consideration during the strategic planning process.

**Motion:** To accept the report from the Student Union Society President.

**Brosinski/Kendzierski  
CARRIED**

**REPORT ON SENATE (Kelly Chahal)**

**No Report**

**UFV CAMPAIGN CABINET**

Vision for capital development on campus and fundraising

Justin has been invited, and has accepted the position of Chair of the Campaign Cabinet

**9. ADJOURNMENT**

**Motion:** To adjourn the February 27 meeting of the UFV Alumni Association at 7:42pm  
**GOODRICH/KENDZIERKSI**  
**CARRIED**

Minutes approved:

Secretary, \_\_\_\_\_ Date: \_\_\_\_\_