



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

April 24, 2013 - 6:00 – 8:00 p.m.  
32355 Veterans Way, Abbotsford, BC, Rm CCL135

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**Present:** Jason Barnes, Vice-chair; Mark Brosinski, Treasurer; Nancy Armitage, Manager; Kelly Chahal, Alumni Senate rep; Baraa Ali, Justin P. Goodrich, Melissa Kendzierski, Nik Venema

**Regrets:** Tony Luck, Chair; Darren Penner, Secretary; Len Goerke, Amanda Klassen, Madeleine Hardin, ED Uni. Advancement & Alumni Engagement; Harv McCullough, VP External; Dr. Mark Evered, UFV President; Shane Potter, President UFV SUS.

**Absent:** N/A

**Guests:** Caitlin Gleboff (recording), Dustin Ellis

**1. CALL TO ORDER**

Meeting was called to order at 6:39pm with Jason Barnes as Chair.

**2. APPROVAL OF MINUTES**

**Motion:** To approve the minutes of the March 27, 2013 board meeting as presented

**VENEMA/KENDZIERSKI  
CARRIED**

**3. APPROVAL OF AGENDA**

Amendment made to the agenda to add guest, Dustin Ellis

**Motion:** To approve the agenda of the April 24, 2013 board meeting as amended.

**BROSINSKI/GOODRICH  
CARRIED**

**4. GUEST – DUSTIN ELLIS**

Dustin was the first graduate from the UFV Philosophy program. He was involved with CIVL Radio and now is currently Vice Chair of the National Campus and Community Radio Association. Dustin has also been on the Cascade Board of Directors.

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

2013/2014 Budget Review

The 2013/2014 budget was reviewed by the Governance and Finance committee. The Alumni Association's main source of revenue is the sale of frames, tassels, flowers and chocolate at convocation. Another source of revenue is the sale of alumni merchandise (website/in office), however that has tapered off. The Alumni Association expenses are consistent with last year. Money designated for the Distinguished Alumni Awards (advertising/travel honorariums) and board succession planning has been set aside. There is also an amount set aside as undesignated for items that come up.

There is currently a balanced budget of \$23,250. The Governance and Finance committee will be meeting with Christopher Duffin, Advancement Officer, Awards, to discuss the option of creating a new endowment or add to an existing endowment. The Governance and Finance committee will put forth a recommendation to the board after the meeting with Christopher.

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

**VENEMA/ALI  
CARRIED**

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

The Manager highlighted key points from the written Alumni Engagement Office report including:

**Upcoming events:**

**BFA Grad Show Reception – April 26, 2013**

Alumni Association hosts and sponsors a reception at the BFA Grad show. Invitations were sent to BFA Alumni with a complimentary glass of wine. Alumni wine label winner, Anne Franklin, will be in attendance.

**Fashion Show – April 25, 2013**

The Alumni Engagement office received 45 responses from alumni, who will be given preferred seating and a complimentary glass of wine.

**Convocation – June 13 & 14, 2013**

Convocation is 8 weeks away, and Alumni Engagement is working closing with Marketing and Communications on building in all the areas that Alumni Engagement works in at the event.

Currently, Alumni Office is working on marketing the new Affinity Programs including the UFV Ring program. The Alumni Engagement Office and Marketing and Communications have created new business cards for the Board Directors.

**Motion:** To accept the Alumni Engagement office report as presented

**GOODRICH/VENEMA  
CARRIED**

**7. COMMITTEE REPORTS**

**GOVERNANCE AND FINANCE COMMITTEE REPORT (Jason Barnes)**

There is a surplus from last year's budget. In the past, endowments were created from this surplus. Christopher Duffin will attend the next Governance and Finance Committee meeting to discuss the best option for the surplus: to increase the current endowment or create a new endowment.

The Manager is starting to coordinate this year's Retreat Planning day, looking into August in Harrison or at Phoenix. She is also looking at hiring a facilitator.

**Motion:** To accept the Governance and Finance Committee report as presented

**ALI/GOODRICH**

**CARRIED**

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

At the last board meeting, the Nominations Committee requested money designated to their committee to assist in recruiting new board members. The purpose of this money is to show potential candidates that we're serious about them, ask questions, and get as many thoughts and ideas as possible to recruit and retain board members. Hosting one stakeholder meeting in May, June, July and August would also be a part of this money.

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

**KENDZIERSKI/ALI  
CARRIED**

**Motion:** To pass the budget as proposed

**VENEMA/ALI  
CARRIED**

**AWARDS COMMITTEE REPORT (Melissa Kendzierski)**

Currently reviewing the nominations before the May board meeting so a recommendation can be put forward. Also, the decision making process is going to be reviewed to make this process easier in the future.

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

**GOODRICH/VENEMA  
CARRIED**

**POLICY COMMITTEE REPORT (Len Goerke)**

**No report**

**8. OTHER BUSINESS**

**Report from the Student Union Society (Shane Potter)**

No report

**Report on Senate (Kelly Chahal)**

Finding it to be a challenge to attend the meetings on Friday late afternoons.

**Action item:** Alumni Manager will look into the Senate Agreement for attendance requirements

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

**GOODRICH/KENDZIERSKI  
CARRIED**

**Report of Board of Governors (Nik Venema)**

Attended the public session for approximately 15 minutes to deliver the Alumni Report. Board of Governors were very interested in the UFV rings being made.

**Motion:** To accept the report on the Board of Governors as presented

**ALI/BROSINSKI  
CARRIED**

**Volunteering for Convocation**

Alumni Office will send out a request in a few weeks for volunteers

**9. ADJOURNMENT**

**Motion:** To adjourn the April 24, 2013 meeting of the UFV Alumni Association at 7:36pm

**VENEMA/ALI  
CARRIED**

Minutes approved:

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