



UFV Alumni Association
Board of Director's
Annual General Meeting Minutes

September 24, 2014

7:00 – 8:00 p.m.

Rm B121

33844 King Road, Abbotsford, BC V2S 7M8

Present: Justin P. Goodrich, Chairman; Baraa Ali, Nancy Armitage, Manager Alumni Engagement; Navtej Bains, Nicolas Bideshi, Maxine Bouthot, Treasurer; Jack Brown, Kelly Chahal, Derek Froese, Len Goerke, Secretary; Stephanie Jackson, Rupali Kapila, Melissa Kendzierski, Dan McArthur, Tricia Taylor, Nikolas Venema, Vice-Chairman

Absent: N/A

Guests: Jason Barnes, Former Alumni Board Chairman; Matt Davidson, Dr. Mark Evered, UFV President; Stacey Irwin, Former Alumni Board Chair; Patricia MacAhonic, Natalia Montgomery, Alumni volunteer; Sheila Reimer, Joanna Sheppard, Ali Siemens, Darren Whitehouse, Ashley Johanneson, Helen Hughes, Jesse Candor, Alicia Friesen, Alumni Engagement Coordinator (recording)

1. Call to Order

Meeting was called to order at 7:00pm with Justin P. Goodrich as Chairman.

2. Approval of Agenda

Motion: To approve the agenda of the 2014 Annual General Meeting as amended.

Kendzierski/Goerke

CARRIED

3. Approval of Minutes of the 2013 AGM

The Board Chair opened the floor for questions or amendments to the minutes. No questions or amendments were raised.

Motion: To approve the minutes of the 2013 Annual General Meeting.

Venema/Kapila

CARRIED

4. Auditor Waiver (Maxine Bouthot)

Motion: To waive the requirement to audit the 2013/2014 Financial Statements.

Siemens/Venema

CARRIED

5. Financial Statements 2013/2014 (Maxine Bouthot)

The Treasurer presented the Financial Statements for 2013/2014 fiscal year.

Motion: To approve the 2013/2014 Financial Statements as presented.

**Brown/Bains
CARRIED**

6. Bylaw reviews and changes (Justin P. Goodrich)

Motion 1: That the following item be added to Section 1, as sub-section j) "Staff Liaison" means the individual who is assigned as the primary contact person between UFV and the UFV Alumni Association, and supports the activities of the UFV Alumni Association on a full-time basis.

**Taylor/Kendzierski
CARRIED**

Motion 2: That Section 8 be revised to read the following: The following persons shall serve as Ex-Officio (non-voting) members of the UFV Alumni Association Board of Directors:

- UFV Chancellor
- Chair Emeritus (immediate) of the UFV Alumni Association
- UFV Alumni Association Representative on the UFV Senate
- UFV Staff Liaison to the UFV Alumni Association

**Venema/Kapila
CARRIED**

Motion 2a: Amend Bylaw 8. to read: The following persons shall serve as Ex-Officio (non-voting) members of the UFV Alumni Association Board of Directors:

- UFV Chancellor
- Chair Emeritus (immediate) of the UFV Alumni Association
- UFV Alumni Association Representative on the UFV Senate
- UFV Staff Liaison to the UFV Alumni Association
- President of the UFV Student Union Society.

**Brown/Ali
CARRIED
(7 opposed, 7 carried)**

Motion 3: That Section 16 be revised to read the following: A general meeting, other than an annual general meeting, shall be an extraordinary general meeting.

**McArthur/Goerke
CARRIED**

Motion 4: That Part 5 be renamed: Governance and the Board of Directors

**Taylor/Bains
CARRIED**

Motion 5: That Section 29. a) under "Voting Members" shall now read: Chair, Vice-Chair, Associate Vice-Chairs (x2), and Directors-at-Large (x12).

Bideshi/Taylor

CARRIED

Motion 6: That Section 29. a) Under “Non-Voting Members” shall now read: UFV Chancellor, Chair Emeritus (immediate) of the UFV Alumni Association, UFV Alumni Association Representative on the UFV Senate, the UFV Staff Liaison to the UFV Alumni Association and Student Union Society.

Venema/Taylor

CARRIED

Motion 7: That Section 30. a) and 30. G) Shall now read: Separate elections will be held for the positions of: Director-at-Large, Associate Vice-Chair and Vice-Chair.

(g) Any person wishing to seek election (or appointment) to the position of Associate Vice-Chair or Vice-Chair (or Chair), must currently be serving as a Director-at-Large, unless nominated by the Succession Planning Committee.

Ali/Hughes

CARRIED

Motion 8: That Part 6 now become Part 7, and all sections moved in to the new Part 6 from elsewhere in the by-laws be deleted as appropriate from their current placement, and; the new Part 6 – which shall be entitled “Part 6 - Duties of Officers and Ex-Officio Board Members shall now read:

34. The Chair shall:

- a) Preside as Chair at all meetings of the Society and of the Directors;
- b) Preside as Chair of the Executive Committee;
- c) Preside as Chair of the UFV Joint Chancellor Selection Committee;
- d) Serve on the UFV Board of Governors Selection Committee as the Alumni Rep.;
- e) Serve as the primary liaison to the UFV President and the UFV Board of Governors;
- f) Serve as the primary contact for the UFV Alumni Engagement Staff Liaison;
- g) Serve as the primary ambassador of the association at all formal (internal & external) events related to the Society and/or the Institution it serves;
- h) Serve – as requested – on additional institutional committees.

35. The Vice-Chair shall:

- a) Carry out the duties of the Chair during his or her absence, or as delegated. These responsibilities may include – though are not limited to – the items listed in Section 34 (a), (b), (d), (e), (f), (g) and (h).
- b) Preside as Chair of the UFV Joint Chancellor Selection Committee (43(c)) in the event the Chair cannot – under any circumstance – fulfill this duty.
- c) Serve as the senior counselor to the Chair.
- d) Provide oversight of the Associate Vice-Chairs (x2).

36. The Associate Vice-Chairs (x2) shall:

- a) Oversee the various committees of the board as determined by the Executive Committee.
 - b) Will report directly to the Vice-Chair on the activities of the various committees of the board.
 - c) The Executive Committee is excluded from points (a) and (b) noted above.
37. The Chancellor:
- a) This is strictly an honorary position given that the Chancellor is the Ceremonial Head of the University.
 - b) At the request of the Chair, the Chancellor may participate in certain activities / events relating to the UFV Alumni Association.
38. The Chair Emeritus shall:
- a) Make themselves available to the Board Chair / Executive Committee for the purpose of providing counsel.
 - b) Assist with any matters deemed appropriate by the Board Chair.
 - c) Shall liaison with all previous Chair Emeriti for the purposes of maintaining relations with this unique stakeholder group within the Society.
39. The Staff Liaison shall:
- a) Be an ex-officio member of the Executive Committee.
 - b) Serve as the primary liaison between the Board and UFV staff / departments.
40. The Senate Representative shall:
- a) Shall represent the UFV Alumni Association on the UFV Senate.
 - b) Shall regularly update the UFV Alumni Association Board of Directors on the activities of the Senate.
 - c) Specific duties shall be outlined in an agreement between UFV and the UFV Alumni Association.

Venema/Ali
CARRIED

Motion 9: That based on the addition of the new Part 6, the following Parts (and associated Sections) shall be renamed and renumbered as follows, with all subsequent motions referencing their new placement as follows:

- Part 7 – Proceeding of Directors (Section 41-50)
- Part 8 – Responsibilities of Committees (Sections 51-53)
- Part 9 – Seal (Sections 54 & 55)
- Part 10 – Borrowing (Sections 56-58)
- Part 11 – Auditor (Sections 59-65)

Part 12 – Notice to Members (Sections 66-68)
Part 13 – By-laws (Sections 69 & 70)

Taylor/Kapila
CARRIED

Motion 10: That Section 41. b) be as follows: The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office, *but shall not, in any case, be less than half of all active voting directors.*

Venema/Goerke
CARRIED

Motion 11: That Section 41. d) read as follows: The Chair must at any time, on the request of a director, convene meeting of the directors.

Ali/Barnes
CARRIED

Motion 12: That Section 45 be replaced in its entirety with: The Executive may create special committees (ad-hoc or task-force) as may from time to time be required. Any such committee shall limit its activities to the purposes for which it is appointed, and shall have no powers except those specifically conferred by the Executive resolution. Unless specifically designated as a standing committee, any special committee so created must be created for a specified time period only. Upon completion of the task for which it was appointed, a special committee shall automatically be dissolved.

Brown/Siemens
DEFEATED

Motion 13: That Section 46 be replaced in its entirety with:

- a.) The Board must constitute the following Standing Committees: Executive Committee and Governance Committee.
- b.) The Chair of the UFV Alumni Association Board of Directors shall also serve as Chair of the Executive Committee.
- c.) The Executive Committee shall consist of the executive members of the board of directors as listed herein: Chair, Vice-Chair, and the Associate Vice-Chairs (x2). The committee shall meet at the call of the Chair and three of the four members will be required for quorum.
- d.) The Executive Committee may establish additional committees beyond the constituted standing committees as required. Potential committees will be brought before the Board of Directors for discussion.
- e.) The Executive Committee shall have the authority to appoint and remove all Committee Chairs.
- f.) A Committee Chair must be a member of the UFV Alumni Association Board of Directors.
- g.) Each Committee Chair will report to a designated Associate Vice-Chair. Said Associate Vice-Chair of the Executive will be determined by the Executive Committee and will also serve as an Ex-Officio member of that committee.

h.) The Chair and Vice-Chair of the UFV Alumni Association Board of Directors will serve as an Ex-Officio members on all committees, with the exception of the Governance & Finance Committee as per Section (46)(c) which he or she shall Chair.

i.) The Governance Committee shall establish policy regarding committee composition and conduct.

**Brown/Taylor
CARRIED**

Motion 14: That a new Section to be numbered 50 shall be added (with future sections numbered accordingly) and will read: In the absence of a staff person, the directors must appoint a director to act as the recording secretary for that meeting.

**Taylor/Ali
CARRIED**

Motion 15: That the following points - 51 to 53 - shall be added (with future sections numbered accordingly) under a new Part entitled “Part 8 – Responsibilities of Committees” and will consists of the following:

51. The Executive Committee (Standing Committee):

a) Shall consist of the Chair, Vice-Chair and the Associate Vice-Chairs (x2)

b) Shall be responsible for all operational & financial matters.

52. Governance Committee (Standing Committee):

a) Shall be responsible for succession planning and policy.

53. Special Committees (Ad Hoc and Task Forces):

a) All Special Committees shall be given specific objectives by the Executive Committee, and or the Board, on a case-by-case basis.

Discussion ensued on the above motion 53.a) as amended regarding the term “and/or the Board”

Motion 15a: Bylaw 53. a) to read: All special committees shall be given instruction by the body that struck them.

**Brown/Froese
DEFEATED**

Motion 15b: Bylaw 53. a) to remain as: All Special Committees shall be given specific objectives by the Executive Committee on a case-by-case basis.

**Bains/Venema
CARRIED**

Motion 16: That Section 55 be replaced in its entirety with: The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in

the presence of the chair and vice-chair or chair and one of the two associate vice-chair's.

**Brown/Goerke
CARRIED**

Motion: To accept different mental attributes.

**Candor/Goodrich
CARRIED**

7. Call for nominations (Navtej Bains)

The Nominations Committee has put forward the following names for election to the Office of Director-at-Large:

For a two-year term:

Mr. Dan McArthur
Mr. Nicolas Bideshi
Ms. Ali Siemens
Ms. Lisa McMartin
Ms. Rupali Kapila
Mr. Darren Whitehouse

Motion: to nominate the candidates listed above for the terms of office listed above for the office of Director-at-Large. It is declared that they are elected by acclamation.

Motion: to nominates Mr. Navtej Bains for a 2 year term for the office of Associate Vice-Chair and declared that he is elected by acclamation.

**Venema/Taylor
CARRIED**

8. Annual Report 2013/2014 (Justin P. Goodrich)

The printed Annual Report was made available to the alumni, students, and VIP's present at the meeting.

Committee Annual Reports:

Awards/Rewards Committee Report (Stephanie Jackson)

The chair of the committee presented the highlights of the work of the committee over the last year.

- Awarded Distinguished and Young Distinguished Alumni Awards to Stu Chahal and Evan Wiens
- Stephanie Jackson becomes Chair of Awards and Rewards Committee

- Committee Timeline developed
- Conducted research for UFV Alumni branded swag as give aways
- Reviewed previous years' committee work and;
- Presented committee proposal with recommendations for reward packages for service at various levels

Engagement Committee Report (Dan McArthur)

The chair of the committee presented the highlights of the work of the committee over the last year.

- Operational in early 2014
- Worked with the Manager of Alumni Engagement and the Board Executive to determine the direction:
 - Expand presence with UFV athletics
 - Partition database to better market to current alumni
 - Strategic direction to be implemented in the 2014/15 year
- Panel events to connect alumni with students and faculty

Mentorship Committee Report (Melissa Kendzierski)

The chair of the committee presented the highlights of the work of the committee over the last year.

- Newly formed committee. Worked to build a foundation through researching mentorship programs both off and on campus
- Established relationships within the UFV community, including the Career Centre, Student Services & SUS, with the goal of developing and supporting a viable mentorship initiative
- Working with the Peer Mentorship Program to further launch alumni mentorship opportunities

Policy Committee Report (Nick Bideshi)

The chair of the committee presented the highlights of the work of the committee over the last year.

- Formed in January 2013
- Explored, assessed, and verified policy needs
- Created policy timeline to address needs - Approvals obtained
- Created policy in sync with approved timeline

Revenue Task Force Committee Report (Maxine Bouthot)

The chair of the committee presented the highlights of the work of the committee over the last year.

- Reviewed current revenue streams and sponsorship activities
- Reviewed annual events to determine costs and return on investment with respect to cost recovery and overall exposure

Succession Planning Committee Report (Navtej Bains)

The chair of the committee presented the highlights of the work of the committee over the last year.

- Developed a plan to adopt a tiered framework as the Association’s official method of:
 - evaluating events and sponsorships
 - streamline existing annual events in order to disburse funds more equitably and with the goal of furthering our Vision of “Every Alum Engaged” and;
 - to endorse the idea of increasing fundraising activities, in conjunction with the University Advancement office

Motion: To approve the Alumni Association committee reports as presented.

**Goodrich/Venema
CARRIED**

Alumni Engagement Office Report (Nancy Armitage)

The Manager of AE presented the highlights of the work of the office over the last year.

- 9 Alumni Association Board meetings (including AGM, Board Retreat weekend, and EGM)
- 5 Alumni Association sponsored events
- 21 Membership benefits offerings.
- Other initiatives: Top 40 Alumni campaign, Commemorative Wine Program
- Expanding the alumni data (31,240 records in the database)
- 24 alumni events (~400 Alumni attended)

**Bideshi/Venema
CARRIED**

9. Questions from the floor

10. Adjournment

Motion: To adjourn the 2014 Annual General Meeting of the UFV Alumni Association at 8:15PM.

**Jackson/Goerke
CARRIED**

Minutes approved:

Secretary, _____ Date: _____