

Minutes of SHU Alumni Association Board of Directors  
Sunday, May 19, 2013 at 9:00 am



In Attendance:

Barb Susi  
Cheryl Janus  
Claudette Thompson  
Diana Rainho  
Emily Gillette  
Joseph Bacoulis  
Karen Nettleton  
Matt Fortney  
Michelle Friedrich  
Robert Scarpetti

**Welcome/Call to Order**

The meeting was called to order at 9:14am by Cheryl who welcomed everyone and thanked them for attending. This was a shortened meeting as we had to end early to attend the Commencement 2013 ceremony.

**Committee updates and items for vote**

**Membership & Recognition – Joseph Bacoulis**

- Not too much progress was made on Recognition re determination of *Awards Criteria* since the 2013 awards are already underway. This committee will focus on looking at the criteria for the 2014 awards.
- More energy was focused on Elections & Standards Committee re (1) new membership process, and (2) member involvement and proposals for handling disciplinary actions regarding noncompliance of agreement for member involvement.
- Joe motioned to vote on (1) new membership process, and (2) attendance/disciplinary action, seconded by Cheryl.
- A Quorum was present and a new alumni association board member process was voted on:
  - 9 for; 0 against; 0 abstain.
  - New board member process:
    - Director of Alumni Relations or, President of Alumni Association will initially interview possible nominees.
    - A designated VP or appointed elections and standards committee member will interview nominees for a second review
    - Upon favorable review, nominee will be requested to complete paperwork (Nomination Acceptance Form & Resume) for presentation to E&S Committee
    - Nominees will be presented to E&S Committee on quarterly basis for their vote
    - Nominees with a majority approval from the E&S Committee will be presented to the Executive Committee for review at next meeting.
    - If there is a vacancy on board and an approved nominee is available, said nominee may be presented to Executive Committee for approval outside of the annual meeting and in accordance with the by-laws.

- Joe motioned to vote on (1) new membership process, and (2) attendance/disciplinary action, seconded by Cheryl.
- A Quorum was present and a new alumni association board member process was voted on:
  - 8 for; 0 against; 1 abstain
  - Member involvement:
    - All board members must comply to all requirements as determined by the by-laws
    - Must make a reasonable and responsible effort to attend a majority of their committee meetings
    - Must make a reasonable and responsible effort to participate in and contribute to committee activities
    - If there are concerns regarding participation, an informal inquiry (phone call or email) will be made by the President or Director of Alumni Relations for outreach to the board member. Any further or formal issues concerning a member's performance shall be brought to the attention of the Standards and Elections Committee and/or to the President of the Alumni Board.
  - Disciplinary Action
    - Issues / requests for action must be brought to the S&E Committee in writing with a clear understanding of the request along with action being sought.
    - S&E Committee along with the President will review all issues / requests and present recommendation to Executive Committee.
    - Executive Committee will evaluate and render a decision.
  - There was a general feeling that the consequences should not be too harsh and the By-Laws need to be reviewed regarding the term "asked to resign". This was suggested by alum member/attorney Mike McCabe. It was agreed that if we do a very good job up front in recruiting new members, then there should be more involvement. Welcoming packets will be given to new members and rules will be stipulated.
  - Cheryl asked everyone to come up with ideas for accountability for attendance to events.
  - Elections and Standards Committee will review current document distributed regarding responsibilities to the board.

### **Individual Development – Robert Scarpetti**

#### *Community Service Initiatives*

- Working with Campus Ministry and Volunteer Programs. Work will increase over the summer now that students have departed.
- Continue to post opportunities on the website and on social media
- Will finalize date for day of service – tentatively Spring 2014.

### **Administration – Steve Dzik**

#### *Insurance Programs*

- Donations committee has reviews 3 potential alumni insurance programs for the alumni association to take advantage of. These programs increase communication and involvement. They provide discounts to alumni and, revenue back to the University for programming.
- Committee has suggested that Meyers & Associates be the company that the association should move forward with. Alumni Relations will pursue and accept the suggestion. We will continue to maintain our relationship with Liberty Mutual.
- Steve met with Judite Vamvakides, Director of Annual giving to discuss initiatives that his committee can work on in terms of increasing donations. Steve has empowered his committee to assist and brainstorm.

### **Presidential Update – Cheryl Janus**

- Cheryl thanked all the VPs for their reports and encouraged everyone to participate in the meetings/calls.
- She also congratulated Emily for her recent receipt of the "Advisor of the Year" award, after being nominated by the students. Everyone else also congratulated Emily on the well-deserved award.

- Jill Hogan, the STAT president graduated and she will be replaced by Taylor Richards '14 who will be attending the next board meeting and included on future communications.
- **Orientation Dates: 8:00 pm on June 3<sup>rd</sup>, 6<sup>th</sup>, & 10<sup>th</sup> at Red's. Cheryl encouraged everyone to attend as it is a great opportunity to speak to parents about SHU. Please respond to Emily if you will be attending.**
- Cheryl motioned to create a committee to work on Homecoming/50<sup>th</sup>, seconded by Joe. All were in favor. Everyone wanted to be on the committee, so it is comprised of: Karen, Barb, Michelle, Matt, Diana, Rob, Joe, Cheryl and Claudette. **If you are interested in joining, please let Emily and Cheryl know as soon as possible. Other alumni have expressed interest and will be added to committee.**
- Kevin Nealon event on 9/20: Cheryl reminded everyone that this is a very important fundraising event and encouraged us to invite a lot of people/sell a lot of tickets. Prices: \$20.00 - general admission, \$15.00 – alumni and \$10.00 – students. Matt asked if there was some kind of Thank- You that we give to invitees. Emily said that there are different kinds of gifts appropriate for different guests. In Kevin's case, someone from the board will go onstage after the performance and thank Kevin on our behalf and give him a gift. We will also give him a card signed by all the board members. Cheryl motioned for a "Kevin" committee, seconded by Rob, all agreed. Committee: Barb, Karen, Bob, Cheryl, Claudette. Others can still join. **Please let Emily and Cheryl know if you are interested. Other alumni have expressed interest and will be added to committee.**
- Future meetings/Feedback on best days and times: Due to some members inability to attend Sunday meetings, this will be avoided as much as possible in the future
- Alumni Awards review process for 2013: still ongoing. Alumni Awards Luncheon is on Sept 20, 2013 at 12:30pm. As a reminder for alums, Emily will send out links via minutes/email/website re: Homecoming. Mailed info will also be sent to a select group. The plan is for the board meeting in the AM, then the Awards, then the Kevin Nealon concert. As some people will not be able to attend all the events, something will be decided to handle accountability.
- Cheryl attended a NYC event and was surprised when someone said they were not aware of the event previously. So she is asking us all to create awareness of the events by sending out notices about them. Next month, there will be a picnic in Central Park. Matt suggested that we use text alerts. Joe suggested using Google calendar which can be put on our mobiles.
- Cheryl is also looking for members for an Advisory Council. Will advise once she has completed her recruitment.

### **Sacred Heart University's 50<sup>th</sup> Anniversary Update – Emily Gillette**

- We broke ground on Tuesday, May 7, 2013 for the new John F. Welch College of Business and Department of Communication & Media Studies Building at the corner of Park and Jefferson Avenues. (Date was changed from Wednesday due to inclement weather.) Cheryl thanked Barb, Rob and Claudette for attending.
- Margaret Miller (Alumni Relations Coordinator) resigned and her replacement, Kathie Gallagher (a SHU English major and alum) will start on June 3<sup>rd</sup>. Emily received 108 resumes in 10 days!
- 50<sup>th</sup> Anniversary Committee met to finalize calendar. Dates still to be finalized. They are currently working on timeline of photos for Academics and Sports. Members are encouraged to send in any unique photos to Emily for submission.

### **Good of the Order**

- Rob thanked his Committee for their involvement, work, and patience.
- Barb thanked Rob and Claudette for their support and attendance at the Relay for Life event. The event raised \$37,000.00.

### **Adjournment**

There was a motion to adjourn by Cheryl, seconded by Matt.

Meeting adjourned at 10:10 a.m. and some members proceeded to the Commencement ceremony.