



UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA  
ALUMNI ASSOCIATION

**UNBC Alumni Association - Board Meeting Minutes**  
**Thursday, January 7, 2010**  
**6:00pm – 8:00pm**  
**UNBC Admin Building – Room 1069**

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Call to order @ 6:08PM

Attending Directors: Gord Brownridge, TR Brownridge, Trent MacLaren, Tyler Bowman, Aidan Kelly

Attending Ex-Officio Directors: Alex Wallace, Stacey Pickering

Attending Guests: None

Regrets: Tiina Watt, Trevor Shaw, Jennifer Young, Tony Royan, Tim Carmack, Teri Peterson

Approval of Agenda – Added items 3.4 and 3.5. Motion to approve the agenda – Approved. Unanimous.

Approval of Previous Meeting Minutes – Both October and November meeting minutes put forward for approval. Approved. Unanimous

#### 1.0 Reports

1.1 Finance Report (Stacey on behalf of Tim Carmack) – We had a surplus left in our worksafe account. Still owed for our Hoodie sales. \$1251.37 was the final cost of Christmas party. The association made a \$300 donation for sponsorship of family through Salvation Army at Christmas.

1.2 NUGSS Report (Alex Wallace) – There is a party next week in the NUSC events space. Also have “Green Day” on January 14<sup>th</sup> which NUGSS is helping on. Nominations for NUGSS positions is January 18-29<sup>th</sup> and voting will commence the second week of February. Holding Olympic party on February 12<sup>th</sup>. They are looking for a new assistant manager for the pub. Alex is going on regional campus tours as the VP External over the coming weeks.

1.3 Alumni Relations Officer (Stacey Pickering) – Stacey gave revised MOU to Rob Van Adrichem for review, he made some changes, gave it back to her Christmas eve, she made some other tweaks and gave it back to him and it

currently sits with Rob for further review right now. We need to get it finalized and need to start thinking about when and how to present to Dr Iwama. Discussion about budget meeting that we have in there for review of Alumni Relations Budget. Even though MOU is not formalized yet, Rob would like us to still have this meeting this year anyways. Would need to have by month end but need to decide who needs to attend. Last year Stacey and Allen Berezny met in this regard. If we do not meet and make any changes then it will stay as is. Tyler is going to attend with Stacey and will see if Tim is able to. In future years, once we expand our committees, this will be a responsibility of the "Finance Committee" which currently just consists of Tim Carmack. Stacey has also been thinking of our participation in upcoming events. Perhaps the Olympic opening ceremonies party that NUGSS is organizing on Feb 12<sup>th</sup> on campus. She has also talked to MBA Chapter about holding another event. The President of Association will be handing out alumni pins on stage at Convocation from now on. Also looking at having alums at each of the regional convocations to speak and hand out pins as well. We are going to have class photos on behalf of alumni for the 2010 grad class as well. The "Alumni Connections" series has some dates coming up Feb 1, 2, 3, and 4. While we have had good alumni response, we need to increase student interest, so Alex is going to put out calls for more student involvement (to the clubs etc), and posters will be going up around campus. Our December Christmas Party had 117 people compared to 90 in 2008. Alumni night we have some extra t-shirts left for use in future alumni nights.

1.4 Athletics Task Force (Aidan Kelly) – Task force is now completed. At end of the day they accomplished a lot and Paul Madak prepared a report that went to Dr. Iwama. Main issue was that Athletics had no formal objectives or mission. They started a framework for this. Secondly they outlined a great deal on structure, specifically a lot of detail on Athletics Manager vs. Athletics Director. Also found that they felt there was not an adequate level of support staff in Athletics. Reviewed intramurals and decided it needed to be promoted and organized in a more structured way. Loralyn and Aidan worked with all the varsity coaches about the status and wants, needs for each of the teams to get some input from the different coaches, for things such as trips for tournaments out east etc, or UNBC hosting a Christmas tournament etc. They reviewed budget as well. Also reviewed reporting structure in athletics.

## 2.0 Unfinished Business

2.1 Strategic Plan (Gord Brownridge) – On Saturday December 5, 2009 the Governance Committee met at Gord's house to review out 2007-2009 strategic plan and work on preparing a draft copy of a new document to cover the period of 2010-2012. A lot of progress was made on the draft, including the decision to make a separate organizational structure document separate from the strategic plan. Gord is finalizing the draft copy and it will be presented to board at the February board meeting for review and approval.

2.2 Salvation Army Donation (Gord Brownridge) – On November 27, 2009, the board held an email vote.

**MOTION to donate \$300.00 to the Salvation Army to sponsor a family at Christmas with the External Relations office. (Result: The motion is carried. Unanimous).**

2.3 Changes to Ambassadors & Groups Document (Gord Brownridge) – On December 1, 2009, the board held an email vote.

**MOTION to change the wording of our “Groups” to “Chapters” and also required ambassadors and chapters to get permission to use the alumni logo and they were to solely use the “Standard-No Text” version of the logo. (Result: The motion is carried. Unanimous).**

2.4 Board of Governors Member (Stacey Pickering) – Judy Mason was selected by the Board Resourcing & Development Office as our new Board of Governors representative. Stacey contacted Cam & Ryan (the other two candidates) to discuss and keep them involved.

**\*\*\*ACTION ITEM\*\*\* Engage the ambassadors and perhaps look at teleconferencing them into meetings. Also look at getting them some promotional materials etc.**

### 3.0 New Business

3.1 JDC West Gala Event (Tyler Bowman) – Sunday January 17<sup>th</sup> is the final gala event to wrap up the JDC West Competition that UNBC is hosting. Stacey is already attending, as is Tyler, and we have one other ticket. Either Aidan or Jen are going to come using our second ticket.

**MOTION to purchase our 2 tickets for \$200.00 total (Motion by Gord, seconded by Tyler. Result: The motion is carried. Unanimous).**

3.2 Chancellor Nomination Document (Stacey Pickering) – In the new document the last point is that there has to be a bio attached to all steps within the nomination process. This was just an error on the original document and it was missed in a couple of the steps, so we need to approve the new version.

**MOTION to accept the proposed change to the Chancellor nomination document. (Motion by TR, seconded by Tyler. Result: The motion is carried. Unanimous).**

3.3 Convocation mailing (Stacey Pickering) – At end of January our convocation brochures are going out. The new brochure will include the class photo

timetable, parchment frames, alumni awards, ways to get involved, email for life, career centre, alumni card etc. Stacey is going to get them printed and it will go out in the grad package along with WD West advertisement, hoodie information, etc. She needs help to prepare the 1000 packages between the 22<sup>nd</sup> and 27<sup>th</sup> when they need to go to convocation office. TR is going to take a bunch of them to help fold and Stacey is going to send a reminder to other board members.

3.4 Shawn McNaughton (Stacey Pickering) – Shawn McNaughton, a BComm grad from 2001 and former alumni board member has applied to become an ambassador. He attended the donor event and the November Vancouver event.

**MOTION to accept Shawn as an Ambassador. (Motion by Tyler, seconded by TR. Result: The motion is carried. Unanimous).**

3.5 Golf Tournament – This year's committee consists of Gord, Tyler, Stacey, Mike, Loralyn, Trent, and Aidan. We will be sending a letter out to existing and new sponsors by late January/early February. Gord, Loralyn and Stacey will meet to confirm accuracy of sponsor list for mail merge before we send it out. Will need to make sure we call in a timely fashion after we send the letters.

4.0 Set Next Meeting: Wednesday, February 10, 2010 at 6:00pm

Meeting adjourned at 7:16PM