

## Meeting Minutes

**TUAA Council Meeting**  
**Alumni House**  
**Saturday, October 29, 2016**

<b>Meeting called by:</b>	Jess Grover	<b>Type of meeting:</b>	221 <sup>st</sup> Alumni Council Meeting
<b>Facilitator:</b>		<b>Note taker:</b>	Sylvia Hennessy
<b>Attendees:</b>	Cheryl Coss, Athena Flak, Jess Grover, Danielle Harris, Charlene Holmes, Danen Oberon, Maile Loweth Reeves, Steve Robertson, Jessica Rogers, Karen Sisson, Karen Smith, Joanne Sokolowski, Tawny Weese  Phone: Sebastian Cosgrove, Wei Lynn Eng, Herb O'Heron Regrets: Jessica Lee, Diane Therrien		
<b>Guests:</b>			

### Minutes

Agenda item:	Welcome & President’s Remarks	Presenter:	Jess Grover
Discussion:	As Below		
<ul style="list-style-type: none"><li>Jessica Lee is getting married today; congratulations to her and fiancé, Josh; council members in attendance will sign a card to send to the newlyweds</li><li>Excited to see so many new faces on council and very excited about the year ahead</li></ul>			
Agenda item:	Minutes of the 220 <sup>th</sup> Alumni Council Meeting	Presenter:	Jess Grover
Discussion:	As Below		
<ul style="list-style-type: none"><li>Jess motion to approve the 220<sup>th</sup> council minutes, second by Karen Sisson</li><li>All in favour</li></ul>			
Agenda item:	Approval of Agenda	Presenter:	Jess Grover
Discussion:	As Below		
<ul style="list-style-type: none"><li>Jess motion to approve agenda, second by Karen Sisson</li><li>All in favour</li></ul>			

Agenda item:	Introductions	Presenter	All
Discussion:	As Below		
<ul style="list-style-type: none"><li>Maile Loweth Reeves will be the VP Engagement &amp; Philanthropy</li><li>New councillors include: Athena Flak, Karen Smith, Tawney Weese, Danielle Harris, Danen Oberon, Steve Robertson</li><li>Each council member has received a binder with important documents, please review the documents and bring the binder to each meeting</li><li>Discussion and questions took place regarding documents included in the binder, council processes and procedures, council budgets, voting, online hubs, constitution (revised 2016), committees/strategic direction, working collaboratively with Alumni Affairs</li><li>Jess will send binders to council members not in attendance</li></ul>			
Agenda item:	VP Organizational Update	Presenter:	Jess Grover/Jessica Lee
Discussion:	As Below		
<ul style="list-style-type: none"><li>Revised council constitution ratified at Annual General Meeting; had not been revised since 2012</li><li>Continue to work on a hand book for council members</li><li>Encourage all councillors to be an ambassador for Trent</li><li>Continue to select people as honorary members of TUAA, attention this year will be given to indigenous and international friends of the university</li><li>Honorary alumni memberships are presented to honorary degree recipients each year</li><li>Jess would like to present ten honorary memberships per year</li><li>Councillors should suggest potential honorary membership recipients to the executive committee, executive members will discuss and bring the name forward at the next council meeting</li></ul>			
Agenda item:	VP Engagement & Philanthropy	Presenter:	Maile Loweth Reeves
Discussion:	As Below		
<ul style="list-style-type: none"><li>Gord Downie of the Tragically Hip gave a performance at the Wenjack Theatre in October to honour the 50<sup>th</sup> anniversary of Chanie (Charlie) Wenjack's death</li><li>Two new scholarships were announced in July 2016: Chartwells Scholarship in Sustainable (to be awarded to a full time undergraduate student of the new School of Environment), Chartwells Scholarship in Indigenous Studies (to be awarded to a full time undergraduate student); both scholarships are valued at \$1500 per year and will be awarded in the 2016-17 and 2017-18 academic years</li><li>Champlain College celebrates its 50<sup>th</sup> year, celebrations kicked off during orientation week in September, first year students took part in a traditional high table dinner, former Champlain College Heads and alumni celebrated a reunion during the Head of Trent weekend, celebrations will continue throughout the year</li><li>Alumni Student Centre Challenge was a success, all alumni pledges were matched and first time alumni donations were double matched for a total of \$1.5 million</li><li>Trent will receive \$8.1 million in federal and provincial funding toward the Bata Research &amp; Innovation Cluster; other funding for the Cluster includes: \$7 million from the federal government Strategic Investment Fund, \$1.1 million from the Ministry of Advanced Education and Skills Development, \$3.9 million in university contributions, \$2.1 million will be raised through a fundraising campaign; David and Joan Moore have donated \$1 million to the \$50 million Unleash the Potential fundraising campaign, their donation will support the Bata Research Innovation Cluster</li></ul>			

<b>Agenda item:</b>	VP Campus Engagement	<b>Presenter:</b>	Charlene Holmes
<b>Discussion</b>	As Below		
<ul style="list-style-type: none"><li>Meetings scheduled with Jessica, Danen, Maile to discuss ongoing initiatives</li><li>Newsletter - the following appointments have been made regarding newsletter initiatives: Charlene/Hien/Sheldon Willerton at LEC, Lynda Hanley/Charlene/Mike Hendren at CC, Dean Howley at PGC, Sebastian Cosgrove will contribute input for the newsletter; Jessica has accepted the alumni representative position for Pan –College plan, Bob Taylor Vaisey and Jess met with the college heads and they are pleased with the leadership, and would like to be kept informed on a regular basis</li><li>College Advisory Council – received documents related to the newsletter initiative, the college advisory council job description, the proposed work plan, the newsletter will have three articles written between 2016 – 2017; committed to attending College Advisory Council and Alumni College Liaison Committee meetings over fall and spring semesters to support college plans, review long term goals and provide feedback and new initiatives related to projects, college budget</li><li>Life After Trent – attended the LAT Advisory Committee meeting, reviewed notes provided by Joanne Sokolowski, committee is seeking input into networking and mentoring initiatives to develop best practices and ensure student/alumni commitment, the committee also includes student members to ensure full representation of ideas and student needs</li></ul>			
<b>Agenda item:</b>	VP Communications	<b>Presenter:</b>	Sebastian Cosgrove
<b>Discussion:</b>	As Below		
<ul style="list-style-type: none"><li>Membership Services Update – TD is undergoing a re-launch on website, it should be up and running next week, re-negotiate a ten year contract; two new initiatives: MBNA wants to offer a discount membership to current students, Member Perks Program with goal to have a contract this year; Trent bookstore is offering an alumni discount on line</li><li>Alumni may keep their Trent email account for life, but must access regularly to keep it active</li><li>Magazine – editorial board revue, next edition is in progress</li><li>Moving forward working with sub committees to be sure everyone stays informed</li><li>At end of year we will provide a snapshot of what we have done</li><li>Jess motion to take committee reports, seconded by Jessica Rogers</li></ul>			
<b>Agenda item:</b>	Alumni Affairs Update	<b>Presenter:</b>	Joanne Sokolowski
<b>Discussion:</b>	As Below		
<ul style="list-style-type: none"><li>University Update - Trent has received \$8.1 million in federal and provincial funding to create Bata Research &amp; Innovation Cluster; Trent named the #1 primarily undergraduate university in Ontario and #2 undergraduate research university in Canada</li><li>Communication – Trent magazine will be out in two weeks; social media stats: Twitter 2604 – 2712, Facebook 1571 – 1608, Instagram 594 – 649, LinkedIn 2869 - 2900 ; Alma Matters e-newsletter is having issues with spam, working with Blackbaud to find a solution</li><li>Events – another successful HOTT Homecoming, including support for the 50<sup>th</sup> anniversary of Champlain College and Rugby at Trent; hosted a lovely alumni mixer gathering in Kitchener-Waterloo region; successful Government Relations event on October 24<sup>th</sup> with seven MP's in attendance ( four were Trent alumni)</li><li>Engagement Plans Major Regions – moving forward with plan presented in August, includes revamping Chapter President role to include more alumni and take pressure off one person, recent meetings in Ottawa supported this change; meetings to discuss plans for Trent Durham; plans progressing well for event in Vancouver and dinner in Calgary</li><li>Life After Trent – meetings of the Advisory Committee and feedback from retreat have been collected, a recommendation report will be drafted and implemented for next cycle of programs in January 2017</li><li>Special Interest Groups – successful event for the Community for Trent Women on October 13<sup>th</sup> at Bagnani Hall; new event planning for Ottawa and Toronto in the new year; working on a video for promotion and sponsorship</li></ul>			

- Recruitment Support – assisting at Open House, November 4<sup>th</sup>, Recruitment & Liaison would appreciate assistance if anyone is available to volunteer: Alumni Ambassador initiative, Lee will meet with Recruitment next week to approve communication plan
- Fundraising – announcement about Alumni Atrium in the new Student Centre was announced at the AGM, announcement coming about a Traill College Endowment for the College Head to use at their discretion; for events that require registration there is an option for registrants to donate to the Alumni Excellent and Engagement Fund; Ron Thom Heritage Fund, the university has hired a Heritage Consultant to work with the University Heritage Committee to identify projects and restoration pieces should be approached
- Other Events/Department Support – continue to support departments regarding program reviews; support of department events through our website and e-broadcasts; presentation to Humanities Decanal meeting received well

<b>Agenda item:</b>	Volunteer Management	<b>Presenter:</b>	Jessica Lee
<b>Discussion:</b>	As Below		

- Handout draft copy of Trent code of conduct for council members, email suggestions and feed back to Jess or Jessica Lee, will be approved at the next meeting in November
- Let us know if you are contacted by anyone who would like to get involved as a volunteer, we would like to coallate a volunteer list; creating a volunteer handbook and application form will be the focus this year

<b>Agenda item:</b>	Strategic Plan Check in	<b>Presenter:</b>	Jess Grover
<b>Discussion:</b>	As Below		

- We have completed 75% of our 2016 initiatives this year, there are two areas that we need to focus on: engagement and outreach to graduate student alumni
- Key points for this year are: day of service for alumni to encourage the spirit of Trent, philanthropy initiative for the Alumni Excellence & Engagement Fund, Trent Durham volunteer management program, host volunteer recognition event, creating a handbook relating to alumni chapters and interest groups
- Lee and Jess will be presenting an update to the Trent University Board of Governors on the progress of the Alumni Strategic Plan

<b>Agenda item:</b>	Orientation Forms	<b>Presenter:</b>	Jess Grover
<b>Discussion:</b>	As Below		

- Each member must complete a Liability waiver form and photo release form – Jess will send the forms electronically to those not in attendance
- Jess/ Alumni Affairs will create an alumni council contact list and distribute it to each member – the information will not be posted on the website (only email address) or shared publicly

<b>Agenda item:</b>	Wrap up and next meeting – Nov 28	<b>Presenter:</b>	Jess Grover
<b>Discussion:</b>	As Below		
<ul style="list-style-type: none"><li>• Next meeting will be on Saturday, November 26 at Alumni House from 10:00 am – 12:00 pm</li><li>• Maile motion to adjourn the meeting, second by Jessica Rogers</li><li>• All in favour</li></ul>			