



Collegiate Alumni Association Board Meeting

Tuesday, January 24, 2023

Start: 5:30 p.m. CST / 6:30 p.m. EST

Zoom

Board Members in Attendance:

Bob Stuebing (Chair); Alison August; Kevin Clace; Joshua Hood; Jennifer Janzen; Stacey Katz; Javier Schwersensky; Dev Sharma

Regrets: Fatima Sherefa

Foundation Staff:

Elena Anciro (recorder)

Call to Order:

The Chair called the meeting to order at 5:30 p.m. CST / 6:30 p.m. EST

1. Procedural – B. Stuebing

- a. Notice given and quorum present.
- b. Agenda accepted as drafted.
- c. Approval of November 7 Minutes:
Amendments required:
 - Various typos
 - Page 3 – Change motion to authorizing the Board Chair and Secretary to sign the Memorandum of Understanding.

MOTION: Approval of the November 7, 2022 minutes as amended.

Moved – S. Katz / Seconded – A. August

VOTE / ALL IN FAVOUR / CARRIED

2. Operating Costs and Funding

a. Financial Update - J. Schwersensky

As of January 19, 2022, the Association has \$3,885 left to spend for the remainder of the fiscal year (March 31, 2023). The numbers presented at the last meeting were approximate. The Foundation is handling this year's budget by using "envelopes" (no monthly-expected expenditures, just spend the money by the end of fiscal year). There are three budget lines: Legal, general expenses and special events. The funds

can be moved around based on need. The Foundation has infrastructure in place like our Blackbaud platform, so there is no cost to e-newsletters or for Elena's time.

As long as the Foundation is funding the Association, our expenses will be zero. Once we have our own money, then we can run a profit or a loss depending on what our activities are. Surplus would go to the Association Endowment Fund or Dean's Bursary.

The Board would like to see an itemized financial statement before the next meeting. Javier will discuss this with the Foundation's Director of Finance.

b. Endowment Fund Update - B. Stuebing

Bob is providing \$50,000 of seed capital for the endowment fund and has committed to matching any donation received dollar-for-dollar up to \$125,000. For the initial phase of the campaign, a select group of Collegiate alumni who have an established relationship with the Foundation and The Collegiate will be asked to provide their support. As of January 24, 2023, \$20,045 has been received. The solicitation letter will be sent in the coming month.

c. Director and Officer Insurance Update - B. Stuebing

HUB International has provided a quote of \$650 for \$1M coverage for the following Directors: Josh, Alison, Bob, Dev, Fatima and the Grade 11 Future Alumni Representative. Kevin, Stacey and Jennifer are already covered by UW insurance and Javier is covered by the Foundation's insurance.

The Board agrees that the Directors should be indemnified and the insurance should be purchased for a few years, and then reevaluate after the endowment fund is in place.

MOTION: To direct the Foundation to request a bare bones indemnity from Neil Duboff and to purchase insurance for \$650.

Moved – A. August / Seconded – J. Hood

VOTE / ALL IN FAVOUR / CARRIED

d. Alumni Pins - E. Anciro

The Great Promotional Products Company provides lapel pins to UW for \$0.96 each (minimum order of 250). They will produce the artwork and provide a proof for approval for \$90.00.

The Board agrees that the pin should be better quality (at least \$5 based on price?) with a magnetic backing. The pin should come in a box or in a card with the story of the Association on it.

Alumna Hilary Druxman is a local jewelry designer and has two children who are alumni. She designed a pendant for The Collegiate for her son's convocation and could potentially design one for this year.

Elena will consult with UW communications re: design parameters. Dev, Kevin, Jennifer and Stacey will provide feedback on the design.

3. Newsletter

- a. Newsletter Annual Timeline / Content Plan & February Newsletter Draft- E. Anciro
- b. The Board would like the e-newsletter timeline to be as follows: February, June, September (digital magazine), and December. Each edition will have sections that will consistently appear in each edition as well as month-specific content.

February e-newsletter draft feedback:

- Bold and enlarge headings
- Jennifer will send examples of preferred fonts to Elena
- Have fewer links and text in the Alumni News section
- Organize the Alumni News section by decade
- All Alumni News submissions from alumni should be included
- Add: "If you found this in your spam folder, put this address in your safe list"
- Have an electronic copy archived on the website
- Hyperlink the Spread the News section to the "update your record" form
- Add a link to the Hallowed Halls podcast to the Collegiate 150 article
- June suggestion for Alumni Spotlight: Blair Kaplan Venables, Class of 2003 (named a top entrepreneur, signed with Amazon to produce a show)

Bob will write the Association News section on behalf of the Board and Kevin will submit the Dean's Notes content. Elena will send a revised draft of the newsletter to the Board for approval by email.

- c. Association Email Account Update - E. Anciro
Alumni can email collegiatealumni@uwinnipeg.ca to communicate with the Board. Only those with a university email can be added to the account, so currently, Elena

has access. She will monitor the inbox and relay messages that require the Board's attention. Kevin will be given access to the email account for additional coverage.

4. Events

a. Annual calendar of events - B. Stuebing

i. Receptions

The Board can choose to tie in reunions of featured class years to the fall or convocation reception.

ii. Reunions

The reunions will occur in five-year intervals. Reunions are usually scheduled in the fall, but convocation may allow more new or out-of-town alumni to attend. Realistically, timing is too tight for a 2023 spring reunion.

2024 Convocation will be on Thursday, May 16. The reception could potentially be on Wednesday, May 15, 2024 or Tuesday, May 21, 2024, so it does not interfere with May long weekend plans. The featured reunion years would be 2019, 2014, 2009, etc.

The Board will confirm the reception date prior to the June newsletter, which will ask for submissions of interest to be alumni liaisons for the inaugural reunion.

iii. Special events

This topic was not discussed.

b. Protocol for alumni - Collegiate visits - K. Clace

The Collegiate has an open door policy for visiting alumni. If alumni would like to connect with a specific faculty member or receive a tour, they can email faculty directly via the [faculty listing](#) on the Collegiate website or email collegiatealumni@uwinnipeg.ca. This information will be included in the June newsletter.

c. Collegiate 150 - K. Clace

The Collegiate's 150th anniversary will be recognized on February 23, 2023 at the Manitoba Federation of Independent Schools Annual Dinner and celebrated throughout the 2023 – 2024 school year. Currently in the planning process with the Foundation, Collegiate faculty / staff, UW Communications and the President's

Office. A UW Professional, Applied and Continuing Education (PACE) intern will be in place before the end of April and will mobilize the plan in July / August.

The Board would like Kevin to let the planning committee know that the Association would like to be part of the celebrations and assist in any way.

d. Convocation - K. Clace

This year's convocation ceremony will be on Thursday, May 18, 2023. There will be a table in the gowning room for the graduates to hand in their Alumni Welcome Forms (contact info update, post-secondary plans, social media info). An Association Board representative will address the graduates during the ceremony to welcome them as new members of the Association. This representative can also give out the pin right after they receive their diploma.

5. Targeted Alumni and Board Committees

a. Model School Update - S. Katz

Stacey has not heard back from the alumnus who expressed interest to the Director of the Model School, but has approached a current grade 12 student who is enthusiastic. She will continue to work on connecting with more alumni. Ideally, the Board would like to have three members on the Model School Committee.

b. Feedback and questions

Bob received a tour of the Royal Winnipeg Ballet facility from the Artistic Director and CEO Andre Lewis and discovered that his daughter, Emilie Lewis went to The Collegiate. She, along with alumna Elisha Woo could be potential candidates for the RWB Committee.

6. Alumni Web Pages

a. Alumni Web Pages Presentation - E. Anciro

Over the next year, we will develop the following web pages, which will be featured in the side bar menu of the alumni section on the Collegiate website: Alumni Association, Alumni News, Events and Update Your Alumni Record. In the next phase of development, we will create the Notable Alumni and Benefits web pages.

b. Notable Alumni - E. Anciro

In order to develop a notable alumni list, the Board will need to create the Association's definition of "notable," which will make it easier to identify appropriate alumni.

7. Other Business

a. Grade 11 Non-Voting Director Update - K. Clace

This year, the grade 11 and 12 students are not very engaged, so the Grade 11 Non-Voting Director spot will remain unfilled until next fall.

b. Bob has declared that he will serve only one term (two years) as a Director and Chair. If he were to serve a second term, he would turn 80 while still Chair, which he believes is far too old to properly represent the alumni. Accordingly, he advised the board to start thinking about a succession plan.

Meeting Adjourned: 7:50 p.m. CST / 8:50 p.m. EST

Submitted by:

A handwritten signature in black ink, appearing to read "Alison August", with a long horizontal flourish extending to the right.

Alison August (Secretary)