



Collegiate Alumni Association Meeting
Tuesday, March 12, 2024
Start: 5:30 p.m CDT / 6:30 p.m EDT
Location: Zoom & In Person

In Person: Quinn Cove; Josh Hood; Jennifer Janzen; Javier Schwersensky; Elena Anciro; Patricia Nosal (Recorder)

By Zoom: Bob Stuebing (Chair); Ayla Embury-Hyatt; Stacey Katz; Sarah Seniuk

Regrets: Dev Sharma

1. Procedural
 - a. Notice and Quorum
 - b. Notice given and quorum present
 - c. Agenda accepted as drafted

2. Approval of Jan 17 Minutes
MOTION: Approval of the Jan 17 minutes
Moved – J. Schwersensky / Seconded - J.Hood
VOTE / ALL IN FAVOUR / CARRIED

3. Financial update year to date (forecast for year-end) - J. Schwersensky
 - a. We have a deficit/variance of \$2600, which is likely to grow due to a late legal bill received after fiscal end for an adjustment to the bylaws.
 - b. Extra pages resulted in a higher cost for the magazine.
 - c. The cost for the D&O insurance is expected to be \$700.
 - d. The seasonal reception cost \$3,410, over budget by \$260. The Foundation will deal with the deficit, so the Association does not have to carry to debt through other budget lines related to alumni engagement.
 - e. The income from the Endowment Fund will be booked on April 1st, the first day of fiscal 2025. Looking at expenditures, events seem to have a low return on investment and the newsletter has a high return on investment. For the next fiscal year, mailing out the newsletter will be a significant cost. The Board can evaluate how to best allocate funds in June when the income allocation is confirmed.
 - f. The Foundation will cover the Association's deficit, and the Foundation does not expect to be repaid. If the Association activities remain stable, the annual income allocation from

the \$300,000 endowment when fully funded should be sufficient to cover annual operating expenses going forward.

4. Director and Officer Insurance & Indemnity Agreements - B. Stuebing
 - a. The D&O insurance has been renewed, but HUB has not invoiced the Association for the premium. Elena has followed up with HUB International for the invoice and it should be paid this fiscal year. Elena anticipates the price will be the same as last year.
 - b. Two Directors still have to sign the insurance declaration.
 - c. The Chair and the Secretary will execute the Indemnity Agreements online by docusign.

5. Board Recruitment - B. Stuebing
 - a. Bob will be stepping down as Chair. He recommended that Joshua Hood take on the role of Chair. Jennifer will be stepping down from her position of faculty representative. Kevin will look into potential candidates at the next faculty meeting. The Board thanked Jennifer for her hard work and for being a big catalyst for the Alumni Association.
 - b. Javier would be happy to give up his seat on the Board if we found a suitable replacement for him, given that he is not a graduate.

As Sarah graduates this spring, she will step down as a Director and grade twelve representative and Ayla will take her place. The Board will look for a new grade eleven representative to replace Ayla as the alternate student director.
 - c. The Board discussed the list of candidates which Patricia previously circulated. The Board discussed disqualifying certain potential candidates because they are not in Winnipeg, and Directors who can show up for events are preferable to Directors who cannot show up for events. It is important the Directors reflect the diversity of the alumni such as the Model School, first generation newcomers and RWB students. The Board also needs diversity of age categories, so its content is relevant across generations. Identifying the skills and attributes needed most for the Board is important. There is a strong preference among the Board that the Chair live in Winnipeg. Potential Board recruits could be asked if they ever visit Winnipeg. As a recent Collegiate graduate class of 2017, Joshua could represent his demographic as Chair. The Board discussed the number of directors and agreed the current size (5 Voting Directors and 4 Non-Voting Directors) was an efficient size to get things accomplished.
 - d. The timeline to look for new recruits will be end of May, beginning of June. Patricia will prepare and circulate a summary of the candidates' respective skills prior to a vote by the Board.

6. Endowment Fund Update - B. Stuebing

There is no change from the January report. Currently, the Association has raised \$211,258 of its \$300,000 goal. With Bob's matching funds, the Association still has to raise \$44,371. Javier is planning meetings in Toronto and British Columbia with select Collegiate Alumni who may be potential donors. He is hoping to connect them to the Association.

7. Quarterly Communications

a. March Newsletter Content Draft - E. Anciro

- The March Newsletter content is in progress, with the target distribution being the last week of March.
- The Newsletter will feature faculty member Jolene Braun in an article written by Joshua Hood.
- Elena and Patricia have been collecting alumni news over the course of the last several months.
- Bob will draft the Association news column and Kevin will write the 'Deans Corner'.
- The alumni spotlight will feature alumna Emily Kroft.
- Dr. Ken Atwal will be featured for a generous gift towards students.
- A section for upcoming events and announcements, convocation, and the hiring of Patricia.
- There will be two sections of From the Archives featuring the Dean Tomlinson magazine article responses from alumni and a feature of the arts through the years of The Collegiate.

- b. The Foundation hired three students to make phone calls to donors, including a current Collegiate student who is reaching out to Collegiate alumni to update their e-mail addresses/ contact information. Patricia will send the mail out this summer to alumni for whom the Association has valid street addresses, but not email addresses in its database.

8. Annual calendar of events

a. Seasonal Reception Expense Report E. Anciro

- Despite the low alumni attendance at the seasonal reception, the Association now knows the costs associated with hosting an event such as this.
- At the last Board Meeting the season reception expense report was not complete. The budget for the seasonal reception was \$3,050 and the event cost \$3,410 in total, the \$360 variance has been covered by available funds in the Collegiate engagement account.

b. May "Class of 2024" Event Update

- After conversations with Sarah Seniuk the grade 12 representative and faculty, it was decided that having an event on the day of convocation would be too chaotic, and it was ruled out as a possibility. There are concerns of having an event too close to the date as well. It was proposed to have an event on campus while students are still in class. The purpose of the event is to welcome the 125 2024 graduates, create an event that would have the highest possible attendance while making it most convenient for students. The event will take place on April 3rd.
- Some of the considerations for the event include:
- "Lunch on us" day (expensive in having to use Diversity Foods)
- Convocation Hall is not available due to renovations.
- Need to 'gatekeep' the entrance – ensuring only grade 12 students receive a lunch.
- It will be difficult for alumni to attend during the lunch hour during the week.

- This event is not for connecting with past alumni, it is to rally grade 12 students together.
 - As many students are practicing Ramadan, a voucher for those students is an option.
- c. Special events. Deferred to a later date.

9. Alumni Web Page Update E. Anciro

- a. The majority of the work on the website will happen in the summer. Elena showed the updated Collegiate webpage.
- b. Notable Alumni Update E. Anciro Patricia will contact the alumni who were on the original notable alumni page to get their headshot after the school year ends. This will be a late spring/summer project.
- c. The date for the next AGM has not been set yet.

10. New Alumni Welcome Form Process - E. Anciro

- a. Class of 2024 Update: With cooperation from the Collegiate, the Association will integrate the welcome form into the grad gown form, to ensure the class of 2024 is providing their information as to where they will be going/what they will be doing after graduation. It is projected roughly 15% of students will not attend graduation, and the vast majority of those students are international students heading back to their home country. Patricia will look at ways to capture those students before their departures.

11. Other Business

- a. Grad Committee Sponsor Letter - S. Seniuk
The grad committee is looking for support from the Association to donate money or prizes to their safe grad committee. Last year some alumni donated to the cause. Patricia, Elena, Kevin and Javier will discuss this and recommend an appropriate monetary contribution.
- b. The date for the next AGM has not been set yet.

12. Summary of Priorities:

- a. March newsletter;
- b. April reception;
- c. Capturing the graduating class
- d. Board recruitment

13. Termination - B. Stuebing

Meeting adjourned: 7:13 pm.

Submitted by:

Quinn Cove (Secretary)