

**Metropolitan State University
Alumni Association Board Meeting**

March 27, 2018, 3:45 – 5:30 p.m.
Saint Paul Room, New Main, Saint Paul Campus

Board members attending: Sandy Best, Allison Cole, Akmed Khalifa, Isaac Muhammad, Michael O'Connor, Carmen Shields, Irene Wright

Staff attendees: Rita Dibble, Kristine Hansen and Noriko Ramberg (Note taker)

Kristine Hansen convened the meeting at 3:50 p.m. and mentioned that the purpose of today's meeting is to figure out the Alumni Board's goals to conduct and organize activities in alignment with the university's priorities.

Strategic vision of priorities of Metropolitan State University:

Rita Dibble shared the university's vision, priorities and the course of action so that the Board, too, can be in accord with the university as it revises its own bylaws.

University's eight strategic priorities:

Student success	Diversity and inclusion
Growth	Financial stability
Community impact	Organizational culture
Innovation	Quality and continuous improvement

Rita Dibble strongly suggested that the Alumni Board have its own clear goal and mandate. After discussion, the Board agreed that student success, community impact and growth are the Board's top priorities of focus.

Dibble clarified that the purpose of the Alumni Board is to increase the visibility of this institution and friend-raising whereas that of the Foundation is fundraising.

All agreed that one of the top action priorities is revising the structure of the Board by updating the "Board expectations and responsibilities" document and the bylaws.

Ideas and brainstorming of actions that are concurrent with the recommendations from the Board Audit:

- The Board needs to recruit more members.
- The Board needs communication strategies. It needs more "together-time" to take care of its business—like an annual retreat.
- The Board needs to have its own communication channel among themselves so that the board members have access to resources, like past board minutes, agenda for upcoming meeting, etc.
- Attending alumni or university events is a great way to meet engaged alumni and is an opportunity to recruit new members through the connection.
- Review your own connection in LinkedIn and see if there are any Metro State alumni you may be able to connect with.

- Hansen can share the list of event attendees over the past two years with the Board and see if there are any eligible candidates among the pool.
- All the Board members should bring one recommendation to the next board meeting.
- The Board could, in the future, explore establishing a program that supports alumni, such as an annual alumni networking event or volunteer expo.
- Next fiscal year, University Advancement is planning to have a number of smaller events, possibly monthly or quarterly, at various locations where alumni live with a specific theme and focus in mind. Alumni Board members are requested to attend those smaller events and cultivate relationships with prospective board members.
- It would be nice to have a web page that lists the calendar of activities that alumni could attend. Starting in July, the new website should house the event page that would list various events.
- An on-boarding plan and a succession plan need to be established.
- The diversity in the composition of the Board could be improved.
- The September meeting could be longer—serving as the year’s vision-setting meeting and also as the introduction of new board members.
- Having a clear expectation of the quality of a prospective board member helps in recruiting the best candidates.
- As was previously done, all agreed that identified potential board members should be interviewed by a Board member and Hansen over lunch or coffee, and if they find the interviewees to be recommendable, they should be invited to the June meeting as guests. The voting for the new board members should be executed by Survey Monkey prior to the June meeting.
- A “Board membership 101” session should be implemented for the new board members and interested existing board members.
- Some committees that overlap with the work of the Foundation could be omitted or incorporated into the work of the Executive Committee or the Foundation’s committees.
- A joint Foundation-Alumni Board meeting could make the relationship stronger and promote active engagements.

Next Steps:

- The review of bylaws, Board and committee structure and expectations is essential. Dibble offered to guide the bylaw review taskforce to revise them this summer. Sandy Best, Allison Cole, Michael O’Connor and Carmen Shields volunteered to commit to this task.
- Two in-person meetings for the bylaw review will be held (approx.3 hours each)—one in the early summer, and the other at the end of August. Most of the details and revisions will be communicated via e-mail in between the two meetings.
- Cole proposed that Akmed Khalifa stay on the Board for another year after his term ends in August. It was voted on and accepted unanimously.
- O’Connor proposed an extra hour at the June meeting to review the actions and outcomes of the strategic plan.
- The revised bylaws will be shared with the rest of the Board at the end of August for review and suggestions. The ratification of the bylaws will be voted on at the September board meeting.
- Once the bylaws are ratified, and the committee structures are solidified, then the Board will have a stronger plan to recruit potential candidates for the Board. In the meantime, if there are any strong candidates, refer them to Hansen.

- Hansen proposed having an open application opportunity (up to two seats) for the board membership, and all agreed that it is feasible.
- Hansen will send out the invitation to all for the LinkedIn group for the Alumni Board.

Hansen adjourned the meeting at 5:32 p.m.

Respectfully submitted,
Noriko Ramberg, Office Coordinator