

Metropolitan State University
Alumni Association Board Meeting
September 25, 2018, 3:45 – 5:30 p.m.
Saint Paul Room, New Main

Board members attending: Sandy Best, Steve Campos, Akmed Khalifa (via phone), Linda McCann, Carmen Shields, Andrea Steen, Irene Wright

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

The Alumni Board members and staff introduced themselves to new board member Andrea Steen prior to the start of the meeting.

Irene Wright convened the meeting at 3:58 p.m.

Announcements:

- Allison Cole resigned from the board, effective immediately.
- Akmed Khalifa moved to Pittsburgh; he will be joining the board meetings by phone.

Officer elections:

- This fiscal year, the board agreed on not having the Secretary position filled since any of the board members can move to approve the meeting notes from the previous meeting.
- The board needs to re-evaluate the purpose and meaning of the Secretary position. If the board decides to do away with the position, it can be formalized in the next round of editing to the bylaws.
- The votes were cast, and the following candidates were elected by unanimous votes:
 - President – Irene Wright
 - Vice President – Carmen Shields
 - Treasurer – Sandy Best(The announcement was made later by Kristine Hansen in her 9/26/18 email)

Budget proposal:

- The income through commissions from Liberty Mutual (sale from home and car insurance policies) and Herff Jones (sale from frames and commencement-related novelty items) continues to fall every year. Because of the partnership agreements with these companies, the office is required to share the alumni list of addresses and email addresses for their marketing efforts.
- One of the primary changes to the expenses is that the “Metro in Your Neighborhood” expenses, which used to be derived from the Alumni Association budget, will be budgeted through the university cost center as the state allocation. This is one of the ways to reduce the expense to compensate the reduction of commission revenue.
- The Saint Paul Saints alumni gathering already took place this fiscal year, but it will be discontinued in FY20. Other opportunities that would cultivate relationships and better allocate our time and resources will be sought.
- Regarding the Alumni Association Scholarship, for which the budget was not allocated in FY18 but has been allocated in FY19, Hansen explained that because we have over-allocated the

budget twice in a fiscal year at some point in the past, we did not allocate the money in FY18 (It was a catch-up year).

- It was suggested that the office look into the possible usage of Qualtrics Survey that the university subscribes to instead of Survey Monkey.
- The FY18 surplus of \$2,442.86 from FY18 was rolled back into the Foundation budget. If the board decides to use the surplus money for a specific purpose in the following fiscal year, it can request that from the Foundation.

Motion to approve the FY19 budget moved by Best, seconded by Khalifa, and the motion passed by a unanimous vote.

Alum of the Year discussion and voting:

- There were four highly-qualified candidates, and the finalists are Lyna Nyamwaya '09 and Michael O'Connor '92
- The award recipient will be expected to attend three Metro State events (commencement, new student information day and the spring volunteer appreciation event), agree to be featured in the *Buzz* magazine free of charge, and be an ambassador in the community by solidifying the affiliation with Metro State.
- There was an extensive discussion of selection criteria regarding candidates who are associated with "feel-good stories in the communities" vs. candidates who are associated with "getting involved and contributing to Metro State".
- In general, the Alumni of the Year award might be a good opportunity to honor the level of commitment for those individuals who contribute their time, talents and resources for the good of Metro State.
- In the future, the board needs clearer guidelines and screening mechanisms in the procedures for the selection of the award recipient. It also needs to express the board's expectations to the recipient after the selection.
- There was a discussion of having two Alum of the Year recipients, based on community-involvement versus Metro State-involvement; alum with graduate degree versus alum with undergraduate degree; long-time alum versus recent alum; or giving consideration to diversity in terms of ethnicity, veteran or financial status. For this round of selection, the board agreed unanimously that there should be one recipient; however, for the FY20 round, the Nominating Committee will further discuss clearer guidelines and the feasibility of having multiple recipients in a year.
- The voting took place, and O'Connor was selected as the 2018 Alumnus of the Year by unanimous vote. The recommendation was made to solicit the other three candidates to possibly join the Alumni Board, or to participate in committees if the time does not allow the board membership, and all agreed to pursue the recruitments.

Committee assignments and meeting schedules:

- Assignments
 - Fundraising Committee: Hiatus in FY19
 - Events/Communications Committee: Steve Campos, Carmen Shields, Andrea Steen
 - Nominating Committee: Sandy Best, Ron Edlund, Linda McCann, Isaac Muhammad, Irene Wright (Chair)
 - Member at-large: Akmed Khalifa

- Schedules
Hansen proposed the following schedules for the committee meetings, and all agreed to implement the change.
 - Executive Committee meeting – Schedule before the board meeting (status quo)
 - Events/Communications and Nominating committee meetings – Schedule shortly after the board meeting (change from status quo)
- New board member nomination
 - Motion to approve Ron Edlund as a board member moved by Wright, seconded by McCann, and the motion passed by a unanimous vote.

Office Updates:

- This year's theme of the Convocation was highlighting Metro State's inclusion and diverse population. Craig Morris, chief diversity officer at Metro State, will be invited to our January board meeting to talk about the university's efforts related to the topic.
- Save the date: President's Holiday Social for the Alumni Board and Foundation Board, Wednesday, Dec. 12, 5:30-7:30 p.m., at Vintage on Selby. Invitation to follow.
- New staff for the Foundation: Mallory Mitchell, major gift officer, started on 9/19/2018. With the addition of Mallory, the University Advancement team of ten boasts 50% diversity.

New Business:

- Volunteer recruitment: Thank you calls to alumni donors \$500+ and faculty/staff donors
 - Campos, Steen and Wright volunteered.
- Volunteer recruitment: Grad Expo, Saturday, Oct. 27, Great Hall
 - Two shifts available. Outlook appointments to follow.
- Updates on the "Metro in Your Neighborhood" gatherings
 - Woodbury – 7 attended (4 alumni, 2 Alumni Board members, 1 staff)
 - Edina – 10 attended (5 alumni, 2 Alumni Board members, 1 Foundation Board member, 2 staff)
 - Blaine – 4 attended (1 alumnus, 1 Foundation Board member, 2 staff)
 - Eagan – Thursday, Sept. 27; 17 alumni & guest signed up
 - Arden Hills – Thursday, Oct. 25; e-invitation to follow next week
- Updates on *Buzz* magazine
 - Magazine will be mailed out during the first week of November.
 - Alumni Board is featured.

Wright adjourned the meeting at 5:25 p.m.

Respectfully submitted,
Noriko Ramberg, Office Coordinator