

**Metropolitan State University
Alumni Association Board Meeting**

Feb. 5, 2019, 3:45 – 5:30 p.m.

Jason R. Carter Science Education Center 224, Saint Paul Campus

Board members attending: Sandy Best (by phone), Steve Campos, Ron Edlund, Linda McCann (by phone), Carmen Shields (by phone), Andrea Steen (by phone), Irene Wright (by phone)

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

Irene Wright convened the meeting at 3:48 p.m.

Proposal of honorary alumnus:

Rita Dibble made a request to confer Joseph Ellis to be selected as honorary alumnus. Ellis is currently on the Foundation Board, senior vice president of Wells Fargo Bank and has been a dedicated supporter of Metropolitan State for many years. Kristine Hansen will email his resume and the Survey Monkey link to the board to consider the vote.

Approval of notes from Sept. 25 meeting:

Motion to approve the notes moved by one of the callers, seconded by Steve Campos, and the motion passed by a unanimous vote.

Financial Report:

Sandy Best reminded the board that we are half way through the fiscal year, and the expenses from the Alumni Association budget tend to occur in the second half of the fiscal year.

- *Income*
 - Seventy-one percent of the budget has been received to-date.
 - No concern on receiving the projected income from commissions and event registration.
- *Expense*
 - Forty percent of the total allotted expense budget has been spent to-date.
 - Event expenses include the College of Management Trivia Night, the Saints game, Grad Expo, support for the School of Urban Education's celebration event, earlier Metro in Your Neighborhood events.
 - Alumni cultivation expenses are prospective board member lunches.
 - Donations/gifts/awards expenses are the Alumnus of the Year gift and board retirement gift. Most of the expenditure will happen in spring.
 - Meeting expenses also includes different prospective board member meetings.
 - Publications expenses are for photography services for *buzz* magazine.

We have a surplus of \$5,105 to-date, and it will be spent in the latter half of the fiscal year. Any unspent expenses will roll over to the Foundation operational fund at the end of the fiscal year.

Motion to approve the FY19 financial report moved by Ron Edlund, seconded by one of the callers, and the motion passed by a unanimous vote.

Alumni Board Candidates:

- Lyna Nyamwaya '09 – With a unanimous vote, her board membership has been approved.
- Sam Mwangi '01 – With a unanimous vote, his board membership has been approved.

- Stan Karwoski '87 withdrew due to possible conflict of interest with his work as county commissioner. He showed interest in getting involved with Metro State in other ways.

Hansen will invite Nyamwaya and Mwangi to the June board meeting as guests. They will officially become board members in the fall. In the meantime, Hansen will invite them to alumni events.

Committee assignments and meeting schedules:

- Events and Communications Committee
 - Edlund inquired about the access to Metro State's web analytics to find the web trend and improve the visibility of the Alumni Association. It is the purview of Information Technology Services; Ben Deneen, director of ITS, was invited to the January meeting. Hansen will extend the invitation again to the March board meeting to address any questions and feasibility of Google Analytics.
 - List of the scheduled events for the rest of the fiscal year was shared with the Board.
 - There were 65 attendees at the "Breakfast at the Capitol" event on Jan. 25. We will again ask for a larger room for next year. In addition to Sen. Sandy Pappas, two other alumni legislators attended the event.
- Nominations Committee
 - Hansen will follow up with Audua Pugh, Breakfast at the Capitol attendee, to find out her level of interest in the board membership.
 - The committee needs to bring in two more board members before September.
 - The committee needs to revise the criteria for the Alumni of the Year Award.

Office Updates:

- Hansen shared the January social media update with the board.
- The Alumni Board profile posting on Facebook is popular among the readers and has generated many shares and comments.
- Volunteer recruitment:
 - Alumni presence at the Admissions Open House for the new students – Dates and times are Saturday, March 23, 10 a.m.-12:30 p.m. and Thursday, March 28, 5-7:30 p.m.
 - Grad Expo – Saturday, Feb. 23, 8:30 a.m.-1:30 p.m.
- Scholarship Celebration – April 4, 4:30-6 p.m., New Main, Great Hall

New Business:

- "Board expectations and responsibilities" document needs to be revised to include the suggestions that Charlie Shepard, consultant, made. Hansen will rework the document, present it to the board, and vote on it at the next meeting.
- The board needs to articulate how to keep engaging the alumni who come to the alumni events or who want to be connected to Metro State. Best proposed to form a sub-committee to explore more in-depth alumni volunteer opportunities at Metro State. Actions to take are the following:
 - Participate in the Admissions Open House and get the feel for the need and what kind of questions people are asking before making the decision to come to Metro State.
 - Carmen Shields volunteered to check with the Admissions Office if the prospective online students can be given a choice of contacting alumni volunteers for guidance and feedback as needed. Hansen will e-introduce Shields to Sara Koepke, acting executive director of Admissions.

- Sub-committee volunteers, Best, Edlund, Shields and Andrea Steen, will further discuss, via email, the creation of a marketing brochure that clarifies the purpose and the end-results of alumni engagements.
- Edlund will reach out to people with the National Park Service to get some guidance on the volunteer management methods and procedures that we could possibly implement.
- The committee will present the draft brochure at the board meeting.

Wright adjourned the meeting at 4:35 p.m.

Respectfully submitted,
Noriko Ramberg, Office Coordinator