

**LAKEHEAD UNIVERSITY  
ALUMNI BOARD MINUTES  
May 5<sup>th</sup> 2009**

**ATTENDANCE**

Vonnie Cheng, Saif Khan, Rob Jamieson, Mark Tillbury, David Heroux., Diane Thompson, Liana Frenette, David Grad, Lou Pero, Joe Quaresima, Michael, Ex Officio – Richard Longtin, Bill Keeler

**MEETING**

1. **Meeting Called to Order** at 5:15 pm by Chair David Heroux.  
Agenda approved – Moved by Bill Keeler and seconded by Vonnie Cheng.
2. **Conflict of Interest** – declared by Joe Quaresima on Question of Website upgrade if there is a vote to award the contract as his firm is bidding on the contract.
3. **Approval of Minutes as Amended** – Moved by Joe Quaresima and seconded by Vonnie Cheng.
4. **Correspondence** – Nil
5. **President's Remarks**
  - o Minutes to be out earlier
  - o Suggested that meetings of committees be held in the middle of the month so reports could be distributed to board members for review – preferably by the 2<sup>nd</sup> Tuesday of Every month.
  - o David met with Alex Pope in Vancouver who is very keen to start a chapter .He is a graduate Professional Engineer.
  - o During the convocation week on Friday May 29<sup>th</sup> a possible cruise to Welcome Islands/paintball competition(David will discuss with Richard Longtin)
6. **Guest Speakers** – Eleanor Abaya and Francis Harding from the Office of Communications. They outlined the role of communications and in particular the Lakehead University Magazine. The presentation was very informative and board members were given an opportunity to ask questions after the presentation. Details can be found in the provided written report that was handed out prior to the presentation.
7. **Vice President of University Advancement** gave a written report to board members. Highlights of the report included: a) As of May 1<sup>st</sup> of last year, 40% of Lakehead University's Alumni were "lost" – no address etc. b) Due to the efforts of the Advancement's Office to find "Lost Alumni," this percentage has been reduced to 10% . c) The goal is to reduce this figure to 5% or about 2500.

## REPORTS

- a) **Office of Alumni Relations** – Richard Longtin - See written report
- b) **Board of Governors** – Vonnie Cheng – 2 items. a) Vonnie explained how the Alumni Board may have input into the search for a new Chancellor. B) Presidential Search – Board of Governors hired a professional firm to conduct the search. Richard Longtin asked, if it was prudent for this firm to be hired, given the financial position of the University. Vonnie replied that the presidential search committee looked at the expense and believed that it was necessary . Vonnie also advised that she had been appointed to the university senate.
- c) **LUSU Report** – David Grad advised that plans are being made for a Homecoming Weekend with the idea that it gives graduates a “reason to come back.” The plan is in the very early stages and will probably be a small event this year. See report for details.
- d) **Finance & Governance** – No issues to be discussed.
- e) **Student Engagement** – Richard requested \$4000.00 for Student Recruitment kits which would come out of the surplus. Most of the monies are to be spent on posters and sweatshirts for Alumni.  
Moved by Longtin and seconded by Lianna. Motion carried.
- f) **Chapters & Outreach** – No Report
- g) **Technology & Communication** – The main topic was the Website. There was a great deal of discussion, and it was felt that if the website was to be completed, for the GTA meeting, timelines would be rigid. Joe Quaresima advised that his firm had put in a quote for the creation of the website.

Following is discussion as it was recorded:

- ✓ other firms do not know about some of the other information
- ✓ GTA Chapter wants their own website- Joe disagrees to this concept as there is the Question of standards and controls from the board’s standpoint
- ✓ David – There is no motion on the floor so it should come up as a report.
- ✓ Richard – we need to move on this now. 3 quotes – pick the best one.
- ✓ Rob – something he believes is important so if a motion is needed he would make a Motion.
- ✓ Motion – move forward and select on of the three tenders to create a Website. Moved by Rob & Seconded by Lianna
- ✓ Rob – Question – time constraints – how long does it take to create a Website. Joe – 6 to 8 weeks. Rob – So even if we want it in time for the GTA kick-off. Joe – in these economic times it can happen.
- ✓ Rob – you can modify the Website as time goes on. We have waited for a long time and that Is why we have to move on doing this Website.
- ✓ Vonnie – agrees we must move forward but to rush to get something out. A lot of thought has to go in to this Website. The Quotes have different points so we do not have the same things to look at. The committee needs to look at it in detail. For the GTA kick-off – use the present Website.
- ✓ Mark – agrees with Vonnie. Did the quotes know what we wanted?
- ✓ Joe – I didn’t know that this was needed for the GTA launch.

- ✓ Richard – my office wanted it.
- ✓ Mark – what is the purpose for the GTA kick-off?
- ✓ Richard – we wanted to have this as a kick-off.
- ✓ Mark – we need to do it right.
- ✓ Lianna – Were they explained what was needed?
- ✓ Richard – Yes.
- ✓ Vonnie – They are not quoting on the same process.
- ✓ Mark – The board is paying for the process. We need to ensure all parties know what the expectations are for the Website. The motion should be tabled to the committee with Joe withdrawing from the committee.
- ✓ David –The motion is on the table to select one of the three tenders for the Website.
- ✓ Vonnie – amend the motion – Approve the original motion with the amendment that the committee will pick the firm up to \$5800.00 by May 1<sup>st</sup>. Seconded by Lou. Motion carried.

h) **Finance & Governance**

- 1) Memorandum of Understanding between the Alumni Board & the University needs to be reviewed. David requests that this committee look after this review.
- 2) Alumni's insert in the Orientation Handbook distributed by LUSU will be reviewed by this committee and updated as needed.
- 3) Discussion about a per diem for board members to attend board approved events was held with the result that it was sent back to the committee for further recommendation.
- 4) **Helen Roy** – Michigan State University – American Studies Program -

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8. **Meeting Adjourned** – Moved by Joe & seconded by Bill.

9. **NEXT MEETING** – Friday June 29<sup>th</sup> @ 4:00 pm