Notre Dame Alumni Association Board of Directors
Fall 2010 Meeting Minutes
September 9-11, 2010

Thursday, September 9, 2010
The Full Board met in general session at 8:08 A.M. in Room 210-214 of McKenna Hall, with President Michael Wong in the chair and Secretary Charles F. Lennon, Jr. present.

Meeting Objectives
President Michael Wong presented an overview of the meeting objectives. He encouraged members to submit ideas and suggestions for improving the effectiveness of the board. The Board recognized the efforts of Kathy Sullivan, Spirituality Programs Director, in organizing a prayer session for incoming freshmen at the Grotto and other intentions submitted to Pray@ND.

University Announcement
Vice President for University Relations Louis Nanni joined Chuck Lennon in announcing Mr. Lennon’s retirement as Executive Director of the Alumni Association. Mr. Lennon will celebrate with his class’s 50th anniversary at Reunion 2011 and will retire effective June 30, 2011. Mr. Nanni spoke of Mr. Lennon’s contributions to the Alumni Association and the University.

Credit Card Presentation
Natasha DiPrima, Director of Communications and Marketing for the Alumni Association, presented an overview of the new credit card program that was launched in July, 2010. Natasha introduced Geoffrey Young, Marketing Programs Director for the Alumni Association and Anne Faherty, who are overseeing the program launch.

Financial Update
Marc Witucki, Business Manager for the Alumni Association, updated the Board on the Association’s fiscal year 2011 budget and on the current financial status of Association programming.

Executive Report
Mr. Wong opened the floor to questions or comments about the Fall 2010 Executive Report.

The Full Board session adjourned at 9:48 AM to attend committee meetings.

The Full Board reconvened at 2:25 PM in Room 210-214 of McKenna Hall, with President Michael Wong in the chair and Secretary Charles F. Lennon, Jr. present.

Young Alumni Update
Lauren Taylor and Jae Scarborough, Young Alumni Directors, presented an update on young alumni programming and goals. They discussed strategies they will utilize to increase young alumni engagement.
MAN Board Updates
Rochelle Valsaint, Chair of the Black Alumni of Notre Dame, presented on behalf of the Minority Alumni Network (MAN) an overview of MAN Board programming and goals.

Senior Alumni Update
Senior Alumni Director Thomas Loosbrock presented a brief history of the Notre Dame Senior Alumni (NDSA) and updated the Board on current strategies to increase awareness of the group and encourage participation in their programs and activities.

Student Body President
Catherine Soler, 2010-11 Student Body President and Andrew Bell, Student Body Vice President, spoke to the Full Board on the topic of student efforts to address off campus security and arrest issues. They also discussed current student perceptions of the Alumni Association.

myNotreDame Presentation and Discussion
Dolly Duffy, Associate Executive Director for the Alumni Association, began the presentation with an overview of myNotreDame, the new online platform that will be launched in October 2010.

Andrea Swanagan, project coordinator for the Alumni office, spoke about objectives for increasing alumni engagement through myNotreDame. Ms. Swanagan demonstrated how the new website will function and what types of information will be available for alumni and ND club, class and group leaders.

Scott Siler, Director of Alumni Association Information Technology, presented the training and support protocols that will be available for administrators for myNotreDame.

Ms. Swanagan concluded the presentation by recognizing members of the project team and alumni office staff for their assistance and support.

The Full Board session adjourned at 5:19 PM.

Presentation of Alumni Awards
The Alumni Board dinner program included the presentation of the Rev. William F. Corby, C.S.C. Award to Captain Wendy Kosek USAF ’04, ’07JD.

Friday September 10, 2010

The Full Board met in general session at 8:36 A.M. in Room 210-214 of McKenna Hall, with President Michael Wong in the chair and Secretary Charles F. Lennon, Jr. present.
Executive Committee Update
Mr. Wong opened a discussion that focused on the structure and schedule for the winter board meeting scheduled for January 26-28, 2011. The meeting will be managed electronically with no board members traveling to campus.

The Full Board session adjourned at 8:56 AM to attend committee meetings.

The Full Board reconvened at 1:10 PM in Room 210-214 of McKenna Hall with President Michael Wong in the chair and Secretary Charles F. Lennon, Jr. present.

Remarks by the University President
Rev. John Jenkins, C.S.C. spoke to the Full Board. Fr. Jenkins spoke about the University’s goals and the progress the Administration is making to fulfill the University’s Catholic mission and to provide an unsurpassed undergraduate education. Fr. Jenkins accepted questions and comments from the audience.

Joining the Full Board for Fr. Jenkins’ remarks were current alumni board spouses, past presidents and their spouses and the NDAA staff.

Committee Reports
Elizabeth Hernandez, committee chair, presented the Academic Committee report.

The U.S. Clubs committee, through its chair, Beth Ann McLane, introduced resolutions, which were adopted as follows:

BE IT RESOLVED: That the Alumni Association will align the Tri-Cities (Richland, Pasco and Kennewick) in Washington to all belong to the same club. Richland is currently connected to the Greater Seattle Club while Pasco and Kennewick are currently connected to the Spokane Club.

The Greater Seattle Club will remain a size AA club. The Spokane Club may potentially change from a D size club to a C. This potential change will be reviewed again in January 2011 when the committee identifies clubs that are eligible to change club size, based on changes in the number of active alumni in their area. If a club has enough active alumni for two consecutive years, they qualify for a different size category and are notified accordingly.

Scott Siler, Director of Information Technology for the Alumni Association, indicated that a resolution is not required to adjust zip code assignment to a club. Any zip code changes simply need to be agreed upon by the affected regional directors.

BE IT RESOLVED: that the U.S. Clubs ASC (Alumni Schools Committee) chairperson be a board level position (if at all possible) and provide frequent updates and information to US clubs about local recruitment efforts and the admissions
process. The ASC chairperson may, at his or her discretion, be involved in other club and board activities.

Karen McFarlane, committee chair, presented the Technology committee report.

Tom Loosbrock, committee chair, presented the Alumni Connections committee report.

Frank Yan, committee chair, presented the International Clubs Committee report.

The Internal Activities committee, through its chair, Brian Bates, introduced resolutions, which were adopted as follows:

1. BE IT RESOLVED, that John Lippert (1984) be granted full membership in the Alumni Association of the University of Notre Dame and be afforded all rights and privileges therewith.

   (Non-graduates who attended at least one semester, and whose entering class has graduated are eligible, and, upon election, are entitled to the full privileges of membership. The alumnus “in good standing” contributes each year to the Notre Dame Annual Fund and will receive the Notre Dame Magazine.)

2. BE IT RESOLVED, that the following alumni be placed on the 2011 ballot for the Alumni Association Board of Directors:

   a. Region 2
      Dave Caron ’77 of Alberta, Canada
      George McLaughlin ’76 of Denver, Colorado

   b. Region 5
      John Casko, Jr. ’87 of Iowa City, Iowa
      Anthony Scott ’83 of Moline, Illinois

   c. Region 11
      Susan Burke ’87 MBA of Swampscott, Massachusetts
      Jim Smith ’84 of South Windsor, Connecticut

   d. Region 12
      Mary Heather Parch ’95 of Richmond, Virginia
      Barry W. Ryan ’62 of Dauphin, Pennsylvania

   e. Region 15
      Richard Erlenbaugh ’64, ’65 of Simpsonville, South Carolina
      Steven Rudnicki ’82 of Columbia, South Carolina
3. BE IT RESOLVED that the recipient of the JAMES E. ARMSTRONG AWARD for 2011 be Michael J. Danch ’67.

(The Armstrong award is conferred on a graduate of the University who has performed outstanding services for the University and is an employee of the University.)

4. BE IT RESOLVED that the recipients of the FAMILY LIFE EXEMPLAR AWARD for 2011 be John Crowley ’92JD and Aileen Crowley.

(The Family Life Exemplar award is conferred upon a couple or a family, at least one of whom is a Notre Dame graduate, who have had an impact on society, the church, their community, politics, athletics or personal lifestyle as related to family values.)

5. BE IT RESOLVED that the recipient of the REV. JOHN J. CAVANAUGH, C.S.C. AWARD for 2011 be Rev. David Garcia ’74, ’84MSA.

(The Cavanaugh award is conferred upon and alumnus/alumna who has performed outstanding service in the field of government, patriotism, public service, local, state or national politics, etc.)

6. BE IT RESOLVED that the recipient of the WILLIAM D. REYNOLDS AWARD for 2011 be Jason D. Mims ’75.

(The Reynolds award is conferred on an alumnus/alumna doing exceptional work with youth for the betterment of the quality of life.)

7. BE IT RESOLVED that the recipient of the JOHN CARDINAL O’HARA AWARD for 2011 be Daniel Saracino ’69, ’75MA.
(The O’Hara award is conferred on an alumnus/alumna who is a former employee of Notre Dame and has rendered distinguished service to the University.)

8. BE IT RESOLVED that Section 3.04 Meetings of the Board of the By-Laws of the Alumni Association be amended to add a new paragraph as the last paragraph of the section, which shall read as follows:

Regular or special meetings of the Board may be by telecommunication facility (for example, without limitation, by telephone conference call, webinar, etc.) (an “electronic meeting”) in place of an in-person meeting of the Board, in which case the requisite notice of time and place of the meeting shall include detailed instructions to permit each Director with the ability to access such meeting via telephone or internet capable computer as applicable and as directed in the notice. Such meeting shall be a valid meeting of the Board so long as the quorum requirement is met and so long as each participant can hear every other participant. Each person participating in said electronic meeting shall be deemed to be present for all purposes, including voting on matters that may come before the Board at such electronic meeting. Any action taken by the Board at such an electronic meeting shall be the act of the Board with the same effect of any action taken by the Board at an in-person meeting.

9. BE IT RESOLVED that Section 3.05 Voting and Quorum of the By-Laws of the Alumni Association be amended to add a new sub-paragraph “D. Voting Procedure for Electronic Meetings,” which shall read as follows:

D. Voting Procedure for Electronic Meetings. A voice vote for any electronic meeting shall be permitted and may be by acclamation unless any participating director requests that each director be polled separately, in which case the meeting leader shall poll by name for the vote of each director. The appointed note-taker for said electronic meeting shall keep the vote tally and report the results of the vote at any time before the electronic meeting terminates.

10. BE IT RESOLVED that Section 3.05 Voting and Quorum of the By-Laws of the Alumni Association be amended to add a new sub-paragraph “E. Special E-Mail Voting Procedure,” which shall read as follows:

E. Special E-Mail Voting Procedure. Any question for which a vote could be taken at any meeting of the Board may be put to the entire Board for vote via electronic mail between meetings if specifically referred to the entire Board by a majority vote
of a meeting of the Executive Committee at which a quorum was present, and so long as the following requirements are satisfied: (i) the President shall send via email a communication to each Director stating in an objective manner the background on a particular issue and a recap of the discussion of the issue by the Executive Committee; (ii) following the background information in said email, a clear and concise statement of the Resolution shall appear in a separate paragraph, set off from all other contents on the email; (iii) following the statement of the Resolution, the 3 choices for voting shall be set forth as follows: “YES,” “NO,” “ABSTAIN” (or their substantial equivalents); (iv) the email shall also contain instructions for sending the Director’s vote which shall be by “reply” email to the President with a copy to the Executive Director; (v) the email shall also set forth the deadline for returning votes which shall not be less than ninety-six (96) hours from the transmission of the email containing the Resolution sent by the President; (vi) a statement that email discussion may take place during the first forty-eight (48) hours following transmission of the email containing the Resolution sent by the President; (vii) for any Resolution to pass shall require a majority of the votes cast but in no case will a resolution pass without at least a majority of board of directors exclusive of any vacant seats votes in favor of said Resolution, and any Director not returning an email vote shall be counted as an abstention. The President will send via email to each Director the results of any email vote within forty-eight hours (48) of the tally of said vote, and the results of said vote shall be made to appear in the minutes of the next (regular or special) meeting of the Board. Notwithstanding the foregoing, in no case shall there be permitted email voting on the following matters: the election of the President-Elect, an amendment to these By-Laws, or statements or resolutions as to University policy or administration.

The Full Board session adjourned at 5:10 PM.

Saturday, September 11, 2010

The Full Board met in general session at 8:30 A.M. in Room 210-214 of McKenna Hall, with President Michael Wong in the chair and Secretary Charles F. Lennon, Jr. present.

Committee Reports
Melissa Berendzen, committee chair, presented the Professional Programs committee report.

Gary Hediger, committee chair, presented the Spirituality and Service committee report.

John Delaney, committee chair, presented the Communications and Marketing committee report.

The Full Board session adjourned at 9:30 AM

Charles F. Lennon, Jr. ’61, ’62MA, Secretary