Alumni Executive Committee Meeting – May 8, 2019

Present: Thayer Miller, President; Robert Geraci, 1st Vice President; David Amberg, Interim College President; Mary Clements, Gail Romano, Norman Roth, and David Tessier.

Also Attending: Debbie Caviness and Nichole Dougherty.

T. Miller called the meeting to order at 12:05 p.m. in 217 Bray Hall. B. Geraci moved that the minutes from the April 9, 2019 meeting of the Executive Committee be accepted. G. Romano seconded, all approved.

President’s Comments: T. Miller reported that the CNY Dinner went very well and then asked Dr. Amberg to give an update.

D. Amberg reported that the College has had a good year and is now preparing for graduation. He also commented that due to some academic issues with this year’s new students, the College has developed strategies to assist next year’s incoming students with a better academic transition, specifically targeting the areas in which students struggled this year (Chemistry and Biology). Along with the Math placement test, incoming students will now take an additional placement test for Biology. B. Geraci questioned if the top ranking students at ESF are on the same level that they have been in the past, D. Amberg replied that yes, GPA’s and SAT scores of incoming students are where they have always been. D. Amberg also noted that while the number of applications was down this year, the number of accepted students that have paid their deposit is up. In fact, we have exceeded our 2019 enrollment target.

T. Miller noted that the Chief Diversity Officer (CDO) position will be now be shared with SUNY Upstate and asked if there are any other services/positions that could potentially be shared. D. Amberg replied that the College had reviewed Accounts Payable/Purchasing as well as the option of sharing the police force, but found that there would be very little or no savings. D. Amberg noted that half of the CDO’s prior salary, as well a salary increase, will be paid by Upstate. D. Amberg reported that he had met with the Ranger School Alumni Association regarding their contract with SUNY and how the College could help bring them into compliance. He also reported on the status of the Marshall Hall renovation noting that there are ongoing discussions with OCC regarding swing space and a “connective corridor” style bus route between ESF and OCC during the construction project. M. Clements asked if SU might have space, D. Amberg responded that they do not; another possible option would be to utilize trailers on D-Block.

Treasurer’s Report: In the absence of Alumni Association Treasurer, John Bartow, D. Caviness reviewed the budget noting that dues and life memberships are both down, the $400 transfer from the earnings and expendables was for the live streaming of the Dirty
Life Panel and an additional $3,000 will be transferred for the athletic hall of fame video. She noted that prior to the fiscal year end, additional income from events, the bookstore and the golf tournament will bring us more in line with our budget. In regards to expenses, D. Caviness noted that football tickets have already been purchased, the Bookstore is ahead (but on target) as the Bookstore Manager salary has already been paid, grants and scholarships have all been paid, and the miscellaneous expenses are up due to the purchase of Life After Graduation book. D. Caviness noted that it is not clear whether the budget will balance. **N. Roth motioned to give the Treasurer the authority to, if necessary, transfer up to $20,000 from the earnings and expendables account no later than June 30th in order to close the budget gap. D. Tessier seconded, all approved.**

**Alumni Director Comments:** D. Caviness shared a photo of Kevin Reynolds using the ice cream bowl that he received as the recipient of the outstanding service award. She reported that Laura Crandall, Director of Student Involvement and Leadership, inquired about potential funding from the Alumni Association for a campus food pantry. More information will be provided once the concept is finalized and a request for funding is submitted.

**Old Business:**

**A. Strategic Planning Committee – 2019-2020 Action Plan:** D. Caviness reported that since the executive committee was sent the draft action plan, a change was made to Goal one. A dues analysis found that a $5 increase in the cost of alumni dues has since resulted in a significant decline in the number of dues payers the year it was implemented and the numbers continued to decline in subsequent years. As a result, it was decided that rather than revamping the Dues and Life Member structure (and amounts), the amount of the annual and life membership dues will remain the same, but will now include an installment option for dues/life members as well as a recurring dues payment option for yearly dues payers. D. Caviness noted that the Life Member amounts will be divided by 12 monthly payments and that the dues payment will be offered as 10 payments of $4/each. D. Tessier motioned to approve the amended yearly action plan for presentation to the full Board at the June meeting. G. Romano seconded, all approved.

**B. Ranger School Alumni Association Update:** D. Caviness reported that she met with the Ranger School Alumni Association (RSAA), and that they have a deadline of June 1st to undergo an internal audit which will start them on the path to compliance. It was agreed that they will use Raiser’s Edge for address updates and the recording of dues and gifts and that the Alumni Office will provide training. RSAA Association President, Ariane Tanski will meet with D. Caviness on May 20 to review Raiser’s Edge. RSAA may also need assistance with setting up QuickBooks and establishing effective internal controls.
New Business:

A. Finance Committee Report 2019-2020 Budget: N. Roth presented the 2019-2020 Budget noting that there were very few changes and that it was a balanced budget. D. Caviness noted that the expense for publications did not decrease as was expected due to the change from the *Alumni News* to the *ESF Magazine*. Instead, these savings will be used to update the look of all print pieces that we mail to our alumni. D. Caviness also noted that the sports ticket expense has increased considerably as we have added a football game to Homecoming as well as the fact that we are purchasing tickets to more prominent games (Clemson Football & Duke Basketball) as they typically sell better.

B. Summer Picnic: Thursday, July 25th beginning at 5pm at the home of Norman Roth & Virginia Hoveman (7406 Silverwood Drive, Manlius, NY). A meeting of the Executive Committee will precede the picnic.

C. Other Items from the Committee: No other items from the Committee.

D. Next Meeting (Full Board) June 13 @ Drumlins Country Club: 4:30 pm (Social) 5:00 pm (Meeting) 7:00 pm (Dinner)

Adjournment: M. Clements motioned to adjourn the meeting. D. Tessier seconded, all approved. Meeting was adjourned at 1:19 p.m.