
Joined By: Debbie Caviness, Nichole Dougherty, and Ed Neuhauser.

I. Call to Order/Approval of Minutes/President’s Comments: The meeting was called to order at 5:10 p.m. by Alumni Association President, T. Miller in the private dining room of Pascale’s Italian Bistro at Drumlins. She opened the meeting with a welcome and introductions. The minutes from the January 10, 2019 meeting of the full Board were addressed. D. Tessier motioned to approve the minutes. K. Reinhardt seconded, all approved.

II. Treasurer’s Report/Dues Report: J. Bartow presented the treasurer’s report remarking that income was down largely as a result from a decrease in alumni dues payers and life members; he noted that some income was expected to come in before the end of the fiscal year, including the Downs Memorial gift, additional golf sponsors, and the virtual bookstore payment. J. Bartow reviewed the expenses, remarking that the Alumni Office continues to keep expenses down. He noted that staff assistant salary expenses were down as N. Dougherty received only partial pay as a means to extend her maternity leave; special events expenses were a little over budget; sports ticket expenses have increased as a football game has been added to the Homecoming schedule. Additionally, the price of the tickets have increased for both basketball and football as we are purchasing tickets to the more prominent (more expensive) games (Clemson Football and Duke Basketball). Expenses also includes the purchase of a 3-year supply of Life After School Explained books which is a shared cost with the Office of Career Services. J. Bartow also reviewed the balances of the operating and scholarship accounts as well as the value of the Bookstore inventory. J. Bartow presented the 2017-2018/2018-2019 Alumni Dues Comparison. J. Bartow reported that Alumni Dues had been discussed by both the Finance Committee and the Strategic Planning Committee with further investigation by D. Caviness. It was decided that a price increase will not take place as the last increase of $5 per annual membership resulted in a loss of annual dues payers. In an effort to increase annual dues payers and life members, the Alumni Office will be redesigning the dues mailing and will provide options for recurring and installment payments as well as the option to pay using Venmo. S. Bonanno commented that there were several young alumni present and the recent alumni gathering at Dinosaur BBQ, she questioned if alumni at these events are reminded to pay their membership dues, D. Caviness responded that she announces that such events are made possible by dues payers and life members and that event attendees are emailed post-event with complete information regarding alumni dues. L. Crandall motioned to approve the treasurer’s report. E. Warner seconded, all approved.

III. Alumni Office Report: D. Caviness announced that the Ranger School Alumni Association (RSAA) is in the process of becoming compliant with the SUNY contract and that the ESF Alumni Office will be assisting them with the transition to Raiser’s Edge.

A. Alumni Board Retreat Projects for 2019-2020: D. Caviness presented a report of the results from the 2019 Alumni Board Retreat in which the Alumni Association Board of Directors discussed several initiatives that they were interested in funding from the 2019-2020 earnings and expendables. D. Caviness investigated the costs associated with top 5 initiatives as voted on by members of the Board. She met with Moon Library Director, Matt Smith and was informed that the Library had recently received several charging stations and would not require any more, he did present a new possibility for funding by the Alumni Association of library study rooms, D. Caviness noted that she has currently earmarked $20,000 for the project but that it will require further planning and is not currently included
in the proposed spending plan for 2019-2020. The remaining four proposals, a student to assist with the moon library archives project ($2,500), the Alumni Association Lecture Series ($7,000), adding alumni receptions at more national conferences ($5,000), and an alumni office social media consultant ($5,000), with a total cost of $19,500 were presented in the proposed spending plan. S. Bonanno questioned if these funds are in the 2019-2020 Budget, D. Caviness responded that this money would come from the 2019-2020 earnings and expendables and a part of the budget. S. Bonanno motioned to approve the 2019-2020 proposed spending plan. D. McCord seconded, all approved.

IV. Committee Reports:

A. Alumni Association Strategic Plan and Action Plan: J. Bartow reported for the Strategic Planning Committee.

1. 2018-2019 Action Plan Progress Report: J. Bartow reviewed the 2018-2019 Action Plan Progress Report noting that due to staffing constraints, some of the action items have not received any progress. While some have moved to the 2019-2020 plan, others have not but will be considered again at a later date.

2. 2019-2020 Action Plan: J. Bartow presented the 2019-2020 Action Plan noting a change of Goal 1, Item 5: Review the ESF/SU Textbook agreement on an annual basis and arrange for a campus presentation of Ecampus (virtual textbook store) as an alternative to the SU textbook agreement. He also noted that Goal 4, Action Item 5 (Work with the College to achieve financial stability…) should be removed as it is already listed under Goal 3. F. Moses noted, that per discussion from the Strategic Planning Committee meeting, Goal 3, Action Item 6 from the 2018-2019 action plan (Develop a plan via the Community Engagement Committee to focus on external connections between the community, the Association and the College) should be moved forward to the 2019-2020 plan as Goal 4, Action Item 5. M. Clements motioned to approve the 2019-2020 Year Action Plan with the updates to Goal 4 noted above. K. Cargill seconded, all approved.

B. Finance Committee and Budget Approval: N. Roth reported for the Finance Committee and presented the 2019-2020 budget highlighting changes to both income and expenses of special events as we have separated from Alumni & Family Weekend (700 attendees) and will be hosting our own Homecoming and Reunion (150 attendees). He reviewed the budget line for the insurance affinity program which did not receive any income in 2018-2019 as the former insurance partner began requesting access to the Alumni Association information database which the Alumni Association does not share with outside organizations. He reported that the budget line has been left on for 2019-2020 as the Alumni Office has found a new partner that will not require access the alumni database. He also noted a new budget line item for shared services income as the Alumni Office has started sharing the cost of the Constant Contact subscription and will be looking for other ways to share expenses with other departments. He also noted that the transfer of the expendables and earnings are listed as a placeholder line item on the budget and that the funds are not required to be transferred. D. Tessier motioned to approve the 2019-2020 Budget. S. Darcangelo questioned if the Board was comfortable with the budget as the Alumni Association is currently down for the 2018-2019 budget, it was discussed the budget being reviewed was through April 30, 2019 and that the Alumni Office receives a large portion of its income, specifically in the form of golf sponsorships and the virtual bookstore payment from SU, in the last quarter. N. Roth also noted that the budget is operated on a cash basis which results in larger fluctuations than an accrual basis budget. L. Crandall seconded, all approved.

C. Audit Committee: M. Clements reported for the Finance Committee announcing that the Alumni Association’s previous auditors, Cuddy & Ward, had notified the Office that they would no longer be conducting audits. She presented a summary of audit proposals that were received and announced that the Alumni Association had selected Cuomo, Winters, and Schmidt noting that they received the highest possible peer review, had knowledge of ESF, and were the least expensive of the proposals
S. Bonanno motioned to approve the selection of Cuomo, Winters, and Schmidt as the auditors for the Alumni Association. B. Geraci seconded, all approved.

**V. College Update:** Interim College President, D. Amberg, was not present at the meeting as he was attending an honor walk for a recently deceased ESF student who passed away tragically as the result of a local house fire. In anticipation of his absence, he provided a report titled Dashboard Metrics and Annual Review Narrative and requested that Board members review the document and email him with any questions or feedback.

**VI. College Foundation Report:** B. Greenfield presented a review of the Alumni Association reserve fund through the end of March, 2019 noting that the market has rebounded from the second quarter (ending 12/31/2018) and that the account was up $15,589 for the fiscal year after the third quarter. She also remarked that the market has continued to improve and the account should show additional gains for the fourth quarter. B. Greenfield also reviewed the ESF College Foundation’s investment activity noting a $1,000,000 withdrawal in March and a 3% return of investment. She provided a 10-year benchmark comparison showing that the ESF College Foundation portfolio has out-performed the benchmark (10.37% rate of return) with a 10.48% rate or return. G. McGee questioned the $1,000,000 withdrawal, B. Greenfield responded that it has been two years since the Foundation had made a withdrawal and that the money was used to pay it’s larger bills such as Research Foundation salaries and scholarships.

**VI. New Business:**

**A. Committee Sign-Ups:** N. Dougherty distributed the committee rosters and sign-up sheets, asking that Board members review the lists and remove themselves from and/or add themselves to any lists that they would like.

**B. ESF Food Pantry:** L. Crandall presented a plan to provide an on-campus food pantry at ESF as part of the SUNY Help Fight Hunger initiative. She reported that the closest food pantry is currently off-campus and located in Hendricks Chapel at Syracuse University and that ESF students are active in using it. She reported that ESF has created a Food Insecurity Taskforce to research the needs of the students and is waiting for the aggregate data from student surveys. She provided a photo of the space (Room 12D, Bray Hall) which is directly adjacent to the space currently used by Alpha Xi Sigma(AXS) to run test files. AXS is a group of student volunteers who have also agreed to manage the food pantry with staff from the Office of Student Affairs to serve as back-up. L. Crandall noted that the plan is to provide non-perishable food and basic toiletries and students who will be required to complete an anonymous intake form so that ESF is able to track data. She also commented that the Food Bank of Central New York will provide training on best-by, sell-by, and expiration dates and can also provide large quantities of non-perishable foods at a highly discounted price compared to what ESF can purchase elsewhere. She announced that the ESF Food Pantry is currently looking for funding of $1,000 to help with the cost of start-up inventory, including food and storage bins. She also reported that the Food Pantry will be able to receive monetary donations through an account set up through the Development Office, as well as actual items via an Amazon Wish List. M. Dugan questioned if the AXS student group will be reliable in helping to provide this service to students, L. Crandall responded that Student Affairs and possibly University Police will provide back-up coverage. She noted that it will be a team effort, but that this is an important service to provide for the students at ESF. G. Romano questioned if there would be any criteria requirements to use the food pantry services. L. Crandall replied that while there will not be any set criteria and that anyone can use the food pantry service, there will be a process in place that will require students be provided with grocery items that will
enable them to prepare multiple meals from each trip. The process will help limit any potential abuse of the food pantry services. K. Reinhardt motioned to transfer and donate $1,000 from the 2018-2019 earnings and expendables to fund the start-up of the ESF Food Pantry. K. Cargill seconded, all approved.

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

XI. Adjournment: J. Bartow motioned to adjourn the meeting at 6:59 p.m. G. Lipp seconded, all approved.