

**MINUTES**  
**Alumni Association Board of Directors**  
***November 8, 2008***

*“Promoting the welfare of alumni and Keene State College.”*

**Board Members Present**

<b>Andrea Drake</b>	<b>Molly Dunne</b>	<b>Sue Fortier</b>
<b>David Gagne</b>	<b>Helen Giles-Gee</b>	<b>Alan Hodsdon</b>
<b>Jim Murphy</b>	<b>Christine Leland</b>	<b>Brian Parda</b>
<b>Carmen Trafton</b>	<b>Dan Saucier</b>	<b>Roland Stoodley</b>
<b>Ed Wojenski</b>		

**Staff Present**

<b>Genny Alexander</b>	<b>Patty Farmer</b>	<b>Kay MacLean</b>
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**Board Members Absent**

<b>Tori Berube</b>	<b>Dana Hilliard</b>	<b>Linda Lacey</b>
<b>Ian Lord</b>	<b>John Moody</b>	<b>Craig Sheil</b>

**I. Call to Order/Roll Call**

**President Gagne**

**II. Approval of Minutes from September 13, 2008**

Motion made by Jim Murphy, seconded by Alan Hodsdon, and passed unanimously.

**III. President’s Report**

**Helen Giles-Gee, President**

**Status of Restructuring and Staffing for Advancement Division**

Mary Ann Lindberg – has accepted position as VP for Advancement and will begin in January.

Search is on for Development Director and Director of Online Communications  
Restructuring of Advancement Division took some work, however, the Alumni institutional budget is now in place and will be monitored

Patty has been working with the Parent Association to establish them as a dependent organization rather than independent. This has been monumental. Once they are dependent it will enable us to put membership fee on the registration/tuition bills and capture more support funds for that association. It is our hope that with increased financial support it will enable us to provide staffing for the Parent Association.

**Fund Raising/Alumni Building**

Recently some concerns have been expressed about the Fred Barry Alumni Center name. The intent is to name what is now 232 Main St., as the Fred Barry Alumni Center, retaining the name. We are currently finalizing other naming opportunity and levels of recognition for gifts to support the new building..

We are awaiting the final consultant’s feasibility report that includes fund raising for the building and the comprehensive campaign. It will also provide a direction for the Development Department in the future.

### **State Funding**

We anticipate that KSC will be asked to return additional money to the State again this year. In anticipation of that we are working hard to sure up our financial stability. It will involve more fundraising.

### **Retention Rate**

Current retention rate for student enrollment is over 80%.

### **III. Alumni Trustee Report**

John Moody

Not available at this time

### **V. Report of the Director of Alumni and Parent Relations** Patty Farmer DOA/PR

**Online Services Status** – Will be launched very soon. It is currently being tested by UNH.

**New Communications Coordinator** Andrew Cunningham began this week

**Budget update** Presented with little discussion.

**Alumni Site Dedication** Went very well. We had over 70 people attend

**Blackboard.** An email has been sent with instructions to all Board Members and asked them to begin using the site. Many of the Board documents will be found there including agendas, minutes, bylaws, contact sheets and announcements.

**The recent Alumni Survey report will be loaded into Blackboard soon.** It was done with 2006 and 2007 graduates. Approximately 290 total surveys done.

### **VI. Genny Alexander – Annual Fund Coordinator presentation**

Annual Fund for the Alumni Unrestricted Account has raised \$32,859.98 to date compared to past few years to date less than \$10,000 This is in part due to the appeal going out earlier and doing a phonathon during the first semester.

Phonathon will be going both semesters this year, which will enable us to have more time to contact never ever donors as well as to do following up calls with individuals that made pledges to ensure that they will remember to fulfill their pledge.

### **VI. Executive Committee Report**

President Gagne

#### **Program/Grants Committee Report**

Andrea Drake/Alan Hodsdon

**Program Committee** Alan reported on a meeting with Christine King from career advising to discuss where we go from here. Talked at length about “Let’s get Professional Conference” to determine how we can enhance that program and provide further support from alumni.

#### **Grant Application Process**

Andrea Drake presented recommendations from the committee. She stated that they incorporated recommendations from the budget task force. Some recommendations are:

1. Changed total annual budget for grants to \$12,000
2. Changed maximum per grant from \$3,000 to \$3,500
3. Reworded application and created an application survey to capture information on process.
4. Clarify and tighten up criteria so we get better applications
5. Require follow up report from recipients
6. Recommending going to 1 cycle per year

### **VIII. Old Business/New Business/Upcoming Events**

President Gagne/Patty Farmer

Wiii tournaments will be held on campus with Alumni vs. Students beginning in November. We are hosting alumni at an event in Exeter, NH at Loaf and Ladle – 11/19/08 – 6 p.m.

Newsline, our online newsletter, recently went out  
Hartford event in the near future – January  
*Keene State Today* will be mailed out shortly.

**IX. Adjournment** – 12 noon

**Next Board Meeting: January 24, 2008\***

**\*please note the change of this date from previously published schedules**