

ND SENIOR ALUMNI
SPRING BOARD MEETING
SUMMARY
NOTRE DAME, INDIANA
APRIL 20-24, 2005

During the afternoon of Wednesday, April 20 the Executive Committee met to discuss various NDSA matters and to review and finalize the Spring Board Meeting Agenda. Incoming Region 12 Director Mike Squyres joined the meeting to receive NDSA orientation prior to his official taking of office on July 1.

The initial NDSA General Session was held from 8:00 a.m. until 9:30 a.m. on Thursday, April 21. Arnie Testa opened the meeting with a prayer. Chairman Loosbrock introduced Mike Squyres who gave a brief description of his background. Incoming Region 13 Director Bill Kreps was unable to attend the meeting due to a prior commitment. Outgoing Region 13 Director Jerry Toomey provided background on Bill.

Chairman Loosbrock reviewed the Final Meeting Agenda and emphasized the importance of the club regional meetings to be held later in the day. NDSA Regional Directors were subsequently supplied with copies of the following for use and discussion at the regional meetings.

1. Model for Establishing NDSA in Your ND Club.
2. Sample NDSA Survey Form
3. NDSA Club Success Stories

Board members spent a considerable amount of time reviewing and discussing the proposed By-Law revisions presented by Tom Loosbrock. The major revisions are as follows:

1. Terms of office for the Chairman, Vice Chairman and Immediate Past Chairman will be one year rather than two years.
2. The standing Board Committees will be:
 - a. Executive
 - b. Internal Activities
 - c. Communications and Public Relations
 - d. Alumni Network Programming
 - e. Clubs
 - f. Classes
 - g. God, Country, Notre Dame

Minor language changes were agreed upon and committee descriptions discussed. Committee Chairmen were asked to submit suggested description modifications at the concluding General Session.

The By-Laws state that only Directors who have completed a minimum of one two-year term shall be eligible to serve as committee chair. In view of the fact that a very

Page Two

large number of people joined the Board last year, the Board adopted for one year only the requirement that a member may serve as a committee chair after serving one year on the Board. It was also agreed that Jim Keegan, the incoming Senior Director on the NDAA Board, will be invited and encouraged to attend all NDSA Board Meetings.

At 10:00 a.m. Board members and spouses were given a tour of Holy Cross House and then had lunch with the residents. The conversations with the Holy Cross Priests were interesting and stimulating. After lunch the Board members attended the Senate Welcome and General Session. At 3:15 p.m. the Regional Directors attended the various club regional meetings.

At 5:00 p.m. Board members and spouses attended the Club Awards Dinner where the Distinguished Alumni Award was presented to Ruth Riley. Notre Dame Senior Alumni Participation Awards were given to the Detroit, Naperville/Lisle, Eastern North Carolina, North Florida, Western Carolinas and Hilton Head Clubs.

The second NDSA General Session was held from 7:00 p.m. until 9:00 p.m. Chuck Lennon welcomed the group and introduced Dr. Peter Lombardo, who is replacing Sean O'Brien as the main liaison person between the Alumni Association Office and the NDSA Board. Melonie Rhodes will continue as the NDSA Program Assistant.

Sean O'Brien gave a detailed explanation on how to pull up, navigate and analyze Club Annual Reports. These reports contain a wealth of information which is useful for Regional Directors.

Vice Chairman Dick Griffin, gave a brief summary of his analysis of the sections of the Club Annual Reports on Community Service. The reports indicated that 27 Clubs had a total of 37 NDSA sponsored projects. In addition, senior alumni chaired 84 of the 370 projects that were Notre Dame or Club sponsored projects. The bottom line is that senior alumni sponsored or chaired 121 (27.6%) of the 439 community service projects performed by Clubs in 2004.

Regional Directors gave verbal reports on their meetings with clubs and submitted written reports on the status of NDSA in their regions. Eleven Directors submitted Club Status reports for each club in the region. Those who did not submit the reports were asked to send them to Dick Griffin ASAP.

Regional Directors continue to report that face-to-face Club Meetings and Regional Meetings are most effective. On balance, the Regional Meetings held as part of Senate earlier in the day were very productive, although some regions did not have a high percentage of clubs represented at Senate.

Page Three

Committee Meetings were held on Friday, April 22 beginning at 9:00 a.m. Directors and spouses attended a Luncheon where the Hall and Distinguished Student Awards were presented.

From 1:45 – 2:45 p.m. the NDSA group presented a Concurrent Workshop Session entitled “How to Establish a Senior Alumni Program in Your Club”. Attending were representatives from the Melbourne (FL), Hawaii, Phoenix, Spokane, Charlotte, Worcester, Colorado Springs, Miami, New York City and San Diego Clubs. Tom Loosbrock gave a brief history of NDSA and discussed our mission, goals and objectives. Dick Griffin introduced George Koch (Detroit Club – AA) and Nick Mercadante and Gene Sullivan (Naperville/Lisle Club – B) who discussed the NDSA activities of their Clubs, with emphasis on the particular methods and procedures they used to establish successful NDSA programs.

At 3:30 p.m. Board members and spouses attended Mass celebrated by Father Ted Hesburgh at his office. As usual it was a wonderful, moving experience. After Mass Certificates of Appreciation were presented to those Directors present who were leaving the Board, namely Paul Geary, Jim Keegan and Jerry Toomey. Joe Adler then led the group in prayers and reflections concerning Father Putz.

The closing NDSA General Session was held on Saturday, April 23 from 8:00 – 10:30 a.m. Committee reports were given verbally and written reports were submitted.

Communications & Public Relations

An article on our January visit with recovering Marines at the U.S. Naval Hospital in San Diego was placed on the NDSA web site.

Directors were asked to study the NDSA web site and evaluate its navigation, presentation and content. Evaluations should be sent to Arnie Testa.

The committee is working on various methods to stimulate Regional Directors and Clubs to submit more information on successful club NDSA programs and the senior alumni involved in the NDSA activities.

Awards & Recognition

The committee received only 7 nominations from only 4 regions for the Club Notre Dame Senior Alumni Participation Awards. Six clubs received Awards. Regional Directors are requested to be more active in the nomination process for the awards to be given next year. The Executive Committee will review the committee award nominations prior to the final selection. The committee reminded Directors that the deadline for submitting 2006 Putz Award nominations is August 1, 2005.

Alumni Network Program Initiatives

The committee completed the PACE Program for Classes and a copy will be submitted to all senior alumni Class Secretaries. An abbreviated version will be developed for sending to “younger” classes. Paul Scagliarini discussed the PACE program at the Senate Class Officers meeting on Friday.

All Regional Directors were encouraged to make sure that the PACE Program for Clubs is given to all Club Presidents and NDSA Reps for review and implementation.

Various methods to get additional NDSA involvement by senior alumni, particularly those not being reached through the club and class networks, were discussed. Much additional work needs to be done on this subject.

Recruitment & Elections

The Roster was updated and streamlined. Pete Campbell, George Harvey, JoAnn Harvey and Nick Mercadante chose to renew their terms until 2007.

As a step toward moving the Board toward three-year terms and a more desirable turnover pattern, the committee asked the fifteen Directors whose terms expire in 2006 and 2007 to fill out a form indicating the length of time they prefer to serve. Recommendations will be submitted to the Executive Committee.

Executive/Planning

The By-Laws were revised and presented to the Board for approval.

The Committee discussed the McKinsey survey data and the Alumni Association strategic planning strategy. Focus was placed on the new strategic initiative to allow alumni to serve Notre Dame by giving back their time and talent directly to the University. It was agreed that NDSA should play a major role in this new initiative. Senior alumni definitely have the time, talent and experience to be a major resource base for the University. The top administration of Notre Dame has stated that it embraces the “give back” concept. It appears that as a next step the University should define some specific projects to which alumni can give back time and talent. Perhaps a “Request for Service” could be issued for each project for which assistance is needed. The request would provide in detail the scope of the project. The Alumni Association would respond to each request with a proposal that would include background on the alumni volunteering to work on the project. The NDSA Board could and should play a key role in developing the proposals.

NDSA will hold a Seminar at June Reunion at 11:00 a.m. on Friday, June 3 in Room 205, DeBartolo Hall.

Title: Senior Alumni (55+) Opportunities

Description: Join the exciting new initiative for alumni to give back their time and talent directly to Notre Dame to serve the needs of the University. Get an update on NDSA activities.

NDSA Vice Chairman Dick Griffin, with help from NDAA Senior Director Paul Geary, will lead the seminar. It is reunion year for NDSA Directors Pruett, Slattery, Kreps, Gleason and Scagliarini. If attending Reunion, they should be at the seminar to provide assistance. All NDSA Directors are requested to promote attendance at the seminar.

The committee agreed with Paul Geary's suggestion that Dennis Dunleavy, who has been a big proponent of the God, Country, Notre Dame initiative and is leaving the NDAA Board, be asked to be an advisor to the NDSA God, Country, Notre Dame Committee.

The new NDSA Committee structure was discussed and people and work assignments were made. The specific work assignments are a supplement to the ongoing responsibilities described in the revised By-Laws.

Internal Activities

Chairman Pete Campbell. Marty Gleason, Jim Slattery

Work with Jim Barry to find a new Director for Region 5 to take office effective July 1, 2005

Revise Club award procedures so that Executive Committee has final approval.

Communications & Public Relations

Chairman George Harvey. Arnie Testa, Mike Pinter.

Work with the Alumni Office on a major revision and update of the information on the NDSA website. Develop some type of system so that the information is kept fresh and updated on an ongoing basis.

Revise, update and streamline the document entitled "Notre Dane Senior Alumni (NDSA). Program Goals, Organizational Structure, Volunteer Opportunities".

Work with the Classes Committee to develop a system where NDSA communications go to Class Secretaries from classmates rather than the Alumni Office or a committee.

Alumni Network Programming

Chairman Paul Scagliarini. Bob King, John Michie, John Studebaker

Assist the Executive Committee, as needed on the high priority "give back" initiative.

Develop procedures and guidelines and package for distribution to Clubs and Classes some new program initiatives (if viable).

1. Welcome Home cemetery project. Contact Fr. Bill Seetch, who has expressed interest in NDSA help on this project.
2. STEP. Bob King has done some initial work on this.
3. Regular VA and military hospital visitations. Work with G, C,ND Committee.

4. Some type of retirement/third age seminar. Work with Kathy Sullivan on this.
5. The IBM donation of computer/money to non-profit organizations participated in by employees/retirees. Suggested by Pete Campbell.
6. Continue work on methods for NDSA to reach senior alumni by means other than Clubs and Classes.

Clubs

Chairman Nick Mercadante. Dan Merritt, Mike Squyres.

Work with Regional Directors and the Communications and PR Committee to continually update and expand the "Club Success Stories" handout.

Review, revise and update as necessary the "Model for Establishing NDSA in Your Notre Dame Club" and the sample "NDSA Survey" form.

Develop some additional tools that Regional Directors can use to help implement NDSA at the Club level.

Analyze the Club Annual Reports and try to develop data/information to help and support the Regional Directors in working with clubs.

Classes

Chairman George Koch. Mike Neumeister, Bill Kreps

Work with the Communications and PR Committee to develop a system where NDSA communications go to Class Secretaries from classmates. Each senior class will then effectively have an NDSA Rep.

Distribute the PACE Program material to all senior classes.

Develop some ideas about how the Class structure can be utilized to further the NDSA initiative.

God, Country, Notre Dame

Chairman John Hargrove. JoAnn Harvey, Bob Pruett

Work with the Alumni Network Programming Committee on program for regular VA and Military hospital visitations.

Continue work on the Clarke Memorial project.

Develop some ideas for additional God, Country, Notre Dame initiatives.

The Executive Committee reviewed and updated the ongoing duties/assignments of Regional Directors. The duties/assignments are summarized below.

1. If geographically practical, meet with at least one Club between NDSA Board Meetings. Use the Model for Establishing NDSA in Your ND Club, sample NDSA Survey Form, and NDSA Club Success Stories as tools to convince the Club to establish an NDSA initiative. A Club Board Meeting usually provides the best forum to discuss NDSA.

2. Attend NDAA Regional Meetings and get on the agenda to promote NDSA.
3. Submit the following written reports at each NDSA Board Meeting.
 - a. Regional Report summarizing your personal meetings with Clubs, the overall status of NDSA in the region, and any major changes that have occurred. Limit to 1 page.
 - b. A Club Status Report for each Club in the region. If there has been no change in status for a particular Club, simply indicate "No change" for that Club.
4. Prepare and maintain an updated list of senior alumni involved in NDSA activities (name, class, year, brief description of NDSA involvement). Submit the list to the Chairman of the Classes Committee and Chairman of the Communications & PR Committee.
5. Submit Putz Award nominations to the Alumni Office prior to the August 1 deadline.
6. Submit NDSA Club Award nominations to the Chairman of the Internal Activities Committee prior to the February 15 deadline.
7. Submit the prostate cancer information package developed by the Alumni Network Programming Committee to Club NDSA Reps./presidents and encourage them to get involved in this initiative.
8. As they evolve, submit NDSA Club Success Stories to the Chairman of the Clubs Committee and the Chairman of the Communications and Public Relations Committee.
9. Submit possible articles of interest for NDA Today and the Alumni Newsletter to the Chairman of the Communications & Public Relations Committee.
10. Send Fall, Winter and Spring NDSA Board Meeting Summaries to and communicate regularly with the NDAA Regional Director and Club NDSA Reps. and/or Presidents.

Phoenix was selected as the site of the 2006 NDSA Winter Board Meeting on January 27 and 28. The meeting will be held at the Pointe at South Mountain Resort. Room rate is \$219.00 plus taxes per day. Jim Barry will act as host and will provide all the details at a later date.

Dennis Dunleavy accepted our invitation to act as advisor to the God, Country, Notre Dame Committee and was introduced to the NDSA Board.

The revised By-Laws were approved subject to the changes discussed at the Board Meeting and the changes in Committee descriptions submitted by Committee Chairmen. Tom Loosbrock will finalize and distribute the revised By-Laws.

Jim Barry was elected to serve as Vice Chairman of the NDSA Board for a one-year term beginning July 1, 2005.

Page Eight

Outgoing Directors were thanked for their dedicated service to NDSA.

Paul Geary gave a brief summary of the NDAA Board Meeting. There is a definite cohesive relationship between the NDSA and NDAA Boards. Paul was thanked for his many years of outstanding service on the NDAA and NDSA Boards.

Directors and spouses attended a luncheon where the Reynolds and Putz Awards were made. Marty Gleason introduced Jim and Betsy Kennedy, the winners of The Rev. Louis J. Putz, CSC Senior Service Award. Jim and Betsy were honored for their exemplary dedication to a lifetime of service to the poor.

The weekend concluded with the Blue-Gold Football Game in Notre Dame Stadium.

Respectfully submitted,
Dick Griffin, Vice Chairman