

**NDSA FALL 2007 MEETING MINUTES  
SEPTEMBER 23 – 25, 2007  
NOTRE DAME, INDIANA**

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**MEETING THEME: "PROGRESS NOT PERFECTION"**

**PARTICIPANTS**

NDSA Board: Paul Scagliarini (Chair), Jim Barry, Bill Kreps, Vince Spohn, John Studebaker, Frank Whitton, Dan Merritt, Debby White, Phil Roehrig, George Koch, Mike Pinter, Jim Gibbons, Bob King, Mike Squyres, Lary Leach, John Hoffman, Dick Erlenbaugh, Marty Gleason, Kelly Macke, and Bob Drajem. Former NDSA Board: Joe Adler. Unable to attend: Emil Herkert.

NDAAs: Tom Monaghan, Melonie Rhodes, Chuck Lennon\*, Chris Bellairs\*, Bill Sexton\*. (\* part-time). Unable to attend: Jim Keegan.

**SUNDAY ACTIVITIES**

**Jim Barry** coordinated a golf outing. **Fr. Paul Doyle** celebrated a Mass for all attendees at Dillon Hall chapel at 5:30. Then all participated in a gathering at the Fr. Putz Bench, with brief presentations by **Joe Adler, Paul Scagliarini, Bob King, and Fr. Doyle** – all in memory of Fr. Putz.

Dinner followed in the Morris Inn ND Room. Guests: **Dick Nussbaum**, NDAA Chair, and wife **Mary Pat; Chuck Lennon**, NDAA Executive Director, and wife **Joan**. Both Dick and Chuck offered their congratulations to the NDSA Board for its accomplishments, and its continuing progress.

**MONDAY MORNING SESSION**  
**8:30 AM - NOON**  
**McKENNA HALL, RM 210 - 214**

**Phil Roehrig** opened the meeting with a prayer.

**NDAA PRESENTATIONS**

**Chuck Lennon** gave updates on:

**Eddy St Commons** project: includes Cancer Institute, two hotels, parking garage.

**"Coming Home" project**: the existing cemetery will be expanded westward.

**New Dorms**: Ground has been broken on Duncan Hall, and a new female dorm is planned. Old dorms are being renovated. More space will be provided for the same number of students as now.

An event in recognition of **inter-racial baseball**, sponsored by ESPN and SI, will be held soon, in which Mississippi Valley State will travel to ND for two games.

Chuck asked for our input on the criteria for **Senior Game tickets**, due to demand exceeding supply. He offered two options: (a) change the years-since-graduation minimum from 35 to 40

or 45; or (b) offer two senior games, with one in November. **(On Tuesday the Board voted in favor of option (b).)**

Other topics covered were updates on the University Club (just closed), Stepan Center (potential renovation or replacement), a new hockey facility, ACC renovations, and the "Trustee Rule", whereby all projects must have 100% of funds earmarked, and 75% received, before construction is started.

**Chris Bellairs** welcomed the new NDSA Board members, and said **he considers NDSA to be as dedicated and focused as any ND group.** He likes the meeting theme.

Chris covered the NDAA Structure and Staffing. The staff is more complete than at any time since reorganization three or four years ago, and plans are afoot to add more. Chris correlated NDAA goals with the University's goals. The five planks in the original mission (1983) are still valid: Social, Academic, Professional, Service, and Spiritual. The organization is structured along these lines.

### **OPERATIONAL PLAN**

**Paul Scagliarini** reviewed the NDSA Operational Plan. This is a 'bottoms-up" plan, integrated from each Committee's input. It must be flexible, with individual differences appreciated. Mistakes are tolerated; communications are open; and rules are required, but bendable.

Paul stressed the emphasis on Initiatives and Support Volunteers. In discussion about the roles of Champions and Volunteers, it was agreed that both are important.

A goal is to increase the number of Senior Alumni Coordinators in clubs from the current 52% to 65%. After discussion, a motion was made: "Moved, that the role of the Senior Alumni Coordinator should preferably be filled by a Senior alum, and not the Club President, regardless of age. But exceptions are permissible. And, the SAC count should include Club Presidents who fill this slot." Motion was unanimously passed. **Dan Merritt** was asked to recalculate the SAC percentages on this basis.

Another goal is to have at least one senior class undertake an NDSA Initiative.

A discussion focused on the internal reporting requirements of NDSA, focusing on the need for each Director to submit: 1) an annual plan and, 2) the regular pre-meeting Regional report sent to the Clubs Committee Chair.

### **RELATIONSHIP WITH THE NDAA BOARD**

**Paul Scagliarini** read the minutes of the special August 30 meeting, held on campus, between representatives of NDSA (Executive Committee), NDAA Board, and NDAA staff, on the role of the Senior Alumni Director of the NDAA Board (currently **Jim Keegan**). In summary, the NDAA wanted to establish this person as a full voting member of the NDSA Executive Committee. After discussion, including arguments presented by NDSA against the proposal as stated, the group reached a consensus to add the Senior Alumni Director as a voting member of the NDSA **Board**, and an **ex-officio non-voting member** of the NDSA Executive Committee.

To implement this decision, the following motions were made, and passed:

Moved, that the NDAA Senior Alumni Director be added to the NDSA Board, effective immediately. Motion passed unanimously.

Moved, that the NDAA Senior Alumni Director be made an ex-officio non-voting member of the NDSA Executive Committee, effective immediately. Motion passed, with one nay vote (**John Hoffman**).

Moved, that in the NDSA Bylaws, Article IV - Section 4:02 (Composition of Board), the number of voting members be changed from 21 to 22. Add: one (1) NDAA Senior Alumni Director. Motion passed unanimously.

Moved, that in the NDSA Bylaws, Article V - Section 5:02, eliminate the wording: "The Chair shall report all votes and Board recommendations to the Senior Alumni Director on the Alumni Board". Motion passed unanimously.

Moved, that in the NDSA Bylaws, add a new section: Article V - Section 5:04A "NDAA Senior Alumni Director – The NDAA Senior Alumni Director shall direct all communications to and from the NDSA Board and the NDAA Alumni Board. The NDAA Senior Alumni Director is a non-voting member of the NDSA Executive Committee. The three (3) year term shall commence on July 1 and end on June 30". Motion passed, with one nay vote (*John Hoffman*).

Moved, that in the NDSA Bylaws, Change Article VI Section 6:01, to read: "The Executive Committee shall consist of the Chair, the Vice Chair, the immediate Past Chair, (add) 'and the NDAA Senior Alumni Director. The Senior Alumni Director will participate in all Executive Committee decisions in a 'ex officio' capacity without voting rights". Motion passed, with one nay vote (*John Hoffman*).

Moved, that in the NDSA Bylaws, Article VIII – Budget – In the second sentence, eliminate the words "and advertising" and replace with "communications and initiatives". Also in same sentence replace the word "liaison" with "NDSA Board". Motion passed unanimously.

### **NOMINATIONS FOR NDAA SENIOR ALUMNI DIRECTOR – 2008-2011**

The subject position will be on the NDAA Spring Ballot, since **Jim Keegan's** term expires June 30, 2008. As is the norm for NDAA Board elections, two candidates will be presented to the entire alumni population for voting. Key criteria are: two years participation in senior alumni activities (not necessarily on the NDSA Board), and never having served on the NDAA Board before. NDSA's input is important, and needed by NDAA. The Executive Committee has recommended to NDAA that **George Harvey** and **Tom Loosbrock**, both past NDSA Directors and Chairmen, be strongly considered. Each has agreed to run. This is still open, and other names may be put forward by any alum.

### **NDSA BUDGET**

**Paul Scagliarini** discussed the 2007-2008 NDSA Budget Analysis, attached. This is the first budget ever formally approved by NDAA for NDSA. In summary, our requested \$43,020 was reduced to an approved \$25,820 by NDAA. In the ensuing discussion, the following points emerged:

- \* NDSA can use the approved money at its own discretion
- \* Directors are encouraged to minimize travel costs. This includes NOT using Anthony Travel.
- \* **Mike Squyres** questioned the wisdom of 71% of the budget going to overhead (Directors' expenses).
- \* Directors are encouraged to report their un-reimbursed expenses. Mike Squyres will provide the necessary form.
- \* All alumni can designate non-Sorin Society contributions to NDSA. **Tom Monaghan** affirmed that these would be "found monies" to spend that year; he will obtain a

designated account number for NDSA-designated contributions. Directors were encouraged to do this, and to enlist their alumni friends to do likewise.

- \* Expenses for this (and all) meetings should be submitted ASAP, certainly within two weeks.
- \* Mike Squyres offered to develop a tracking mechanism for all NDSA expenses, resulting in the following motion:

“Moved, that the Internal Affairs Committee will handle all reporting of financial matters for NDSA, including guidelines, support of Executive Committee planning, and working with the NDAA office staff.” Motion passed unanimously.

- \* The following motion was made:

“Moved, that the 2007-2008 NDSA Budget, for a total of \$25,820, be approved, with the provision that the Chairman and the Executive Committee have authorization to re-allocate line item funds to other approved line items. Allocation/expenditure of funds over \$1,000 requires approval of the Board by e-mail.” Motion passed unanimously.

### **WINTER MEETING 2008**

**Jim Barry** advised that the NDSA Winter Board Meeting will be held January 17-19, 2008, at:

Riverside Hotel  
620 E. Las Olas Blvd.  
Fort Lauderdale, FL  
(800) 827-1585  
[www.riversidehotel.com](http://www.riversidehotel.com)

Deluxe Executive Tower Rooms: \$199.00/night  
(+5 days before and after)

Reservations should be made ASAP, no later than November 1, 2007. MENTION NDSA.

### **FR. HESBURGH LETTER TO SENIOR ALUMS**

**Joe Adler** suggested that a letter be prepared for Fr. Ted Hesburgh to send to all 35,000 senior alums, encouraging them to get involved in their local clubs, and participate in NDSA initiatives. The Board gave hearty approval. **Paul Scagliarini** and the Executive Committee will explore. **Marty Gleason** suggested that **Bill Sexton** write the letter for Fr. Hesburgh's signature.

Another way to get the word out is through the Alumni Magazine. The Editor, **Angela Sienko**, is more than willing to include NDSA news.

**WORKING LUNCH**  
**NOON – 1:00 PM**  
**McKENNA HALL, LOWER LEVEL**

Committee meetings were held over box lunches.

## **MONDAY AFTERNOON SESSION**

**1:15 PM – 3:45 PM**

**McKENNA HALL, RM 210 - 214**

### **PACE INITIATIVE**

**Paul Scagliarini** shared with the group a presentation he made to the North Florida Club on PACE (Prostate Cancer Awareness). Coverage was focused on A) early detection, and B) treatment options, with pertinent aspects of each.

The Directors were told that this initiative is one which can be used by alumni clubs, and alumni classes. At the club level, attention can be directed to local hospitals and clinics for screening. At the class level, awareness education and formation of support networks are relevant.

### **DIOCESAN PROFESSIONAL ASSISTANCE PROGRAM**

**Bob King** gave an overview of the subject program initiative, and related it to the following programs offered by Notre Dame:

- \* Institute for Church Life – offering programs such as training for Bishops
- \* ECHO – Faith Formation Leadership Program – preparing tomorrow's leaders
- \* STEP (Satellite Theological Education Program) – Theology online
- \* ND Vision – summer conferences for high school students and Parish Youth Ministers

Brochures for each of the above programs were distributed.

**Phil Roehrig** distributed a two-page document describing the subject program, and offering suggestions for putting the program into practice. Phil verbally amplified the document, which is a "how-to" manual for clubs to use. It lays out the program benefits and gives suggestions for getting started with a diocese. Considerable discussion resulted. Attendees complimented Phil and Lary Leach (Clubs Committee) on this excellent, useful tool.

### **IRISH ONLINE ADMIN**

**Tom Monaghan** made an informative presentation on Irish Online Admin, which is accessible to about 1500 alumni leaders, including all NDSA Directors and key people in clubs and classes. This provides information beyond that offered on Irish Online, which is available to all alumni and others.

Each NDAA and NDSA Regional Director now has online access to his/her Regional data of alumni and friends. Tom distributed a form describing the Access Policy, and asked each Director to sign this, to be eligible for this service.

Broadcast Email (generally an audience greater than 100 recipients) must be approved by the NDAA Editor. Tom distributed a five-page document entitled "Irish Online Admin - Broadcast E-Mail Policy". This provides an overview of the tool, guidelines for various users, the approval process, and e-mail format.

Tom presented training for the group, showing how to gain access to desired data (download and lookup), and how to use broadcast e-mail. Two two-page handouts – "Accessing Data" and "Creating Broadcast Email" accompanied his presentation. Directors were encouraged to use these documents as they get familiar with these tools. In the near future, more tools will be available, including web site management, event management, and dues collection.

In the discussion of this topic, **Mike Squyres** advised that each Director should plan on using Broadcast Email on his/her own, rather than going through him or the Internal Affairs Committee.

**MASS WITH FR. HESBURGH**  
**LIBRARY CHAPEL**

The group was privileged to celebrate Mass and discussion with Fr. Ted and Fr. Paul Doyle.

**TUESDAY MORNING SESSION**  
**8:00 – 11:45 AM**  
**McKENNA HALL, RM 210 – 214**

**George Koch** opened the meeting with a prayer.

**Paul Scagliarini** congratulated the group on the meeting's accomplishments so far. In line with the meeting's theme, definite progress has been made, and the participation of all has been great! Paul asked for each Director to e-mail him his/her opinions about the meeting, with suggestions for improvement where appropriate.

Paul reported that **Bill Sexton** is resigning as Advisor to NDSA, due to the press of his UND work. **Lee Tavis**, Emeritus Professor of Finance in the Mendoza College of Business, has been recommended to replace Bill.

**ALUMNI NETWORK COMMITTEE REPORT**

**Bob King** distributed his "Fall NDSA Initiative Report", with updates on all six NDSA Initiatives.

Bob updated the group on the **Hospital Support Program**. Feedback from Fr. Rocco, Rector of the Basilica, from many viewers of the televised weekly Mass, shows the need for homebound Catholics to receive personal visits, including Eucharist. **Pete Campbell** has reported success in his personal phone calls to some Club Presidents, with concurrence from their Regional NDSA Directors. The need for a 1-800 number for this program is deemed as critical; discussions with Chuck Lennon may result in the dedication of an NDAA number for this purpose. **Jim Keegan** will present information on this program to the NDAA Board at its November meeting.

On the **Corporate Volunteer Program** - no clubs are participating. Pete Campbell and Bob King recommend dropping this initiative.

**INTERNAL AFFAIRS COMMITTEE REPORT**

**Debby White** gave an overview of the committee report to follow.

**John Hoffman** covered:

\* **Board Vacancies** July 1, 2008, in Regions 2, 4, 7, 8, 11, and 16. Two nominees are desired for each of these six positions. To date, only one candidate has been offered. John encouraged all Directors to pursue this, and for the incumbent for each Region to come up with at least one candidate to replace him. Deadline is October 31.

\* **Manuals:** An orientation manual for new Directors, a procedures manual for filling board vacancies, and a procedures manual tied to the NDSA by-laws, are in the works.

\* **Putz Award:** nominees are needed by early November (*Note: this deadline was passed on by Tom Monaghan after the meeting.*)

**Mike Squyres** will shortly add a **Finance Sub-Committee** to his organization, to handle expense and budget matters. Current plan is to discuss the budget with the Executive Committee before the Spring 2008 Board Meeting. Reporting of non-reimbursed expenses for travel et al by Directors is desired; Mike will shortly provide a form for this.

### **CLUBS COMMITTEE REPORT**

**Dan Merritt** said that he had no consolidated report on club activities, because he had not received reports from Regions 2, 8, and 14. When these come in, the consolidated report will be issued.

Concerning these reports - - in Part A, Dan needs contact information for Senior Alumni Coordinators (SAC's), but not Club Presidents (available elsewhere). For Part B, data on activities in each Region are needed for the NDSA Newsletter, and should be in digital form for integrating into a master report. Any changes or new information is needed ASAP. Success stories from Clubs play a major role in the awarding of **NDSA Club Awards** at Alumni Senate. **Mike Squyres** added that all reports are available on the NDSA web site, including archival.

**Phil Roehrig** stressed the importance of interesting material for the **newsletter** he prepares. This lets our constituency (NDAA Board, former NDSA Board, Club Presidents and SAC's, and Class Coordinators/Secretaries) know what's going on. Phil encouraged the use of humor and campus stories.

### **CLASSES COMMITTEE REPORT**

**George Koch** reminded those who are **Class Coordinators** to pass along information to their respective classes. This includes the need for candidates for Board vacancies.

George bemoaned the lack of participation of Class representatives at Alumni Senate.

### **COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE REPORT**

**Mike Pinter** reported that NDSA brochures have been widely disseminated on campus and elsewhere.

Discussions with the **Book Store** are on hold, until after football season (their timing). The topic: a monthly contest for best senior alumni story or activity, with the incentive to be a \$75 gift certificate.

The **NDSA Hospitality Tent** has been very successful in drumming up interest, at football games and the Reunion, where 152 names were gathered. **Mike Pinter** and **John Studebaker** man this tent, but help is sorely needed from other Board members. John said that watching Mike in action with his NDSA pitch is a treat to behold! Paul Scagliarini and the entire Board complimented Mike and John on their success.

**Marty Gleason** reminded the group of the October 17 event in Chicago honoring Fr. Basil Moreau.

## **GOD, COUNTRY, AND NOTRE DAME COMMITTEE REPORT**

**Frank Whitton** reported that the San Diego, Tucson, and Phoenix Clubs have signed up for the **VA/Military Hospital Programs**.

Update on the **Peace Memorial Letter**: This four-page draft was reviewed by NDAA Board and Alumni Office reps, NDSA Director **Frank Whitton**, and the ROTC, all of whom concurred with the intent of the letter. However, it faces serious problems from the UND Administration. Alternatives are being considered. (A more detailed coverage of this subject can be found in the Committee Reports on the NDSA web site.)

### **OPEN DISCUSSION**

The Directors discussed several new business items including sharing success stories on appointing club senior alumni coordinators; how to get clubs and individuals more aware of, and responsive to NDSA; and the need for accurate names and addresses of club Presidents and senior alumni coordinators.

Of note was the discussion of **NDSA initiative succession planning**. Discussion centered on when NDSA would turn over the long term management (responsibility) of an initiative to the Alumni Association's Community Service Department. No decision was reached during this meeting. The Board and the Alumni Office representative in attendance agreed additional research and study was required, and this was an item of importance.

### **ADJOURNMENT**

The meeting was adjourned at noon, and a luncheon was held at Legends.

Prepared by Bill Kreps  
Vice-Chair

**NOTE: MOST REFERENCED DOCUMENTS, INCLUDING COMMITTEE REPORTS, ARE TO BE FOUND ON THE NDSA WEB SITE.**