

Minutes of the NDSA Fall Meeting
University of Notre Dame - September 7 – 9, 2008

In attendance:	Bill Kreps	Peter Lombardo	John Scully
	Paul Scagliarini	Jim Gibbons	Bob Drajem
	Tom Loosbrock	Emil Herkert	Kelley Macke
	Phil Roehrig	Tony Wallace	Dick Riegel
	Vince Spohn	Mike Squyres	Lary Leach
	John Hoffman	Dick Erlenbaugh	Frank Whitton
	Bob Johnston	Tom Monaghan	Melonie Rhodes
	Lee Tavis		

Excused: Jack Fremeau Jim Crowe

Guests:	Chuck Lennon	Dolly Duffy	Kathy Sullivan
	Katie Zakas	Meeghan Mousaw	

Sunday, September 7, 2008

- Mass at Dillon Hall chapel with Fr. Paul Doyle, C.S.C.
- Gathering at Fr. Louie Putz Bench
- Dinner at the Morris Inn

Monday, September 8, 2008

The Fall Meeting of the NDSA Board was called to order by Chairman Bill Kreps at 8:30am. John Hoffman offered the opening prayer.

Chuck Lennon, Alumni Association Executive Director, and Dolly Duffy, Associate Director of the Alumni Association welcomed the NDSA Board. The Alumni Association's strategic objectives for the 2008 – 2009 year are:

- Engage alumni earlier in their life-cycle
- Increase on-line engagement of all alumni
- Expand educational and service opportunities for all alumni
- Meet budgetary goals.

Chuck and Dolly talked about coming changes to the Joyce Center, Irish On Line and Kintera software, concluding their remarks with a caution: be certain NDSA Initiatives are not driven by money issues.

Chairman Bill Kreps introduced the theme for the meeting: "Alumni in Action," and reviewed NDSA's Mission and Meeting Objectives.

Brief summary reports of Ongoing Initiatives were presented.

- **Hospital Program.** Emil Herkert is coordinating the flow of information from Clubs to NDAA. He encouraged Alumni Clubs to expand their programs to include visits to nursing homes, veteran's facilities and hospice programs. He encouraged Regional Directors to solicit support for the Hospital program from medical groups and pharmaceutical companies.

Kathy Sullivan and Katie Zakas from the Alumni Association talked about the Hospital Program. There have been no calls for legitimate assistance to the toll-free number since

it was established. Various ways to publicize the Hospital program were suggested and discussed.

- **Scholarship Program.** Frank Whitten's report of the Scholarship Program for children of military personnel who were killed or disabled was deferred until the afternoon.
- **Diocesan Support Program.** Vince Spohn reported that the program has great potential because of the talent and expertise of ND alumni. A majority of the regions (60%) have contacted their Dioceses. Smaller Dioceses, in particular, have been receptive. At this time not many Clubs have active programs. Possible areas of involvement and ways to approach the Diocese were discussed. Bill Kreps asked the Regional Directors to keep Vince informed about what works and what doesn't.

Following a 15-minute mid-morning break Kathy Sullivan spoke briefly about the daily reflection "ND Prays" on the ND website. Kathy introduced a book she has written entitled "I Had Lunch With God."

- **P.A.C.E. Initiative – Bat for the Cure.** Past Chairman Paul Scagliarini, using a baseball format, reported on the results of the 2008 season's activity. ND Clubs participated in 25 of the 72 evenings minor league teams sponsored the program – a batting average of .347. ND Clubs in Regions 5, 7, 9, 12, 14, 15, 17, and 18 were involved with the program during its 'rookie year'. The MVP was awarded to Region 12 for having 8 Clubs participate. Paul asked that every Regional Director encourage their Clubs to support Bat for the Cure during the 2009 baseball season.

Summary of 2007 – 2008 Accomplishments.

Paul Scagliarini, Immediate Past Chairman, summarized the past year's accomplishments using a Power Point presentation to share Operational, Financial, and Initiative highlights. A copy of Paul's presentation is attached.

2008 – 2009 NDSA Goals and Plans.

Bill Kreps, Chairman, outlined NDSA Goals and Plans using a Power Point presentation, a copy of which is attached. Bill reminded the meeting attendees that NDSA's mission is

Serving Senior Alumni and Friends of ND
Christian responsibility and action
Alumni-based programming
Developing friendships, camaraderie, and service.

Bill pointed out:

Commonality of love for Notre Dame and belief in our mission
NDSA meets only three times a year
We do NDSA work all year round
We communicate frequently by e-mail and phone

Our meeting objectives are to:

Share information as a group and eye-to-eye
Make decisions
Know each other better

Following a discussion about streamlining internal reporting Tom Monaghan asked that name and address changes for Club Presidents and Senior Alumni Coordinators come through the Alumni Association office. Bill asked Mike Squyres and Lary leach to work with Tom in getting the information to all who need it in a timely manner.

Bob Johnston suggested that we use electronic focus groups to determine what programs the alumni want, in response to Tom Monaghan's question as to whether or not we know if NDSA programs address the concerns of the 35,000 alumni.

A question was raised by Mike Squyres about how the Alumni Association is responding to the McKenzie Report. Tom Monaghan will review the report and senior responsibilities for the past five years. He asked what kinds of things Notre Dame should be doing for the NDSA Board. Bill Kreps assigned the Executive Committee to work with Tom on these issues.

Paul Scagliarini added that an NDSA Initiative should be something that works for everyone, not just senior alumni. Vince Spohn expressed the belief that NDAA has a different focus. Peter Lombardo stated that NDSA has to serve senior alumni and their needs.

NDSA Budget and Fund Raising

Presentation of 2008 – 2009 Budget

Bill Kreps presented the budget for 2008 – 2009, showing a shortfall of \$2,395. Bill stressed this is a preliminary budget that will be revised as transportation and lodging costs are better defined. Phil Roehrig commended Paul Scagliarini, Melonie Rhodes and Tom Monaghan for their assistance and responsiveness in providing information needed to prepare the budget.

Future Budgeting Process

Mike Squyres explained a computer-generated financial package that includes a statement of revenue and expense, a balance sheet to account for restricted and unrestricted contributions, and a budget with monthly projections of revenue and expense. The Internal Activities Committee will monitor revenue and expense during the year. Mike stressed the importance of on-time reporting of travel expense. The IA Committee asks each Regional Director to submit a monthly report of their expenses, both reimbursed and non-reimbursed, so that incoming Directors can be made aware of costs they can expect to incur.

Fund Raising

Phil Roehrig presented two ways that NDSA Board-members can make tax-deductible contributions to NDSA – earmarking contributions to Notre Dame for NDSA, and donation of reimbursable travel expense. Forms for these two options were distributed and explained. During the ensuing discussion Vince Spohn suggested that former NDSA Board-members be invited to earmark their contribution to ND for NDSA,

A working lunch provided time for the committees of the Board to meet.

The meeting reconvened at 1:30pm

Scholarship Program.

Frank Whitton explained the status of the God, Country, Notre Dame Scholarship, providing a handout defining eligible recipients. Joe Russo has the required material for the scholarship and will process it through the appropriate people at Notre Dame.

There is no longer a \$100,000 requirement to set up the program. However, fund raising cannot commence until \$50,000 in 'large' contributions has been received. Tom Monaghan confirmed the University's stipulation that \$50,000 must be 'in the bank' before any other fund raising is done.

2008 Winter Meeting

Frank Whitton explained the Winter Meeting will be at the Manchester Hyatt Hotel in San Diego from 1-15-09 thru 1-17-09. The special \$139 rate will apply to those arriving two days prior to the meeting and/or staying the two following days. Frank stated that reservations must be made immediately.

Frank has arranged for a retired US Navy chaplain to celebrate Mass for the Board. He will also inquire by e-mail how many would be interested in a tour of the USS Midway and a visit to injured personnel in the Balboa Naval Hospital. (Melonie Rhodes spoke highly of visiting the Naval hospital.)

Guest Speakers

Meeghan Mousaw, associate Director of the Alumni association Affinity Groups spoke about early Alumni Services, particularly the 'TASTE' program (Take a Student to Eat) that will enable an alumnus to connect with a student for a meal and mentoring opportunity. A first step will be determining student interest in the program, and then encouraging alumni to participate. Initially, alumni living in the five neighboring states (IN, MI, IL, WI, OH) will be invited to participate. Following discussion Tom Monaghan asked that someone from the Board be appointed as a 'point person'. Bill Kreps stated the Executive committee will look into appointing someone.

Promoting NDSA's Initiatives to the Classes and Masses.

Bob Drajem spoke about the benefits of Irish On Line, noting that training would be helpful. The 'Football Tent' provides a great way to reach senior alums visiting the campus on football weekends. What to do with the names of people stopping at the tent and asking for more information about NDSA Initiatives is under consideration. Bob added that Regional Directors must get the word out to local Clubs about NDSA Initiatives as an important part of their responsibility as Directors.

Bob estimates that over \$1,000 in raffle tickets for the ND rug were sold during the first weekend of its operation.

Jim Gibbons talked about reaching out to the Classes. He is presently working with Chuck Lennon to get a listing of current Class Contacts since many of his e-mails have been undeliverable. A major activity of the Classes Committee is attempting to inform Class Correspondents about the NDSA website and to learn about the Initiatives.

It was suggested the best way to reach Classes is having an article about NDSA in Notre Dame Magazine. Melonie will supply a current list of Class Secretaries to Jim. Tom Monaghan suggested that Jim contact Karen Putt (kputt@ND.edu) whose main job is to work with the classes.

New Business

Lary Leach asked if someone would do the newsletter, suggesting that this person should not have any committee responsibilities because it is a big job. Phil Roehrig explained that he had agreed to do the newsletter for the 2008 – 2009 year and was looking for a replacement.

Mike Squyres thanked Frank Whitton for the work of putting together the Winter Meeting, and proposed that future winter meeting be held on campus, citing reduced costs of transportation and the plusses of having the meeting on campus. After considerable discussion Vince Spohn

introduced a motion that “The 2010 Winter meeting of the NDSA Board be held at a location on the campus of Notre Dame.” The motion was seconded by Bob Johnston. Twelve (12) votes in favor of the motion and five (5) opposed were recorded. Chairman Bill Kreps announced the motion had carried. In response to a question about financial support, Tom Monaghan stated there is no money available to help pay travel expenses for the winter meeting on campus.

The meeting adjourned at 3:30pm.

A Mass was celebrated for the NDSA Board and guests by Father Hesburgh, C.S.C. in his office. During his homily Fr. Hesburgh traced the history of Notre Dame from its humble beginnings to the present day. Following mass he personally greeted and shook the hand of each person who attended.

Dinner was at Bistro 933 in the Hilton Hotel (behind the Inn at St. Mary’s).

Tuesday, September 9, 2008

Chairman Bill Kreps called the meeting to order at 8:15am. Each of the Board’s Standing Committees gave their reports.

Clubs Committee – Lary Leach, Chairman

Lary reported that all but one region had sent reports. He stated that ten (10) additional Clubs have named Senior Alumni Coordinators, and two (2) more have added the Hospital Support Program. Lary announced that Peter Lombardo has volunteered to be editor of the NDSA newsletter next year.

In response to a question about dormant clubs, Tom Monaghan stated that minimum requirements to retain Club status are (1) hold a UND celebration, (2) submit an annual report, and (3) attend the Alumni Senate every other year, and (4) have By-laws. Tom also stated that the University provides financial aid for Senate attendance. The Alumni association can then determine if that Club might need to assimilate with a neighboring Club. Vince Spohn suggested that some minimal requirement of things to be accomplished by medium to large size Clubs should be considered.

Bill Kreps remarked that it would be a good idea to ask our NDAA regional counterparts to stress the importance of having Senior Alumni Coordinators in all clubs. Mike Squyres added that it is important to go beyond appointing Senior Coordinators and to actually use them.

Phil Roehrig announced that NDSA will host a tailgate party for Senior Alumni Coordinators and a guest at the senior game next year to give recognition to these people.

In answer to a question if there is an implicit written requirement for a Club to have By-laws, there is no written requirement.

Alumni Network Committee – Emil Herkert, Chairman

Emil asked everyone to remind their Clubs to publicize the Hospital Support Program (HSP). Katie Zakas reiterated Emil’s remarks, adding the need to keep people informed about what is happening in HSP. She assured that NDAA will follow up on all calls received and forwarded to a local Club to see if further assistance is needed..

If a Club has not named a HSP Contact Person, then the Club President becomes the contact.

Jim Gibbons cautioned that names of patients should not be used in HSP ‘success stories’ so that privacy laws are not violated.

The Alumni Network committee will be evaluating all of the Initiatives to determine how well they are being accomplished, and what problems are being encountered. Emil provided a questionnaire and asked for feedback by November 15th.

Communications Committee – Bob Drajem, Chairman

Bob had submitted a brief article about NDSA that was included in the program for the San Diego State game, a one-time piece for the senior game. Katie will follow up on a suggestion that the HSP toll-free number be printed in the program for all football games.

Mike Pinter managed the senior Alumni tent, and also presented a seminar during the Reunion weekend. Help is needed in the tent on football weekends. Karen Putt and Kathy Sullivan offered to help out in the tent. Bob encouraged everyone to help out when they are on campus, and to ask Club Presidents and Senior Coordinators to help man the tent.

Bob indicated there is a concern about printing costs if NDSA brochures need to be revised. Paul Scagliarini cautioned that nothing should be done until Emil’s committee is finished with their survey.

Internal Activities Committee – Mike Squyres, Chairman

Mike reported on the use of QuickBooks software for financial reporting. He commented briefly on the Rug Raffle, and announce that the 2009 Putz Award was given to Albert C. Frericks ‘50 early this year because of failing health.

Jim Crowe, the new Director in Region 5, will be revising the By-laws to remove all procedures from the By-laws and place them in a separate Procedures Manual.

Five (5) Directors will complete their term of office on June 30, 2009: Vince Spohn, Frank Whitton, Jim Gibbons, Mike Squyres, and Kelley Macke. Paul Scagliarini urged each Regional Director to come up with names of people to serve their area.

The Vice Chairman will be elected at the Spring meeting to take office on July 1st. Nominees must have served two years on the Board. Those eligible are: Vince Spohn, Frank Whitton, Jim Gibbons, Emil Herkert, Mike Squyres, Lary Leach, John Hoffman, Dick Erlenbaugh, Bob Drajem, and Kelley Macke. Each of them will be asked at the Spring meeting to accept or decline the nomination.

John Hoffman is developing an orientation manual for all incoming Directors.

As stated earlier in the minutes, the IA Committee is working on capturing and organizing out-of-pocket expense so that incoming Regional Directors can be told what costs they can expect.

Classes Committee – Jim Gibbons, Chairman

1. Working on a new list of all classes, including the Law School.
2. Sent information about the Senior Alumni Tent and activities to an existing list of Class Coordinators, asking them to forward this information to their class members.

3. Tried unsuccessfully to contact the NDAA Board. Will continue to work on this with Tom Monaghan.
4. Developing a questionnaire to send to all Class Coordinators to find out if they have any initiatives that parallel those of NDSA.
5. Continuing to be in contact with the Communications Committee.
6. Notify all Classes of openings on the NDSA Board.

John Scully requested a copy of all reports so that he can send them to the Clubs. Tom Monaghan replied that the reports are available on-line to Senior Alumni Coordinators. He will add John's name to the list of persons receiving the reports.

God, Country, Notre Dame Committee – Frank Whitton, Chairman

In summary of information on a handout he distributed, Frank Whitton reported 8 of the 13 Clubs in his Region have Hospital Support programs. The Diocesan Support program is progressing in San Diego. Cancer information programs have had a good response; 50 people attended an event for breast, colon and prostate cancer. San Diego is planning a second event, and other Clubs are also planning them.

Frank reported on the Veteran's Education Program that is taking place in a couple of areas. The Region is working on a pilot program to help veterans receive assistance for starting businesses.

John Scully reported he is trying to get Clubs involved in helping military families with children in elementary and secondary schools. The need is particularly acute with Reserve and National Guard people. Tom Monaghan will try to learn more and report back about a program called "Camp Kids" that was mentioned during the discussion.

NDAA Senior Alumni Director – Tom Loosbrock

Tom reported that NDSA and NDAA are working together with the Alumni office to make NDSA Initiatives successful. The Hospital program is an example of the way the Notre Dame family comes together in time of tragedy. The Diocesan Support program is needed in many smaller dioceses that do not have the exposure and talent available in the larger dioceses. Working to establish Regional Catholic Schools is another opportunity in certain areas of the country.

The opportunity to engage NDSA with NDAA Regional Directors and Club presidents is not as feasible at meetings during the Alumni Senate. The NDAA board is working toward an opportunity for these people to meet at least once each year. Lary Leach expressed a concern about the massive amount of data handed out at Regional meetings during the Senate. He favors Regional meetings separate from the Senate.

Before the mid-morning break, Bill Kreps thanked Tom Monaghan, Melonie Rhodes, Kathy Sullivan and Katie Zakas for their work to make our meetings productive, and for keeping lines of communication open.

The meeting reconvened at 10:20am. Bill Kreps reported he asked Kathy Sullivan to light a candle at the grotto for Jack Freneau's mother who passed away recently. Peter Lombardo volunteered to keep a candle lit at the Grotto for senior alumni intentions. Bill Kreps asked for prayers for Dick Griffin who is recovering from prostate cancer surgery.

UND Advisor's Remarks

Professor Lee Travis spoke of differences in a Catholic university versus a secular university. One significant difference is in the response of the alumni in giving back to society what has been given to them through the University. Alumni of Catholic universities have more of a social outlook, a sense of obligation, and willingly take risks. He added that Notre Dame Alumni have a central role in bringing projects to the University and helping them to get the outreach working.

The university is academic and educates, Professor Tavis reiterated, but the reaching out to others is in the hands of Alumni. He quoted a Father Putz statement, "A person who loves is sincerely happy, often in love, and always in trouble." The University is risk-adverse, but alumni can be both legal and personal risk-takers in reaching out to others.

General open Discussion / Brainstorming

1. Bill Kreps spoke about the role of the Executive Committee that is comprised of himself, Paul Scagliarini and Phil Roehrig. This committee does their work, reports back in "Chatter from the Chair", and communicates with the Notre Dame Alumni Association.
2. Tom Monaghan stated the twice-monthly conference calls have been helpful in keeping communication flowing. Phil Roehrig remarked that the conference calls have been especially beneficial to him as "the new kid on the block" and has been impressed by the helpful cooperation of everyone in the Alumni Office.
3. Overlapping our Winter meeting with that of the NDAA Board was discussed, with pros and cons expressed, as were various locations for conducting meetings. Tom Monaghan will find out when the NDAA Board meets in 2010, and if we can get rooms at the Morris Inn. It was decided to defer voting on housing and meeting sites until the winter meeting.
4. It was suggested that Regional meetings would be better attended if the location offered some attraction, i.e., a popular area within the region where Regional Director, Club Presidents, and Senior Alumni Coordinators could interact. Both Mike Squyres and Emil Herkert have had success with this approach in their regions.
5. Mike Squyres suggested a fund-raising idea for selling senior alumni clothing – polo shirts, caps, etc. After much discussion Bill Kreps appointed Phil Roehrig to head an Ad Hoc committee composed of Mike Squyres, John Scully and Emil Herkert to look into revenue-generating initiatives.
6. Peter Lombardo spoke about veterans initiatives and expressed a belief that it is a fantastic opportunity for the Clubs to interact with the less fortunate in society through NDSA initiatives.
7. Several spoke in support of ACE schools. This may offer a mentoring opportunity to NDSA.

Before adjournment, Bill Kreps encouraged everyone to work on processing all of the action items, especially those related to NDSA's goals for the 2008 – 2009 year. He also asked everyone to make reservations for San Diego in the near future.

The meeting was adjourned at 11:45am.

Respectfully submitted,

Phil Roehrig
Vice Chairman

Attachments:

1. - NDSA Meetings, **Mission & Objectives** - Bill Kreps
2. - NDSA Meetings, **2208 – 2009 Board Goals** - Bill Kreps
3. - NDSA Meetings, **2207 / 2008 Highlights** - Paul Scagliarini