

EXECUTIVE COMMITTEE MEETING
MINUTES
NOTRE DAME, INDIANA
APRIL 26-29, 2006

PRESENT:

Dick Griffin, Chairman
Jim Barry, Vice Chairman
Tom Loosbrock, Immediate Past Chairman

The Committee met with new NDSA Directors Phil Roehrig (Region 6) and Frank Whitton (Region 3) to provide orientation. The new Directors were given copies of the list of Regional Director Duties, the Club Status Form and the Model For Establishing NDSA in Your Notre Dame Club.

The Spring Meeting Agenda was reviewed. In view of the fact that the NDSA Workshop was not listed in the Senate Agenda, plans were developed to communicate and promote the NDSA Workshop to Senate attendees.

It was decided to discuss the "Closing Statement" of Father Jenkins on Catholicity/Academic Freedom at a General Session in order to determine what the NDSA Board should do next on the matter, if anything. Chairman Griffin will send a letter to Father Jenkins, describing the actions ultimately decided upon by the Board.

In view of the fact that the projected Board turnover/continuity is in a favorable state, the Committee decided to seek a By-Law change to go to three-year terms.

The Committee will continue to push for approval of our budget request, the attendance of Peter Lombardo at all our Board Meetings, the development of a Listserv of former NDSA Directors and "Give Back" projects from the ND Administration.

Chairman Griffin will lead a NDSA Seminar at Reunion 2006. All Directors were requested to promote attendance to anyone they know coming back to Reunion. Peter Lombardo will print 5,000 copies of the NDSA flyer (1page, 2 sided) and include it in senior alumni Class Reunion packets given out at Reunion registration.

The Committee reviewed the 2006 Club Annual Report analysis prepared by Chairman Griffin. Goals for establishing Senior Alumni Coordinators in AA, A and B Clubs were set for achievement prior to the Fall Meeting and communicated to Directors at a General Session. These goals are:

AA, A – 100% (currently 81%)
B – 75% (currently 50%)

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

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1. If geographically practical, meet with at least one Club between NDSA Board Meetings. Use the "Guide To NDSA" as a tool 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 Student Career Mentoring, PACE, Corporate Volunteer and Hospital Support packages to the Club Senior Alumni Coordinator/Presidents and encourage them to implement these programs.
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 Senior Alumni Coordinators and/or Presidents.

The Executive Committee reviewed the duties and assignments of the various NDSA Committees. The specific work assignments detailed below are a supplement/complement to the ongoing responsibilities described in the By-Laws:

Alumni Network Programming

1. Continue work described in Committee Report.
2. Complete the development of the "Archdiocese" program ASAP.

Communications and Public Relations

1. Complete the NDSA website project ASAP.
2. Keep hammering the Regional Directors to submit Club success stories, lists of alumni involved in NDSA, possible articles of interest for NDA Today, etc.

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3. Develop a plan to have a spot at the JACC for the senior alumni football game to hand out NDSA literature, etc.

Classes

1. Promote attendance at Reunion Seminar.
2. Continue work on system to communicate NDSA information to classes and to solicit volunteers for Board Seats and Senior Alumni Coordinator positions.

Clubs

1. Develop some additional tools/procedures that Regional Directors can use to help implement NDSA at the Club level, secure competent Senior Alumni Coordinators and achieve implementation of NDSA program initiatives.
2. Analyze the Club Annual Reports and try to develop data/information to help and support the Regional Directors in working with clubs.
3. Develop an NDSA Club Awards program.

Internal Activities

1. Fill vacant Board positions ASAP.
2. Continue to hammer Regional Directors to submit Club Senior Alumni Participation Award nominations and Putz Award nominations.
3. Get the Senior Alumni Participation Award information listed appropriately on the university website.

God, Country, Notre Dame

1. Continue work on some type of campus Memorial project.
2. Develop some ideas for additional God, Country, Notre Dame initiatives.

Respectfully submitted,
Richard P. Griffin, Chairman