

EXECUTIVE COMMITTEE MEETING
MINUTES
PHOENIX, ARIZONA
JANUARY 26-28, 2006

Present:

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

The Winter Board Meeting Agenda was reviewed and modified to include an update on the ongoing Alumni Office reorganization and recent developments on the Catholicity issue. Copies of Father Jenkin's speech to the faculty were prepared and subsequently given to Board Members in attendance at the Winter Meeting.

The Committee reviewed the Regional Director Information (copy attached) which Chairman Griffin recently prepared for use by the Internal Activities Committee in recruiting new Board Members. The information will let the prospective new members know what they are getting into if they join the Board. The Internal Activities Committee will update the information as appropriate.

The Committee approved the Student Career Mentoring Program and the Corporate Volunteer Program. The Committee also approved the New Club Initiative Procedures developed by the Alumni Network Program Initiatives Committee.

The Committee still needs Appreciation Certificates for former Directors Nick Mercadante and Bob Pruett. Also need Certificates for John Hargrove and Tom Loosbrock for presentation at Spring Meeting.

The 2007 Winter Meeting will be held January 19-20 somewhere in the southeast. Directors were subsequently asked to submit at the Spring Meeting preliminary proposals on Jacksonville, Hilton Head, Tampa, and Ft. Lauderdale and the Gulf Coast. Final site selection will be made at the Spring Meeting.

The Committee discussed the need for better communications with former NDSA Directors. It was decided to set up a separate Listserv of Former Directors. This will allow easy distribution of Board Meeting Summaries and other appropriate NDSA information to these people. Suggestions were made during the General Session that we set up an Advisory committee of Former Directors and/or invite all Former Directors to attend all NDSA Board Meetings. The Executive Committee has these suggestions under consideration.

The need for an NDSA budget, funded by the Alumni Association, was reviewed and discussed subsequently at General Session. Chairman Griffin, with assistance from Peter Lombardo, will pursue approval of a 2006-7 fiscal year NDSA budget which includes

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reimbursement of Directors for Fall and Spring Meeting expenses and \$10,000.00 to fund new initiatives, brochure preparation and like expenses.

It now appears that the number of Board Member terms ending July 1, 2008 will be at a manageable level which will not disrupt Board Continuity. Length of Board terms was discussed extensively at General Session. After considering the points raised, the Executive Committee decided to continue to work toward the goal of having turnover of about 6 Directors per year and eventually to 3-year terms for Directors.

Chairman Griffin, with assistance from those Directors coming back to their reunions, will lead an NDSA Seminar at June Reunion. Details on the Seminar and a plan to promote attendance will be discussed at the Spring Meeting.

The Committee met with the Communications and Public Relations Committee to review the revision of the NDSA Brochure "Guide to NDSA". Subject to some agreed upon minor modifications, the revised brochure was approved.

NDSA will provide a club workshop at Senate. Items covered will be an NDSA overview and information on the Student Career Mentoring, PACE, Corporate Volunteer and Hospital Ministry Programs. Presenters will include Dick Griffin, Paul Scagliarini, Pete Campbell and, hopefully, Father Hesburgh.

NDSA will also be on the Senate program agenda for Class Officers/Secretaries to discuss Class NDSA involvement and the PACE and Corporate Volunteer Programs for Classes. Presenters will include George Koch and Paul Scagliarini.

The Executive Committee will work with those involved on the details for Senate. Peter Lombardo will work on getting us on the Senate Agendas and arrangements with Father Hesburgh.

New Region 6 Director Phil Roehrig was appointed as a member of the Clubs Committee.

The Committee discussed the need and importance for Directors to follow established NDSA policies and procedures in dealing with the Alumni Office, NDAA Board, Clubs, etc. This subject was reviewed with the Board at General Session.

The Committee has requested Peter Lombardo to obtain accommodations at the Morris Inn for NDSA Directors for the Spring Meeting.

To make it easier for clubs to comprehend NDSA, the Committee recommended that the title NDSA Representative be changed to Senior Alumni Coordinator. This was approved by the Board at General Session. Based on the General Session discussion consensus that the Senior Alumni Coordinator is the key to NDSA success at the club

level, we need to find additional methods to put capable Coordinators in place. Historically, we have relied primarily on appointments by Club Presidents, but in many cases this has not been done or was done in “name” only with no resulting NDSA activity. The open discussion brought out some alternative approaches such as NDSA Directors approaching classmates directly to become Coordinators, using Class Secretaries to solicit Coordinators, etc. The Executive Committee assigned the Clubs Committee to study this issue further and make recommendations. All NDSA documents need to be changed to replace NDSA Representative with Senior Alumni Coordinator.

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 Student Career Mentoring, PACE, Corporate Volunteer program 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. Work with Executive Committee and appropriate others to develop Senate presentations.
3. Work with Pete Campbell to finalize a succinct Hospital Ministry Program. Include the VA Hospital component discussed at the Winter Meeting if possible.
4. Work with George Koch to study the viability of an "Archdiocese" program for widespread club implementation.

Communications and Public Relations

1. Complete the revision of the "Guide to NDSA" brochure ASAP.
2. Complete the revision of the material on the NDSA website ASAP.
3. Keep hammering the Regional Directors to submit Club success stories, lists of alumni involved in NDSA, possible articles of interest for NDA Today, etc.
4. Begin work on a simple introductory brochure for NDSA.

Classes

1. Work with Executive Committee and appropriate others to develop Senate presentation.
2. Continue work on system to communicate NDSA information to classes.

Clubs

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

Internal Activities

1. Fill vacant Region 9 position ASAP.
2. Fill region 3 position becoming vacant July 1, 2006 ASAP.
3. Continue to hammer Regional Directors to submit Club Senior Alumni Participation Award nominations and Putz Award nominations.
4. Select Club Award recipients for Senate.
5. Poll remaining Directors whose initial terms expire July 1, 2006 to determine who wishes to renew until July 1, 2008 ASAP.
6. Get the Senior Alumni Participation Award information listed appropriately on the university website.
7. Get Appreciation Certificates prepared for Mercadante, Pruett, Hargrove and Loosbrock.

God, Country, Notre Dame

1. Work with the Alumni Network Programming Committee on program for VA hospitals.

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2. Continue work on the Memorial project.
3. Develop some ideas for additional God, Country, Notre Dame initiatives.

Respectfully submitted,
Richard P. Griffin, Chairman