

EXECUTIVE COMMITTEE MEETING  
MINUTES  
NOTRE DAME, INDIANA  
OCTOBER 23-25, 2005

Present:

Dick Griffin, Chairman  
Jim Barry, Vice Chairman  
Tom Loosbrock, Immediate Past Chairman  
Jim Keegan, NDAA Senior Alumni Director  
Peter Lombardo, Alumni Office NDSA Liaison

The Committee met with new Directors Bill Kreps (Region 13) and Paul Reinert (Region 5) for orientation. Activities, procedures, terms, committee duties and regional duties were discussed. The terms for Bill and Paul will be until July 1, 2007 renewable until July 1, 2009.

The Fall Board Meeting Agenda was reviewed and minor adjustments were made to give added General Session time.

Chairman Dick Griffin will send a letter and Appreciation Certificates to recently resigned Directors Nick Mercadante and Bob Pruett. It was decided that the terms for the new Directors to replace Nick and Bob will be July 1, 2007 renewable until July 1, 2009. It is important that the vacant slots be filled as soon as possible to maintain momentum in the affected regions. The Internal Activities Committee has already begun the process to select replacements.

The Committee continued to work on the Board turnover/continuity issue created by the fact that a large number of Director terms expire on July 1, 2008. To help resolve this issue, Jim Slattery (Region 10) and Mike Neumeister (Region 18) volunteered and agreed to move their term expirations to July 1, 2007 rather than July 1, 2008. The Committee will continue to work toward the goal of having turnover of about 6 Directors per year and eventually to 3-year terms for Directors.

Dan Merritt was appointed chairman of the Clubs Committee to fill the vacancy created by the resignation of Nick Mercadante.

The Committee discussed the effective resignation of Director John Michie (Region 16) pursuant to Section 4.02E of the By-Laws, which states that if a Director is absent from (2) two regular Board meetings in one year such absences shall be deemed to constitute the resignation of that Director from the Board. Chairman Dick Griffin will contact John to confirm his resignation and will send him an Appreciation Certificate. There will be no replacement. Marty Gleason will be the sole Regional Director for Region 16.

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The Committee discussed the concerns raised by many alumni concerning Catholicity at Notre Dame. It was agreed that we should give our full support to Father Jenkins and his administration, who have stated that they are addressing this issue and that maintenance of Notre Dame as a Catholic University is a goal of highest priority. The appointment of a Catholic Notre Dame alumnus as Provost is one specific action in support of the Catholicity goal.

The high priority "Give Back" initiative was discussed. The Alumni Association has been asked to exercise patience while the new administration takes hold and defines some specific "Give Back" projects. In the meantime, NDSA will proceed with the development and implementation of a Student Career Mentoring Program. Dick Griffin and Peter Lombardo have been working on this program and have had discussions with the Career Center. It has been decided that this program will be implemented through the Alumni Club structure. A detailed club manual which describes the program in detail and includes specific implementation steps is being prepared and will be completed prior to the Winter Meeting. Several specific clubs will be selected to initiate implementation.

A budget for NDSA was discussed. Dick Griffin and Peter Lombardo will work to develop an NDSA budget request for the fiscal year beginning July 1, 2006. The request will be submitted prior to the due date established by the Alumni Association office.

Jim Keegan reviewed the Fall NDAA Board Meeting and subsequently discussed it at a General Session. Details are covered in the NDSA Board Meeting minutes.

Based on the success achieved at the 2005 Reunion, an NDSA Seminar will again be held at the 2006 Reunion. The key to having a good attendance is promotion by Class Secretaries shortly prior to Reunion.

It was decided that NDSA will hold two workshops at the 2006 Spring Meeting.

1. NDSA overview, how to implement NDSA, success stories, "Give Back" student career mentoring program.
2. NDSA Sponsored Programs
  - a. PACE for Clubs
  - b. Perhaps Hospital Ministry
  - c. Perhaps VA/Military Hospital Visitations
  - d. Perhaps Industry Donation Program

We should also try to get on the Class Officers/Secretaries agenda to discuss our need for participation from Class Secretaries/Class NDSA Reps and the PACE program for Classes. Details on these items will be worked on by the Executive Committee and other appropriate NDSA Committees.

By-Law revision and Winter Meeting details were reviewed and subsequently discussed at a General Session. Details are covered in the NDSA Board Meeting minutes.

Based on the General Session discussion of the Putz Biography, it was decided that Chairman Dick Griffin would send a letter to author Bob Ghelardi stating that the NDSA Board of Directors decided that NDSA would have no involvement or association with the book he is writing.

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.

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 Workshop on NDSA sponsored programs.
3. Get on Spring Senate agenda for Class Officers /Secretaries to promote PACE for Classes.

Communications and Public Relations

1. Complete the revision of the 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.

Classes

1. Get on Spring Senate agenda for Class Officers/Secretaries to promote NDSA involvement.
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.
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 6 and Region 9 positions ASAP.
2. Continue to hammer Regional Directors to submit Club Senior Alumni Participation Award nominations.
3. Prior to the Winter Meeting, poll those Directors whose initial terms expire July 1, 2006 to determine who wishes to renew until July 1, 2008.

God, Country, Notre Dame

1. Work with the Alumni Network Programming Committee on program for regular VA and Military hospital visitation.
2. Continue work on the Memorial project.
3. Develop some ideas for additional God, Country, Notre Dame initiatives.

Respectfully submitted,  
Richard P. Griffin, Chairman