

**Notre Dame Senior Alumni  
Internal Activities Committee Report  
September, 2008**

Since the NDSA Board Meeting in April, 2008, we have accomplished the following:

- A. A format was development within the QuickBooks software program to record and report our NDSA financial operations.
  - 1. Components include a Chart of Accounts, an Income Statement, and a Balance Sheet. Data were entered for FY 2007-08 operations to test the effectiveness of the system and to quantify our financial position as of June 30, 2008.
  - 2. Working with the Executive Committee, we projected a monthly budget for projected revenues and expenses in FY 2008-09. This Budget has helped us to identify serious needs for revenues beyond our \$25,000 allocation from NDAA.
  - 3. The Internal Activities Committee will work with our liaison in the NDAA Office to capture, record, and analyze receipts and expenditures as they occur and will alert our Executive Committee on serious deviations from the approved budget.
  
- B. In an attempt to generate funds needed for our projected budget shortfall, approval was gained to operate a "Rug Raffle" in the NDSA Visitors' Tent outside the Eck Center on all home football game weekends.
  - 1. One raffle will be held this year with tickets priced at \$5 (3 for \$10, 7 for \$20). In a forecast perhaps less probable than those being made for the football team, \$4,000 have been projected as net receipts for our budget. Without these funds and \$2,500 more from other sources, we could fall short of being able to meet our expected expenses, including reimbursement of Directors' travel expenses.
  - 2. **John Studebaker '62**, former member of the NDSA Board, has created an ND sculpted logo rug for the raffle and has coordinated most of the details of operating both the tent and the raffle with the NDAA office.
  - 3. **Mike Pinter**, former member of the NDSA Board, and **Peter Lombardo '79 (PhD)** expect to be on hand at the tent hawking tickets during most of our home game schedule. Participation from other Directors who are on campus for any home game weekend will be most welcome.

- C. In late July, the nomination of **James E. Crowe, Jr. '70** as Director for Region 5 (replacing **Debby White '73**) was processed by our Committee, the NDSA Executive Committee, and the NDAA Office. The nomination was endorsed and approved at all levels, enabling Jim to assume the position immediately. Jim will complete the current term (ending June, 2009) and then begin a full three year term. Previous commitments will keep Jim from attending our September, 2008 Board meeting.
- D. Due to his failing health, the nomination of **Arthur C. Frericks '50** of Ft. Wayne, IN was processed earlier than normal for the 2009 Putz Award. The award was announced and presented privately on June 17, 2008 with the intent that a public award would be made at our Spring, 2009 meeting if his health permits.
- E. Our Committee has accepted the following assignments:
- Develop an Orientation Manual for incoming Directors
  - Redraft the NDSA Bylaws into two components, Bylaws and a Procedures Manual
  - Review the internal NDSA reports and communications procedures and make recommendations on the necessary elements and those which could be eliminated
  - Reinstigate the system for recording and analyzing Directors' annual expenses, including procedures for regular updates during the year