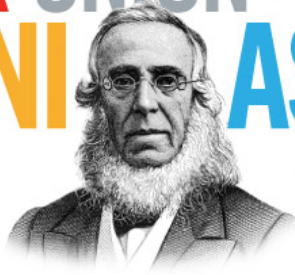


THE COOPER UNION ALUMNI ASSOCIATION



Meeting: Executive Committee Meeting
October 17, 2016

Prepared by: Karina J. Tipton

Call to Order: 6:15

Quorum: Yes, mid-meeting

Minutes

Agenda item: Approve Executive Committee Meeting Minutes **Presenter:** Karina

- Executive Committee meeting minutes from 9/13/16 were provided electronically to the Executive Committee for vote and approval. The motion was seconded and approved.

Action items	Person responsible	Deadline
✓ None		

Agenda item: Approve Committee Chairs **Presenter:** Nils

Discussion:

- Nils presented two new committee chairs for committee approval. Wes Rozen AR'05 for Hejduk Committee, and Shankar Venkataraman BSE'03 for Elections. The motion was seconded and approved.

Action items	Person responsible	Deadline
✓ None		

Agenda item: Treasurer's Report **Presenter:** Karina

Discussion:

- Karina presented the budget status and plan for filing taxes. No funds were received or dispersed this month. Karina is planning to file an extension on the taxes, in accordance with prior years procedures.

Action items	Person responsible	Deadline
✓ File extension	Karina	11/15/16

Action items	Person responsible	Deadline
✓ File Taxes	Karina	1/1/17

Agenda item: Block Party Follow up **Presenter: Kelly**

Discussion:

- Kelly is attempting to schedule the block party debrief meeting but has not received response from the committee chairs. Karina and Nils each indicated they would provide an email to the team, Karina will provide a budget evaluation, and Nils a request to follow up and schedule the meeting. Nils also recommended recommendations from the executive committee for the Peter Cooper Block Party chair for 2017.

Action items	Person responsible	Deadline
✓ Follow up with Block Party Team for debrief schedule	Kelly, Nils, Karina	10/31/16
✓ Distribute budget summary for Block Party 2016	Karina	10/31/16
✓ Provide recommendations for the 2017 Block Party	Executive Committee	11/7/16

Agenda item: Committee Chair Engagement **Presenter: Group**

Discussion:

- Group discussed how to engage Committee Chairs and Council. Karina requested authorization to email all committee chairs and ask them to develop a schedule of meetings for distribution to the council. The executive committee in attendance agrees, and she will make this request to the chairs this week. Nils also noted that he would like a list from Committee chairs for who is serving on committees for posting to the website.
- Margaret inquired on the poll submitted to executive committee for acceptance of the list of representatives to the architecture school. The executive committee has reviewed and voted electronically and Margaret is approved to submit this list of representatives to the architecture school for review.

Action items	Person responsible	Deadline
✓ Email committee chairs and request meeting schedule	Karina	10/31/16
✓ Submit architecture school representatives to the school for their review and acceptance	Margaret	10/20/16

Action items	Person responsible	Deadline
Agenda item: 501c(3) Update	Presenter: Nils, Karina, Jim	

Discussion:

- Nils and Karina will sign and submit the certificate of amendment this month. Jim clarified that this will be submitted for review and acceptance, which could happen in a 6-12 week period.

Action items	Person responsible	Deadline
✓ Sign and submit certificate of amendment	Nils and Karina	10/31/16

Agenda item: Alumni Trustee Update	Presenter: Peter Katz
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Discussion:

Peter Katz reported that the selection of the president was unanimous and made some remarks on discussions he's had with her. Margaret inquired if the president will be meeting with CUAA and Peter indicated he felt this would likely happen.

School has been requested to evaluate budget, and they are proceeding with this.

CUAA and governance question: The seating of Steven Gerard is still not scheduled. This has an implication on when the next CUAA trustee can be elected. If the board shrinks in size in December, then the requirement for 1/3 may preclude Steven being seated. This is a function of the consent decree. The by-laws require that an alumni trustee needs to be elected every year, however, if the board size is reduced then the number of alumni represented on the board will be decreased. Karina requested that we review how the initial consent decree agreements were presented to the alumni community and determine from that basis how to move forward. There will also need to be a determination on if the by-laws need to be revised. The two issues identified during this discussion are: 1. how to communicate this to the alumni body and 2. how to communicate this to the trustees when we request them to be elected. Nils confirmed that the board does not want to reduce in size. During the call the executive committee confirmed that the alumni trustee election process will need to be clarified in our documents: the constitution does not specify. Karina is going to start a separate discussion topic on mobilize, and Sean will reach out to Robert for confirmation on the process on how many people to

Action items	Person responsible	Deadline
✓ Evaluate communications to Alumni on Alumni Group Trustee election and seating.		10/31/16

Agenda item: Committee Updates	Presenter: Chairs
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Discussion:

- Events: Kelly indicated that there were 22 RSVPs for the Grand Central Tour and she is waiting for an update and photos from Laura Spiner. This tour was hosted by CB Wayne.
Future events are: the November Harvest Feast, the December Holiday Party (2nd week in December). Kelly indicated that it's usually held on a Tuesday 2 weeks prior to Thanksgiving,

which would likely be November 15. This is student run and Kelly is waiting for them to finalize the date.

- Membership: Jim noted earlier in the call that the Membership Committee is working through the contact@cooperalumni email address and also making progress on the database.
- Communications: Nils suggested that with the change within the CUAA, it would be beneficial to have a special communication out providing an update on the 501c3 process, including update to constitution and bylaws, certificate of amendment. Jim will take first pass at this.

During a discussion of the domain names Sean noted that the school is going to provide us cualumni.com, and we need to coordinate the transfer of this. Also note that the transfer of the website from Sean's personal server has not yet been done either.

Ciera emailed and requested that Executive Committee set a date for use by the award committees to complete the nomination and awardee selection process. This means that the date for the awards ceremony needs to be finalized ASAP to determine. This also means determination of Peter Cooper Block Party dates must be finalized. Kelly indicated that Alexis will chair the awards ceremony, and another chair / committee needs to be finalized. The incorporation of this event into reunion weekend was discussed and it went really well, though it would need to be better coordinated with the school. Also, the inclusion of the block party into orientation weekend. Kelly noted that she will need to know about the block party in order to obtain permits - they require a year in advance application. Peter also suggested that we think strategically about the events, and what the intent and benefit is for each one of these events. There are reasons to do these events for different constituencies, but Karina noted that historically the two events were combined, and to move forward assuming two different events is a large change in scope that should be introduced deliberately. This will need to be discussed on the next executive committee meeting.

Next meeting is scheduled for November 7, 2016

Meeting Adjourned: 8:48

Other Information

Attendees (Quorum is 5):

Nils Folke Anderson A'94; President	X	Karina Tipton, CE'99; Secretary/Treasurer	X
Margaret Matz, AR83; VP Faculty/Student Liaison		Kelly Occhiuzzo Zack A'90; VP Alumni Events	X
Sean Cusack BSE'98; Nominating Committee	X	Kevin Slavin A'95; Alumni Trustee (Term ends Sept 2017)	
Robert Tan AR'81; Alumni Trustee (Term ends Sept 2018)		Peter Katz A'76; Alumni Trustee (Term ends Sept 2019)	X
Adrian Jovanovic BSE'98; Alumni Trustee (special election, term begins Dec 2015)		Scott Lerman A'81; Alumni Trustee (special election, term begins June 2016)	
Stephen Gerard ME'67; Alumni Trustee (Term begins Dec 2016)		Peter Cafiero CE '83; Past President	
John Leeper AR '85; Past President		Carol Wolf A'84; Ex-officio Executive Committee/Annual Fund Committee Chair	
Ciera Lowe ChE'14; Ex-officio non-voting Executive Committee/Communications Committee Chair			

Additional Invitees:

Jim Liubicich

Special notes: