



Stevens Alumni Association
Minutes of the Executive Committee Meeting
Wesley J. Howe Center
September 8, 2014

In Attendance:

Officers:

Thomas J. Moschello '63, Victoria Velasco '04

Alumni in attendance:

John R. Andrus '53, Peter H. Astor '64, Natalia Bilchuk '10, Enrique L. Blanco '72, George Blazeski '10, David B. Cadamuro '76, Keith B. Cassidy '09, Cindy Chin Levine '05, Leo F. Collins '59, Kenneth A. Collins '88, John J. Dalton '60, Kenneth J. DeGraw '57, Yashaswi Devaru '09, Mary A. Doddy '80, William J. Feuss '03, Andre J. Fontanella '07, Derreck J. Fuschino '07, Scott M. Ginsberg '14, Joelle M. Hinds Ware '93, Amethyst V. Holder '13, Fred A. Horowitz '64, Raymond L. Kent '62, Ethan Kirschner '14, Carl D. Kirshen '75, Anita Lang H'63, Richard S. Magee '63, Devendra S. Manhas '88, William C. Martin '89, John B. E. McDonnell '72, Imran Z. Merali '07, Donald N. Merino '60, Wayne R. Monsees '71, Emil C. Neu '55, Charles J. Perruzzi '63, Tullio L. Pitaro '65, Diana L. Rooney '07, A. Joseph Schneider '46, Frank J. Semcer, Sr. '65, Matthew Sinke '08, Richard R. Steiner '97, John Stevens '72, Donald Succardi '70, Daniel B. Thompson '81, Marty P. Valerio '68, Joseph T. Weber, Jr. '64

Staff:

Loretta Brissette, Melissa Fuest, Michael Smullen, Neddie Ramadan

Guests:

Nick Frato, Brandon Levan, Jake Meyerson, Ryan Puza, Ryan Tarantino

Call to Order

The meeting was called to order at 7:10 p.m. by Tom Moschello. A quorum was confirmed.

Approval of Minutes

- Minutes of the June 9, 2014 Executive Committee meeting were approved.

Motion: Approval of June 9, 2014, minutes. Motion made by Joseph Weber '64, seconded by Richard Magee '63; motion carried.

Special Report from President Farvardin

President's Report

- Tom Moschello introduced Brodie Remington, the new Vice President of Development.
- Tom read the SAA mission statement, discussed guidelines for the meeting, reminded attendees of the procedure for motions and voting.
- Provided an update on the revision to the SAA / Stevens framework agreement, originally crafted in 1987. A draft has been created by an alumni committee, and reviewed by Tom and Brodie Remington. The next review will take place with President Farvardin, and will return as an update to the SAA Council at the November meeting.
- Meetings attended:
 - Hoboken Alumni Barbecue 7/22/2014
 - Stevens Facilities Committee meeting 8/7/2014
 - Officers Meetings 8/11/2014, 8/25/2014
 - SAA Trustees Meeting 8/12/2014
 - Officers Dinner with Brodie Remington 8/24/2014
 - Convocation 9/1/2014
 - Stevens Awards Committee meetings 9/4/2014

Annual Giving

- Melissa Fuest presented an update on annual participation at Stevens. Stevens alumni reached 16% undergraduate alumni participation. This represented a 9.5% increase in undergraduate donors, about 10% more undergraduate alumni than the previous year, which included a 12% increase in young alumni participation. In FY 2013, 2,149 donated, and in FY 2014, 2,352 donated. She presented slides on undergraduate participation and Greek participation, indicating that Theta Xi had the largest participation. She indicated that the undergraduate participation goal for 2015 is 18%
- To reach that goal, the following items are being initiated:
 - *Launch of "Are You In?" Campaign – Informed. Involved. Invested.*
 - *Greek Challenge is Back! - October*
 - *Reunion Class Challenge - January*
 - *Strengthening the Ad Astra Task Force*
- She encouraged alumni to sign up for the Ad Astra fundraising task force.

Treasurer's Report

- Wayne Monsees presented the Treasurer's Report. He indicated that the FY13 budget was still under review, and that the budget was exceeded due to unbudgeted expenses.
- For FY15, Wayne indicated that a budget has been prepared in a new format, and the Stevens Kuali financial system will be used more effectively. The schedule of budget updates will be at the September, November, February and May meetings of the SAA.
- Wayne indicated that several expenses had not yet been removed from the budget, including postage, which will be moved to Communications and Marketing, and salary changes from staff changes.
- The new format is as follows:

	FY15			Total Expected	FY2014 vs. FY14
	Current Unrestricted	Expected Revenue	Current Restricted		
REVENUE & SUPPORT					
University support	404,066	-	333,823	737,889	1,041,142.09
Affinity program income	-	-	-	-	-
Activity and event fees	-	60,000	-	-	57,076
Advertising	-	-	-	-	10,184.41
Other income	-	-	-	-	-
Total revenue	404,066	464,066	333,823	797,889	1,108,402.50

EXPENSES	Budgeted	Actuals	vs. FY14 (ytd)
Personnel	333,823	62,841.92	-
Meetings & functions	16,000	1,156	-
Signature events	170,000	-	-
Other events (regional, affinity, misc.)	64,000	-	-
Publications & mailings	50,000	1,587.41	-
Other expenses	62,566	-	-
Contract services	41,500	12,894.75	-
Total expenses	737,889	78,480.08	

- Future reports will include:
 - Reports on the SAA Reserve Fund, a comparison of FY14 to FY15, and a breakdown of "other expenses", including:
 - Office supplies, facilities, budget "cushion" and miscellaneous expenses
- A suggestion was made to remove FY14 reporting from the report for future meetings, as it would not be relevant.

Committee Reports

- **Committee Appointments**

- Tom Moschello reported on the new committee chair appointments:
 - Activities Committee, Chair: **Victoria Velasco**
 - Benefits Committee, Chair: **Ken DeGraw** (new committee)
 - Long Range Policy & Planning Committee, Chair: **Mary Doddy**
 - Alumni Weekend Committee, Chair: **TBD**
 - Awards and Recognition Committee, Chair: **Wayne Monsees**
 - Budget and Finance Committee, Chair: **Wayne Monsees**
 - Classes Committee, Co-Chairs: **George Johnston** and **Richard Magee**
 - Scholarship Committee, Co-Chair: **Marty Valerio**
 - Clubs Committee, Co-Chairs: **John McDonnell** and **Keith Cassidy**
 - Membership and Nominating Committee, Chair: **Marty Valerio**
 - Communications Committee, Chair: **Tom Moschello**
 - Student / Alumni Engagement Committee, Chair: **Victoria Velasco**
- Tom also indicated the other appointments that he has made:
 - **Chair, Stevens Awards Committee** – Joseph Garvey
 - **Member, Stevens Honor Advisory Board** – Wayne Monsees
 - **SAA Trustee Re-appointment** – Joseph Weber
 - **Alumni Representative to the Stevens Board of Trustees** – Annmarie Rizzo
- Richard Magee indicated that Scholarships should be removed from the Classes committee, as the function was different from class engagement. Tom agreed to remove Scholarships from the committee title. Tom asked for concurrence on the appointments.

- **Committee Reports**

- **Scholarship**

Marty Valerio indicated that the Scholarship Committee met its goals for scholarship donations. Awards are limited to students whose parents or grandparents attended Stevens. 21 alumni donated to the scholarship, and he asked for everyone present to ensure that they were contributing to the fund.
- **Classes**

Richard Magee updated the committee on class engagement efforts. He indicated that the committee is focused on years ending in 6 or 1, which are reunion classes for 2016. If leadership has become weak, the committee will be focused on identifying alternates and directly working with those classes to change leadership. Dick asked decade representatives present to volunteer. Mary Doddy asked how engagement was being defined. Dick indicated that there are a number of metrics being used, including event attendance, information updates, and donations. He clarified that donations are not the only or even primary determination of engagement.

Executive Director's Report

- Michael Smullen provided an update on outstanding action items, including:
 - **Stevens Awards Committee:** Joe Garvey indicated that more than 400 nominations had come in for the Stevens Awards, which will be presented on March 28, 2015 at The Plaza in Manhattan. Michael Smullen congratulated the committee members present for their work, including Joseph Weber, Wayne Monsees and Dick Magee.
 - **Office Space:** Michael indicated a requirement of being transparent in all ways. The 9th Floor recently had cubicles added in the main space, and mentioned that there will be space developed in the future which will be a source of pride for the Association.
 - **Budget Reporting:** Michael is working with Wayne Monsees for a statement of activities financial report to be provided to the Association at Executive Committee and Council meetings. He indicated that sub-objects codes have been added to make reporting easier.
 - **Plans of Work:** The plan of work for 2014-2015 has been created, along with a 3-year plan for goals. These plans have been provided to Mary Doddy and Vicky Velasco in their roles on the Long Range and Activities Committees.
 - **ID Cards:** Michael indicated that he has obtained samples of alumni ID cards, an ongoing project. The ID cards will be provided as a benefit to alumni, and which will list other benefits that alumni can use. He will provide an update at the November meeting.

George Blazeski indicated that he has received requests for Stevens alumni emails, and Michael indicated that permanent emails for Stevens alumni can now be requested on the website.

Natalia Bilchuk asked if Stevens emails which were used as students could be made available after graduation to use career development resources on campus. Michael indicated that Stevens career services are not generally available to alumni on a broad basis, but an Activities Committee has been formed for this purpose.

Michael also asked all present to sign up for committees and participate in the process.

Executive Director's Report

- Michael Smullen indicated that a new staff member will be added for affinity and professional clubs; an events calendar has been created out to December, work has begun on planning the spring calendar; all staff members will have clear goals and objectives set; and firm number goals for the Alumni Office and Association have been set, as follows:
 - 1,200 unique alumni (only counted once) to attend events for July 2013 to June 2014
 - 600 unique alumni attending Alumni Weekend 2014

Old Business

- **Outstanding Teacher Award**
New Business

- Marissa Moses Brock '99, new STEP Club president, said that her goal was to engage more alumni to speak to prospective students. She asked for anyone interested to contact her.

Motion: Motion to adjourn made by Joseph Weber '64, seconded by Peter Bakarich '04; motion carried.

The meeting was adjourned at 8:25 pm. The next meeting of the Executive Committee, also a Council meeting, will be held on Monday, Nov. 11, 2013.

Respectfully submitted,

Michael Smullen
Executive Secretary

11/8/2013