In attendance:

**Members of Assembly:**

**QUAA Board of Directors:**
- David Babin, Executive Vice-President, Volunteer Recruitment and Recognition (incoming)
- Sue Bates, President, QUAA and Chair, QUAA Board of Directors
- Johanne Blansche, Director-at-Large, Reunion Coordinator
- Arlette Boghoskhan, Director-at-Large, Graduate Alumni
- Tuba Chishti, Director-at-Large, Young Alumni
- Rico Garcia, Executive Vice-President, Operations
- Lisa Hood, Director, Alumni Giving
- Stacy Kelly, Director, Global Branch Network
- Colin McLeod, Director, Alumni Volunteer Summit
- Ryan Rodrigues, Associate Vice-Principal, Alumni Relations & Annual Giving
- Adam Shetler, Director, Global Branch Network (incoming)
- Irene Wood, Director-at-Large, Reunion Coordinator (incoming)

**Branch Representatives:**
- Stephanie Beakbane, Toronto Branch
- Edmond Chan, Hong Kong Branch
- Grant Gazdik, President, Barbados Branch
- Naaznin Adatia Hirst, President, London, UK
- Janet Hueglin Hartwick, President, Hamilton-Halton Branch
- Jenny Huynh, Delegate, New York City Branch
- Jacklyn Lewis, Delegate, Calgary Branch
- Erika Magder, Delegate, Montreal Branch
- Allan McGavin, President, Vancouver Branch
- Tim Packulak, President, Kingston Branch
- John Rodway, President, Florida Central Branch
- Danielle Thibodeau, Delegate, London, UK
- Francis Tse, Delegate, Hong Kong Branch
- Theresa Wetzel, President, Toronto Branch

**Members-at-Large**
- Heather Black, University Council
- Keltie Gale, University Council
- Max Garcia, QSAA President
- Adam Grotsky, SGPS President
- Jennifer Li, AMS President

*Indicates voting members of Assembly*

**Guests:**
- Claire Duffy, Incoming QSAA President
- Janice Durocher, Toronto Branch
- Brook Girdwood, QSAA
- Alison Holt, University Council
- George Jackson, Past-President, QUAA
- Miguel Martinez, President-Elect, AMS
- Alyssa McLeod, QSAA
- Matthew Plut, QSAA
- Chelsea Randall
- Nausheen Sadiq
- Nathan Utioh
- Lee Wetherall, Past-President, Kingston Branch
- Krystyna Williamson, University Council
- John Wood
- Elaine Wu
- Cameron Yung, Rector

**University Staff:**
- Jessica Boland, Projects Assistant, Alumni Relations & Annual Giving
- Kim Day, Alumni Officer, Alumni & Student Engagement
- Elizabeth Gorman, Associate Director, Alumni & Student Engagement
- Judy Griffiths, Manager, Advancement Events
- Sarah Indewey, Associate Director, Alumni & Volunteer Relations
- Madelaine Johnson, Assistant, Volunteer Relations & Reunions
- Jess Koehn, Assistant, Volunteer Relations & Reunions
- Carey Morrison, Alumni Officer, Reunions
- Gabriela Rappell, Alumni Officer, Alumni & Student Engagement
- Nikki Remillard, Alumni Officer, QUAA (recorder)
- Dan Robertson, Associate Director, Operations & Business Relations
- Anna Ruck, Digital Communications Officer
- Benjamin Seewald, Alumni Officer, Volunteer Relations & Reunions
- Kathryn Vilela, Alumni Officer, Reunions
- Maryanne Wainman, Alumni Officer, Volunteer Relations
- David Young, Senior Development Officer, Faculty of Health Sciences
1. **Opening session**

   a. **Welcome from QUAA President, Sue Bates**

      Sue welcomed everyone and thanked them for attending the 2018 Annual General Meeting of Alumni Assembly.

      Alumni Assembly is the voting body of the Alumni Association and is made up of members by virtue of the position they hold. Members of Alumni Assembly include:

      - President or delegate of each Alumni Branch
      - President of the Alma Mater Society (AMS), and one (1) additional individual
      - President of the Society of Graduate and Professional Students (SGPS) and one (1) additional individual
      - President of the Queen’s Student Alumni Association (QSAA), and one (1) additional individual
      - Representatives from University Council (up to six (6) representatives)
      - Representative appointed by Senate (one (1) representative)
      - All members of the Queen’s University Alumni Association Board of Directors and its Executive Committee
      - Principal of Queen’s University, or a delegate

      Non-voting members are invited to stay and welcomed to ask questions. Voting members were reminded that materials were circulated in advance of the meeting and are also available online. For formal motions, voting members are asked to state their name for the official record.

   b. **Approval of the 2018 AGM Agenda**

      Sue asked for a motion that the agenda for the 2018 Annual General Meeting by approved as submitted.

      **Moved by Heather Black, seconded by Lisa Hood, that the agenda by accepted into the official record.**

      **Carried**

   c. **Approval of the 2017 Minutes from the AGM of Alumni Assembly**

      **Appendix A: Minutes from 2017 AGM**

      Sue asked for a motion that the minutes from the 2017 Annual General meeting be approved as submitted.

      **Moved by Stacy Kelly, seconded by Tuba Chishti, that the minutes from the 2017 AGM be accepted into the official record.**

      **Carried**

      (Abstention: Ryan Rodrigues)
2. QUAA Financial Reports

Appendix B: QUAA Financial Reports


Sue provided a review of the four funds that the QUAA Board of Directors oversees. The QUAA Financial Reports were circulated in advance of the Annual General Meeting.

a. The Iris Marsh Alumni Expansion Fund: provides funding for QUAA Grants
   i. Provides approximately $4,000 in funding a year. Applications can be submitted by alumni, students and branch. The selection committee for the QUAA Grants is the QUAA Executive Committee for the QUAA Board.

b. The F. MacRae Speaker’s Fund: assists with the Alumni Speakers Programme
   i. Have not had any distribution from this fund. The Board is exploring better ways to utilize the F. MacRae Speaker’s Fund.

c. The Alumni Excellence in Teaching Award Fund: provides funding for the $5,000 monetary portion of the Teaching Award, along with other costs associated with the administration of the Award.
   i. The Selection Committee for the Alumni Award for Excellence in Teaching comprises: Chair, two faculty representatives, three student representatives and two alumni representatives
   ii. This year the Alumni Award for Excellence in Teaching will be presented to Dr. John Allingham from the Department of Biomedical and Molecular Sciences.

d. The QUAA Projects Fund is the only fund available for use at the discretion of the QUAA Board. The current Board has made the decision that no more than $500 will be spent from the fund per year. The final decision on the use of the funds are made by the Executive Director, Alumni Relations & Annual Giving and the QUAA President.
   i. The most recent expenditure from the QUAA Projects Fund was to purchase QUAA branded travel mugs. The mugs are unavailable for purchase otherwise and have been presented as a unique gift from the QUAA President when travelling to branch events.
   ii. In the past, the fund was also used to support AVS as well as the cookie distribution initiative by Principal Woolf
   iii. Branches are unable to access the fund but are encourage to apply for a QUAA Grant.

Sue asked for a motion that the QUAA Financial Reports, including the Final 2016-2-17 Financial Report and the Preliminary 2017-18 Financial Report be accepted into the official record.
Moved by Stacy Kelly, seconded by Naaznin Adatia Hirst, that the QUAA Financial Reports be accepted into the official record.

Carried

3. QUAA President’s Report

Appendix C: QUAA President’s Report

Sue reviewed the slides as part of the QUAA President’s Report to Alumni Assembly. The slides provide an overview of the past year for the QUAA President as well as the QUAA Board.

a. University Relations
   i. Board of Trustees – a QUAA representative presents once a year but is not an official member
   ii. Member of the External Relations & Development Committee
   iii. Alumni Representative on University Council
   iv. Orientation Review Working Group – official report has been released and is available online

b. Homecoming 2017
   i. Celebrating classes 2’s and 7’s; Johanne Blansche hosted the 4th annual Reunion Coordinators reception

c. Branch Engagement
   i. Attended many branch events including: Montreal, Ottawa, Los Angeles, New York City and Kingston

d. QUAA Awards
   i. Call for nominations opening soon. The deadline is June 6, 2018. Kathy Owen is the Director, QUAA Awards on the QUAA Board of Directors
   ii. Awards Selection Committee is Chaired by the Past President of the QUAA, up to three additional Past Presidents, current QUAA President, Executive Vice-President (Volunteer Recruitment and Recognition) and the Associate Vice Principal (Alumni Relations & Annual Giving)
   iii. Naaznin Adatia Hirst, London UK Branch (Initiative of the Year Award), Edmond Chan (Marsha Lampman Award) and Alyssa McLeod (QSAA Volunteer of Distinction Award) will be honoured tonight at the Gala Awards Dinner

e. Culture of Philanthropy
   i. Both the QUAA Board of Directors and QSAA have achieved 100% giving
   ii. Both the Ottawa Branch and the New York City Branch are working towards establishing new bursaries in their communities
f. Diversity and Inclusion  
   i. The QUAA Board participated in the KAIROS Blanket Exercise at their fall retreat and have committed to completing the other two modules

g. Queen’s Student Alumni Association (QSAA)  
   i. Sue thanked Max Garcia for his leadership and contribution over the last year  
   ii. Welcome to Claire Duffy, Incoming QSAA President. Claire recently served as the VP Giving with the QSAA

h. Board Priorities  
   i. Sue provided an outline of the priorities for each Board member over the last year  
   ii. Both the Board of Directors and the Executive Committee of the Board meet monthly by conference call, and in person for an all-day meeting in the spring and fall  
   iii. Recruitment for the Board is the responsibility of the Leadership Development Committee

i. QUAA Board Vision  
   “The QUAA Board will engage, develop and, celebrate outstanding Queen’s alumni volunteer leaders.”  
   i. The vision is about strengthening the relationship between the Board and volunteer leaders  
   ii. Board members have committed to promote (through social media), attend (events) and recognize volunteer leaders  
   iii. Board members discussed Assembly and role of its members at the Board Retreat the day before. The Board will be reaching out to members of Assembly going forward to gain feedback about how best to engage members

Sue expressed her thanks to all current and past Board members, to Stacy Kelly and Johanne Blansche for their service, to all of the volunteers in the room that she has had the opportunity to get to know over the last 10 years, thank you to Ryan Rodrigues and all of Alumni Relations and Annual Giving. Sue thanked Principal Woolf specifically for his tremendous support.

Sue asked for a motion that the QUAA President’s Report be accepted into the official record.

Moved by Arlette Boghoskhan, seconded by Keltie Gale, that the QUAA President’s Report be accepted into the official record. 

Carried
Sue noted that at this time she would have been introducing Jeremy Mosher as the 56th President of the QUAA, but unfortunately, Jeremy had to send his regrets. Sue commented that Jeremy will do an exceptional job in his new role as President. In his place, Sue invited Rico Garcia, Executive Vice-President (Operations) to the podium in his place. Rico thanked Sue and invited Ryan Rodrigues, Executive Vice-Principal (Alumni Relations and Annual Giving) to the podium and asked him to say a few words. Ryan thanked Sue on behalf of the department for her contributions to Queen’s and to the Alumni Association.

4. Installation and Introduction of the 2018-2019 QUAA Board of Directors
   
   Appendix D: 2018 - 2019 QUAA Board of Directors
   Appendix E: QUAA Board of Directors – Position overview and Organizational Chart

   a. Introduction of the 2018 - 2019 QUAA Board of Directors
      i. Jeremy Mosher (QUAA, President and Chair, Board of Directors) ~not in attendance
      ii. Colin McLeod, Artsci’10 (Director, Alumni Volunteer Summit)
      iii. David Babin, Artsci’07, MA’09 (Executive Vice-President, Volunteer Recruitment and Recognition)
      iv. Adam Shetler, Sc’08 (Director, Global Branch Network)
      v. Irene Wood, Artsci’79 (Director-at-Large, Reunion Coordinator)
      vi. Tuba Chishti, Artsci’15 (Director-at-Large, Young Alumni)
      vii. Arlette Boghoskhan, MIR’14 (Director-at-Large, Graduate Alumni)
      viii. Lisa Hood, Artsci’10 (Director, Alumni Giving)
      ix. Rico Garcia, Artsci’14 (Executive Vice-President, Operations)

   Rico brought forward three points from Jeremy on plans for the QUAA Board for 2018-2019:
   • The Board will be connect more with volunteer communities – connecting and supporting
   • The Board, your QUAA Board includes people that represent different years, communities, volunteer communities. Assembly members are encouraged to seek out Board members
   • Expect to hear from the QUAA Board going forward. More work will be done in connecting with and seeking input from members of Assembly. Going forward, engagement with Assembly will be more than once a year so that the Board and Assembly members can help support each other.

   Rico noted that there is currently an opening in the Alumni Marketing and Communications position with the QUAA Board

   It was noted that University Council has the same struggle as Assembly with the once a year connection and engagement. It would be beneficial to both groups to have a discussion.

5. Adjourn

   The meeting was adjourned at 11:30am