

# CENTENNIAL COLLEGE ALUMNI ASSOCIATION

## ANNUAL GENERAL MEETING

**MINUTES OF THE ANNUAL GENERAL MEETING OF** Centennial College Alumni Association held in the Main Events Hall, Progress Campus at 941 Progress Avenue, Toronto, Ontario on Saturday, June 23, 2018 at 10:00 a.m.

With the consent of all in attendance and no objections noted, LeeAnn Cupidio, Solicitor with Steven K. Stauffer Law Office, presided as the Chair of the meeting. All present were welcomed and the head table was introduced as follows:

Directors:	Donna Robertson	-	Chair
	Alvin Guthrie	-	President
	Marlon Inniss	-	Vice President
	Erin Spanton	-	Secretary
	Biljana Gelmanovski	-	Director at Large
	Allan Ross	-	Director at Large
	Carla Reid	-	Director at Large
	Andrea Harper	-	Director at Large
Staff:	Dana Gour	-	Manager, Alumni Engagement
	Vicki Miwa-Hansen	-	Senior Alumni Officer
	Connie Beatley	-	Office Administrator
By Invitation:	LeeAnn Cupidio	-	Solicitor, Steven K. Stauffer Law Office
	Miranda Williams	-	Recording Secretary, MinuteTakers Inc.
Regrets:	Phil Lim	-	Director of Special Events
	Masrine Peart	-	Director of Marketing & Communications

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### 1. **WELCOME and CEREMONIAL PRESENTATION**

LeeAnn Cupidio welcomed all in attendance and thanked everyone for taking the time to come to the meeting.

### 2. **ANNOUNCEMENT OF QUORUM and CALL TO ORDER**

It was confirmed that a quorum was achieved and the meeting was duly called to order at 10:41 a.m.

### 3. **DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest were declared.

4. **APPROVAL OF THE AGENDA**

The Chair advised the members of the agenda for the meeting and requested any errors or omissions from the agenda.

There being no errors or omissions noted, the Chair requested a Motion that the agenda be approved as presented. On a Motion by Bob Dallas and seconded by Alvin Guthrie it was:

**“Resolved that the agenda be approved as presented.”** Motion carried.

5. **MINUTES OF THE LAST ANNUAL GENERAL MEETING**

The Chair advised the members that the Minutes of the last Annual General Meeting held on June 24, 2017 were provided with the Notice of the Annual General Meeting.

There being no errors or omissions noted, the Chair requested a Motion that the reading of these Minutes be dispensed with and that same be approved. On a Motion by Allan Ross and seconded by Andrea Harper it was:

**“Resolved that the Minutes of the last Meeting of the Centennial College Alumni Association held on June 24, 2017 be dispensed with and that they be adopted and verified as presented.”** Motion carried.

6. **CODE OF CONDUCT**

The Chair reminded all those present that the meeting cannot be audio or video recorded and all in attendance must be courteous to one another. Everyone will have the opportunity to speak under “New Business.”

7. **PRESIDENT’S REPORT**

Alvin Guthrie, President, delivered an update on the previous year’s activities and a copy of the President’s report has been attached to minutes as “Appendix A.”

8. **INTRODUCTION OF THE BOARD**

- (a) *Vice President* – Marlon Inniss is the Vice-President of the Board of Directors and is currently entering into the second year of his term on the Board.
- (b) *Chair* – Donna Robertson is the Chair of the Board of Directors and is currently entering into the second year of her term on the Board.
- (c) *Directors at Large* – Biljana Gelmanovski is a Director at Large and is currently entering into the second year of her term on the Board. Carla Reid is a Director at Large and has completed a two year term.

(c...) Andrea Harper is a Director at Large and is currently entering into the second year of her term on the Board. Allan Ross is a Director at Large and is currently entering into the second year of his term on the Board.

(d) *Secretary* – Erin Spanton is the Secretary of the Board of Directors and has completed a two-year term.

9. **APPROVAL OF PRESIDENTS REPORT** – On a Motion by Bob Dallis and seconded by Erica Smit it was:

**“Resolved that the Presidents’ Report be approved as presented.”** Motion carried.

10. **ANNUAL AUDITED FINANCIAL STATEMENTS**

The Chair advised that the Auditor did not provided the audited financial statements in time for today’s meeting. Once the audited financial statements are available, a Special General Meeting will be called to approve the audited statements, either in person or through an online proxy.

11. **RATIFICATION OF BY-LAWS**

Members were advised that the Board had deemed it prudent to update the Association’s by-laws to conform with the current needs of the Association. For this reason the Board of Directors is now requesting a vote to confirm the updated By-Laws.

11.1 **Composition of the Board, By-Law No. 4.2** – The Chair advised that the proposed amendment is to remove the “Director of Special Events” and add another “Director at Large” position. There will be a total of six (6) “Directors at Large”. On a Motion by Andrea Harper and seconded by Carla Reid it was:

**“Resolved that By-Law No. 4.2 under Composition of the Board be approved as amended.”** Motion carried.

11.2 **Executive Committee By-Law No. 5.7** – The Chair advised that the proposed amendment is to change the current quorum requirement of “Quorum will be two-thirds (2/3) of the Executive’s voting members.” to “Quorum will be 50% plus one of the Executive’s voting members.” On a Motion by Erin Spanton and seconded by Erica Smit it was:

**“Resolved that By-Law No. 5.7 under Executive Committee be approved as amended.”** Motion carried.

## 12. **ELECTION for 2018/2019 BOARD OF DIRECTORS**

The Chair and informed the member that under the provisions of the By-Laws, six (6) Directors are to be elected to the Board of Directors this year as follows:

- One (1) Board President for a two-year term
- One (1) Board Secretary for a two-year term
- One (1) Treasurer for a two-year term
- Three (3) Directors at Large, each for a two-year term

12.1 **Election of President** – The Chair advised that Alvin Guthrie previously indicated their intention to stand as a candidate for election of President of the Board of Directors.

At this point, the floor was opened for further and other nominations.

12.3 **Acclamation** – As there were no further nominations and there being one candidate for the position of President, it was declared that *Alvin Guthrie* had been duly elected to the Board of Directors to serve as President by acclamation for a two-year term.

12.4 **Election of Treasurer** – The Chair advised that Biljana Gelmanovski has previously indicated their intention to stand as a candidate for election. Belijana Gelmanovski resigned from the Board as Director at Large to run for this position.

At this point, the floor was opened for further and other nominations.

12.5 **Acclamation** – As there were no further nominations and there being one candidate for the position of Treasurer, it was declared that *Biljana Gelmanovski* had been duly elected to the Board of Directors in the Treasurer position by acclamation to serve for a two-year term.

12.6 **Election of Secretary** – The Chair advised that Michelle Muscatello had previously indicated their intention to stand as a candidate for election.

At this point, the floor was opened for further and other nominations.

12.7 **Acclamation** — As there were no further nominations and there being one candidate for the position of Secretary, it was declared that *Michelle Muscatello* had been duly elected to the Board of Directors in the Secretary position by acclamation to serve for a two-year term.

12.8 **Election for Director at Large Positions** – The Chair advised that Carla Reid and Erin Spanton has previously indicated their intention to stand as a candidate for election.

At this point, the floor was opened for further and other nominations:

- (a) Odas Sano nominated himself to stand for election.

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12.9 **Acclamation** – As there were no further nominations and there being three candidates for the three Director at Large positions, it was declared that *Carla Reid*, *Erin Spanton* and *Odas Sano* had been duly elected to the Board of Directors in the Director at Large positions by acclamation, each to serve for a term of two-years.

13. **OTHER BUSINESS**

With the formal business concluded, the meeting was opened for questions or other business that could lawfully be brought forward, and the following highlights were noted:

- (a) *Alumni Engagement* – Bob Dallas inquired if there are any initiatives that the Board of Directors will be looking into to increase the alumni engagement in attending events and Annual General Meetings. **Response:** Alumni members participated in a recent survey performed by Centennial College and some helpful answers and suggestions were received. There are over 150,000 alumni and it is difficult to engage them all as they are all different demographics. The Ascent Magazine is sent out in hard copy and by email. It is difficult to keep mailing addresses updated after alumni move. There are also efforts being made through Instagram, Twitter, Facebook and the CCAA website. The mission is not to fundraise, however to increase engagement through communication. The number one way events and news travels about the CCAA is through word of mouth. **Comment:** Is there a breakdown by area of where the alumni's reside. **Response:** That information is available and can be provided.
- (b) *Donation to the College* – Erica Smit requested further information on why funds were donated to the College. **Response:** An amount of \$200,000 was given to the College based on an agreement to donate \$1,000,000 to the College over five years. In return, the College provides various services and campaign opportunities.
- (c) *Financial Statements* – A copy of the audited financial statements will be personally emailed to all members present.

14. **ADJOURNMENT OF MEETING**

There being no further business brought before the meeting, the Chair requested a Motion to conclude the meeting. On a Motion by Marlon Inniss it was:

**“Resolved that the Annual General Meeting of Centennial College Alumni Association be concluded.”** Motion carried.

The meeting was concluded at 11:12 a.m.

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President – A. Guthrie

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## Appendix A

### **Presidents Report 2018** Centennial College Alumni Association

#### **Annual General Meeting** **Saturday June 23, 2018**

Although the 2017-2018 year posed many obstacles I am both pleased with our accomplishment and excited to face the Future. Despite a variation in one of our major revenue streams we were successful in staying true to our mission and continued to deliver the deserving first class services and opportunities to our alumni. This not only awakened us to uncertainties in our funding structures but also prompted us to take bold new steps in securing unconventional revenue streams to support our ambitious scholarship goals. This includes an investment property in Panama to offer more discounts to our alumni while generating revenue for scholarships.

Our sights or set on finding ways to serve our international alumni who make up a large contingent of the current student body. As well we are committed to bolstering our communication with our alumni by staying up to date with technology. A feasibility survey conducted in 2017 will serve to further help us to develop strategies that are impactful to you and your general needs.

It is said without a struggle there can be no progress. This is indicative of the advancements we've made over the past term and we are quite pleased with the outcomes. This could not be possible without the commitment and cooperation of a strong team of board members and with close-knit partnerships with the CCSAI and Office of Alumni Engagement. Our endeavor is to further strengthen these relationships while enhancing services to our 150,000 strong Centennial College Alumni.

#### **Goals:**

- Connecting with the Centennial College Community – forming cohesive relationships
- Enhancing Communication with Alumni
- Increase Alumni events
- Supporting present and future alumnus
- Securing funds to create more scholarship opportunities

#### **Top Priorities of the Board are:**

- Enhancing Alumni Events
- Building better communication strategies
- Alumni Service Agreement
- Continue Pledge to Centennial College – Ashtonbee Campus
- Securing a Homecoming tradition

### **Highlights of 2017-2018**

- ❖ Successful small monthly Alumni Events
- ❖ 5<sup>th</sup> successful Caribbean Alumni Land Trip
- ❖ 3<sup>rd</sup> Alumni Caribbean Cruise
- ❖ Affinity programs raised over \$ 100,000
- ❖ Scholarships and Awards - 12 \$1,000.00 scholarships, 1 Tuition scholarship up to \$5000
- ❖ Continued 5 year Strategic direction
- ❖ Donated \$200,000 to the Ashtonbee Campaign
- ❖ Continuation of Convocation Mace and medallions
- ❖ Continued to award Alumnus of Distinction

### **Review of Activities the Board has participated and sponsored are:**

Grad Week 2018

Discover Centennial

College Service Fair

Reunions

Centennial College Golf Tournament

June Convocation – framing, alumni speakers

Centennial Day

CCSAI Annual Holiday Party- open to Alumni and Students

Athletic Awards Night & Hall of Fame

Student Awards Night

Various Community Groups - The board gives donations out to internal and external applicants once per year for a total of \$ 45, 000.

Grad stage Photos

### **President Specific Participation:**

- ❖ Managed Activities of Alumni Association Executive Director

### **Suggested Future Plans:**

1. Following through with goals of the strategic plan
2. Timelines, committee structure
3. Focus on recruitment and retention of board members

### **Continued Partnership with the CCSAI**

1. Maintain a relationship with President and Executive Director
2. Maintain a partnership for orientation with a joint give-away
3. Continue Diploma subsidy program for convocation
4. Maintain a standing representative seat on our board