

NHAA, Inc. Board of Directors Meeting
August 7, 2008
8th Biennial Convention

Meeting began at 10:32 am

Opening

Prayer by Edna Johnson (Protocol Chair)

President Hicks thanked Dr. White for ribbons for portfolios

Organizational Effectiveness Activity – Jacqueline Rogers (Chair)

*Activity Theme: Board members were asked “What activity they would attempt if there was no chance of failing...”

*Lessons Learned: We learn from failure / fear keeps us from acting / It is good to share your vision / members are open to thinking outside of the box

Agenda Review

Motion to accept the agenda as submitted made by Terry Mutakabbir 2nd by Jackie Rogers

Roll Call – Erlisa King

Minutes- Erlisa King

Minutes from the last Board meeting were reviewed and adopted with changes. Motion to accept revised minutes made by Dorothy Lee-Murray and 2nd by Joan Wickham

Correspondence – Raquel Watson

*Thank you note from Shalia Williams to NHAA, Inc

*Raquel requested that correspondence for the NHAA, Inc body be sent to Raquel with a two day lead time – This would ensure prompt distribution to the body.

*NHAA, Inc received a thank you note and funeral program from the Hicks family in memory of Mr. John Hicks who served as President of the Greater Southside Penn. Chapter.

Convention Update- Jackie Antoine

*158 full paid registrants as of August 7th Board meeting.

*17 partial registrations / one person waiting to pay for full registration

*187 participants for the President’s Reception (Aug 7th)

*188 registrants for lunch – Aug 9th

*188 choir participants

*172 participants breakfast – Aug 10th

National President’s Report- Patricia Hicks

- Introduction of Emerson Bryant – Past President (Leadership Workshop / Friday 3pm)

- Review of NHAA, Inc. Key Terms
- President Hicks asked board members to recruit alumni and wear buttons through out conference so that alumni can identify board members during the conference. Board members were asked to continue engaging the Hampton village.
- Review of Work Plan to include Outcomes, Strategies and Goals 2008-2009 (see attached)
It was moved (Joan Wickham) and 2nd (Kathryn Littleton) to accept the outcomes as outlined by the President.
- Rules of Engagement were reviewed.
It was moved by Tony Cheatham and 2nd by Charles Myler that **all levels of the organization (National, Regional and Chapters) would adopt the rules of engagement.**
- President Hicks met with university community in July to ascertain an understanding of their goals and strategies so that NHAA, Inc. would be in alignment.
Break for lunch at 12:05
Meeting Reconvened 1:15

Reports from National Officers

Treasurer's Report: Dorothy Lee-Murray (see attached)

- 2008-2009 Operating budget reviewed. Total budget is \$72,050 of which \$18,012 is available to NHAA, Inc. per quarter.
- Other special expenses line item includes contributions to the Black Family Conference / printing for newsletter / elections – plenary sessions, etc

1st VP Report - Joan Wickham (see attached)

- Awards will be expanded to incorporate younger alumni members in an effort to encourage participation.
- Contact will be made with Reunion Class Leaders to encourage participation, planning, and alumni giving.
- NHAA, Inc. will disseminate an electronic newsletter quarterly this year
Tony Cheatham suggested that NHAA, Inc use tools like Pirate Roundup and MySpace to distribute newsletter

VP – Eastern & Western Region – Terry Mutakabbir & Attorney Bruce Atkins (see attached)

- They will ensure that all IRS reports are filed in a timely manner.
- They will manage Regional Council
- Reduce impact of distance by using of technology
- Establish partnerships with HBCU coalitions and HU administration.
- Design electronic chapter survey to establish the status and health of chapters. *Survey will be distributed (by Survey Monkey) by Aug 12th and a final analysis of the data will be completed by Sept 30th. Regional Officers and Chapter Presidents will be asked to complete the survey. A final report with a summary of the data will be presented at the January Board meeting.*

Reports of Standing Committee Chairs

Alumni Giving – Ann Baird Bridges (see attached)

- Tom Joyner Foundation - \$250K goal by October / Aug 15th Kickoff
- Contribution forms for Tom Joyner initiative were distributed to Board members; All Board members made a contribution.
- Cafeteria Window - \$52K is needed to make the \$100K Goal
- A National Alumni Giving Team is to be established
- Each class will be asked to buy 5 window panes (cost - \$5K) in order to reach the \$1.4M University Goal

Endowed Scholarship status as of June 30, 2007

\$5,725,391 is the fund principal balance

\$8,641,637 is the current market value

\$239,062 is available for 2008-2009 school year.

Late July President Hicks requested an audited report of the NHAA, Inc Endowed Scholarship Fund since its inception. This report should be ready for the January Board meeting.

Student Recruitment & Retention – Lavonne Harrell (see attached)

- Standardized recruiting practices are to be established
- 40 onsite admission events are to be established nationally
- Corporate sponsors will be identified to support purchase of gifts, banners, signage, etc.

Revised application timeline for endowed scholarship

- March 2nd Alumni Office distribute completed applications to Corresponding Secretary for review
- March 7th National Student Recruitment & Retention Committee will send acknowledgement letters to applicants and indicate status (complete/incomplete)
- March 15th Regional Review Team reviews, ranks, and notifies Student Recruitment & Retention Co-Chairs
- March 20th National Student Recruitment & Retention Committee will send acknowledgement of semi-finalists status to recommended students
- March 25th Student Recruitment and Retention Co-Chairs send rankings to Dir. Financial Aid Department
- April 1st – 15th Dir Financial Aid Department will select final Scholarship Recipients.

Technology – Malcolm Benson

- The Pirate Roundup is a 3rd party site. NHAA, Inc. wants the University's on-line community site to be the one stop shop location for alumni.
- The association is currently working with Pirate Roundup to secure a designated area on the site for NHAA, Inc.
- The committee ultimately wants the info on Pirate Roundup to be bridged to the Hampton alumni online community site.

MAP Program – Sylvia Rose (see attached)

- Membership to date is low because alumni could not see the benefits

- The goal is to enhance benefits to membership and create partnerships to make sure benefits are in place that are effective and offer both national and local cost savings plans.
- 311 are currently participating in MAP out of 24,000 alumni base
- She would like to implement a different card level membership plan / Timely distribution of cards to MAP members / Moneys go to the endowed scholarship – supported by NHAA, Inc solely.

Mentor & Career Network Program – Dr. Donald Grant (see attached)

- Pirate Roundup, monthly blogs, quarterly newsletters, and University Alumni online community will be used to ensure stakeholders are able to post, access and utilize information efficiently.
- Corporate connections and commitment are being sought
- See networking result in increased internship opportunities.

Parent & Student Relations – Kathryn Littleton (see attached)

- Opportunities for parents to stay involved with the university after their students have graduated.
- Best practices for managing student & parent concerns.
- A goal is to increase effectiveness and number of Parent Groups.
- Each Freshmen will receive a flash drive from NHAA / 1500 gifts this year by 9/30/08. The gift has been funded by an anonymous donor

Affiliations – Carole Fennell / Dr. Gladys White (see attached)

- This is a new committee whose focus is to reach out to affiliate groups within the Hampton Alumni community.
- An assessment of existing affiliate groups will be conducted. The information garnered from this assessment will be used to develop and define processes for establishing new affiliate groups, and create an affiliate council.
- The HU online community will be used to reach out to establish affiliate groups.
- Affiliate groups will assist with recruiting new and reaching out to current students.
- The affiliate structure provides another mechanism to engage alumni in the “alumni community” where there are no chapters

Teller – Earl Bowles (see attached)

- Conduct an assessment of members to determine viable voting options / establish voting process committee / use online committee to reach out for input and solutions / work on solutions to monitor costs related to the voting process.

Organizational Effectiveness – Jacqueline Rogers (see attached)

- Planning strategically for the purpose of ensuring that NHAA, Inc is doing what needs to be done and doing it well – planning, organizing, leading, directing, and delivering on commitments; align people, process and technology to effectively achieve the mission of NHAA, Inc and Hampton University; assess and enhance the skills and capabilities of all stakeholders and leverage them to enable the continuous growth and vitality of the organization.

Protocol – Edna Johnson (see attached)

- Define protocol for Biennial and Regional Conferences and NHAA, Inc. sponsored events
- Establish Protocol committees at all levels within the organization

Report of Immediate Past President – Tony Cheatham

- An investigation into the feasibility of using History Makers as a mechanism for recording the history of NHAA, Inc.

Reports of Regional Presidents

South East – Charles Myler

16 Active chapters / 5 inactive chapters

MAR – Kim Barnes

Challenges – lack of documentation – written info not being passed down

Look for more partnering in the DMV – bus trip to Hampton / HS day / 9-13-08 alumni day

North Atlantic – Keshia Mark

Working on inactive chapters / Tried conference call for Executive Committee Meeting - successful

No urban league game this year – will be back next year / Big Apple Classic will be taking place Dec 6th (1st Sat) Hampton v Howard / VU v Virginia State

North Carolina – Terry Mutakabbir

180 paid members in the region / Regional conference in Winston Salem / Charlotte sponsored bus trip to HS day / MEAC will be in Winston Salem

Far West – Douglas Parham

No written report / Oct 11 free brunch a student recruitment activity

South West – Harold Bowling

No written report / 7 active chapters / 4 inactive chapters / 71 financial members

Mid West – Greg Whiting

7 active chapters / 11 inactive chapters / 200 financial members

Trying to move Regional conference from the Fall to the Spring

Wanda Sykes invited us to attend her show \$62

Reports of University Officials – Mildred Swann

- Brief review of NHAA Scholars Program (discussion regarding the process of assigning jobs to students)
- Reminded board that Budget Mgt will be completed by Martha Jarvis
- Reviewed Endowed Scholarship Application Process and dates
- Young Alumni Engagement (Chelsea McQueen) Asst. Dir of Alumni Affairs
- IRS reporting / There will be forms link on the alumni website (to download the IRS worksheet)

- Form due to KPMG on 9/30 and 9/1 to the university
- One of their office goals is to identify companies with matching gifts programs
- Their office is looking for e-mail addresses to send newsletters and correspondence electronically.
- The Board was encouraged to go the University website and visit “donate now” button or go to alumni link “make a gift now” this will give you six or seven areas to make other contributions.
- Cafeteria Project: It is too late to contribute for matching gift portion of the campaign, but not the cafeteria project overall. Contributions to the cafeteria project are due to the University by June 30, 2009
- Office of Alumni Affairs is fully staffed / Patrice Harris is the Admin. Secretary and Shawnee Moore is the new Gifts Recorder
- Alumni office is now on the 4th floor of the Academy Bldg. until the new building is completed in May
- The new building will have two meeting rooms / resting area / reception area

Upcoming Dates:

Alumni Weekend 9-13

Homecoming Nov 1

Founders day 1-25

New Business:

Moved Terry Mutakabbir and 2nd Anne Baird Bridges that we reactivate the Fayetteville, NC chapter; Motion passed

Moved Terry Mutakabbir and 2nd Anne Baird Bridges that we activate the Bermuda chapter; Motion passed

Charles Price requested that chapter name be changed to Roanoke Regional – Board recommended that the name be changed to Roanoke Area chapter instead so as to not duplicate use of terminology at multiple levels within the organization. A call for the vote on this recommendation was made by Dorothy Lee-Murray and 2nd by Michael Haygood. The vote was 11 for and 4 opposed. **The motion passed to change the name to Roanoke Area Chapter.**

Meeting Adjourned

6pm

Respectfully Submitted

Erlisa King

Recording Secretary