

University at Buffalo Alumni Association Board of Directors Action Items from February 9, 2008, Winter Board Meeting

ITEM	WHO	WHEN
ITEMS ONGOING:		
1. Volunteer to mentor six USAB or GOLD Young Alumni Executive Board member	All board members	Ongoing
2. Send presentations and articles relevant to UBAA business	Stewart	Ongoing
3. At meeting ask for each chair to identify discussion topic for report	Chairs	By each board meeting
4. Send in profile sheet, resume and headshot, if available,	All board members	By April 15 for May meeting
5. Confirm UB Believer and UBAA membership	Each board members	Ongoing
6. Identify potential board members	All/OAR/Development Committee	Ongoing
7. Nominate potential new Board members, and provide input	ALL	By November 1 each year
8. Nominate potential Alumni Awards candidates	ALL	By August 15 each year
9. Send ideas for UB Today and @UB stories to Communications Committee	ALL	Ongoing
10. Committee Reports to Alumni Office by deadline prior to Board Meeting	Stewart	By April 15
11. Chapters Committee to send an update letter to club leaders	Pustulka/Ryczek	Twice per semester
12. Purchase tickets/secure sponsorships for AAAA	ALL	Ongoing
13. Mentors communicate with members before and after board meetings	Mentors	Ongoing
14. Send Conflict of Interest Statement and individual scholarship status information to board members	Stewart/Gaygen	By June 1 annually
15. Update Communication calendar for board to include meeting dates, report deadlines, and communication schedule	Stewart/Gaygen	Ongoing
16. Promote Legacy Scholarship process and application-also available online	Stewart/Byers	By May 15 each year
CARRY FORWARD:		
1. Communications committee to review selected websites	Communications Committee	January 1, 2008
2. Provide alumni board with online access to UB2020 and growth initiative	Stewart/Gaygen	
NEW ITEMS:		
No new items.		
CALENDAR ITEMS:		
EXECUTIVE COMMITTEE MEETING: April 4, 2008		EXECUTIVE COMMITTEE MEETING: Early September-TBD
AAAA: Friday, April 4, 2008 Date changed to: Saturday, April 5, 2008		HALL OF FAME: October 17
EXECUTIVE COMMITTEE MEETING: Friday, May 16, 2008		HOMECOMING WEEKEND: October 16-19
ANNUAL BOARD DINNER: Friday, May 16, 2008		EXECUTIVE COMMITTEE MEETING: Friday, October 17
ANNUAL BOARD MEETING: Saturday, May 17, 2008		UBAA FALL BOARD MEETING: Saturday, October 18
EXECUTIVE COMMITTEE MEETING: Monday, June 30, 2008?		UBAA HOLIDAY PARTY: Friday, December 5
UBAA BOARD ORIENTATION PICNIC: TBD		