

UNIVERSITY OF TORONTO

COLLEGE OF ELECTORS

Minutes of the College of Electors meeting held on Thursday, September 29, 2016 at 5:00 p.m. in the Council Chamber, Simcoe Hall.

Present:

Dr. Geeta Yadav (University College) (Chair)
Ms Marian D. Hebb (Victoria College) (Vice-Chair)
Mr. Dan Acheson (Woodsworth College)
Ms Taleen Chouljian (Rotman)
Ms Ann Clarke (UTSC)
Ms Josephine L. Comegna (Victoria College)
Ms Sandra Comisarow (Nursing)
Dr. Perry Cooper (Medicine)
Mr. Stan Gasner (Engineering)
Ms Beverley Giblon (Physical Therapy)
Mr. Jason Glover (UTSC)
Mr. Kevin Golding (UTM)
Mr. Reza Hassanirad (OISE)*
Ms Nadine Ibrahim (Engineering)
Mr. David Jaeger (Music)
Ms Candice Jay (UTM)

Mr. Oliver Jerschow (University College)
Mr. Joel Leon (Architecture)
Mr. Paul Lindblad (New College)
Dr. Natoosha Nargaski (Dentistry)
Ms Nikoletta Papadopoulos (OISE)
Mr. Robert A. Patrick (Innis College)
Dr. Peeter Poldre (Medicine)
Mr. Igor Siljanovski (New College)
Ms Maureen L. Simpson (Trinity College)
Ms J. Alison Stirling (Information)
Ms Valerie Story (Victoria College)
Mr. Ho K Sung (University College)
Ms Joanne Thanos (Public Health)
Ms Anne Venton (OISE)
Mr. Kenny Yu (UTSC)
*joined by teleconference

Ms Mae-Yu Tan, Secretary

Regrets:

Mr. Mike K. Amos (UTM)
Ms Mary Ellen J. Burns (St. Michael's College)
Ms Monifa M. Colthurst (University College)
Mr. Gabriel Didiano (UTM)
Mr. David Drew (Kinesiology)
Ms Sana Halwani (Law)
Ms Nancy E. Hill (Engineering)

Ms Tracey King (OISE)
Ms Rachele Levin (Forestry)
Mr. Andrew Manis (St. Michael's College)
Ms Sheila V. Neuburger (Social Work)
Mr. David F. Poirier (Engineering)
Ms Elizabeth Trotter (Woodsworth College)
The Honourable Bryon Wilfert (UTSC)

Guests:

Ms Julia Knapp, Director, Alumni Programs and Services
Mr. Scott MacKendrick, President, University of Toronto Alumni Association

1. Chair's Remarks

The Chair welcomed members to the meeting and introduced Ms Marian Hebb, Vice-Chair, and Ms Mae-Yu Tan, Secretary. She thanked Mr. Scott MacKendrick, President of the University of Toronto Alumni Association (UTAA), and previous Chair of the College for attending the meeting to assist with the orientation. She also thanked members for volunteering to serve on the College and noted that almost half of the members were new to their role. New members were encouraged to seek guidance from more experienced members throughout the year.

The Chair drew members' attention to the Key Dates and FAQs documents contained in the College's Information Binder. Members then introduced themselves, stated the alumni group that they represented, and spoke of their involvement at the University.

The Chair briefly summarized the responses that members had provided in the May, 2016 evaluation survey. There had been a very good response rate of almost 50% of the College. The feedback indicated that members felt they had a good understanding of the function of the College and of their individual roles as members of the College. The most valuable aspects of their experience had been the input from diverse members of the College; the opportunity to debate matters, and the meaningful work that the College undertook. The Chair expressed appreciation to those who had provided input and said that a similar evaluation survey would be distributed at the end of the 2016 - 2017 governance year.

2. Orientation

The Chair, the Vice-Chair, the Secretary, Mr. MacKendrick, and Ms Julia Knapp, Director, Alumni Programs and Services, gave an [orientation](#) for members, highlighting the following topics.

- The University's tri-campus governance structure.
- The Governing Council's membership.
- Expectations of governors.
- The College's membership and committee structure.
- The College's mandate and milestones for the coming year.
- Members' responsibilities.
- Alumni Relations' vision and mission.
- Alumni demographics.
- Alumni engagement and volunteer opportunities.

3. Call for Nominations for the 2016 - 2017 Nominating Committee for Alumni Governors (NC-AG)

The Chair reviewed the composition and function of one of the College's standing committees, the Nominating Committee for Alumni Governors (NC-AG). She invited members to nominate themselves or another member for one of the three seats on the Committee that would be filled by election at the next meeting of the College. Interested members were asked to submit their nomination form to the Secretary by October 12, 2016 at noon. Two former members of the NC-AG recounted their positive experiences of having served on the Committee.

4. Ad Hoc Communications Working Group

The Chair referred to the important work that had been completed in the previous year by the Ad Hoc Working Group and encouraged members to review its [Report](#). Following on one of the Group's recommendations, the Executive Committee had decided to establish an Ad Hoc Communications Working Group for the year. The Communications Working Group would determine its scope. One primary deliverable would be a tool kit that could be used by members when raising awareness of the work of the College within their respective alumni associations. Communication templates would be developed to provide information about the ongoing need for each division within the University to identify prospective future alumni governors. At the end of the 2016 - 17 year, the College would determine next steps with respect to communications. In response to the Chair's request for volunteers to serve on the Working Group, a number of members expressed interest. The Secretary would facilitate the first meeting of the Working Group.

CONSENT AGENDA

On motion duly moved, seconded and carried

IT WAS RESOLVED

THAT the consent agenda be adopted and the items on it approved.

5. Minutes of the Previous Meeting - May 3, 2016

The minutes of the meeting of May 3, 2016 were approved.

6. Business Arising from the Minutes of the Previous Meeting

There was no business arising from the minutes of the previous meeting.

7. Next Meeting – November 8, 2016

The Chair reminded members that the next meeting would be held on Tuesday, November 8, 2016, from 5:00 to 7:00 p.m.

8. Other Business

The Chair stated that, as of November 8th, the College would begin to use the Diligent Boards governance portal that was used by all other bodies of the Governing Council. Going forward, members would be able to access meeting material through the electronic portal; meeting packages would no longer be sent by courier. Through the portal, the Secretary would be able to distribute confidential material easily and update information as needed. Diligent Boards would provide individual training on use of the portal to members by phone. A helpline was available 24 hours a day, 365 days a year, and members would be able to seek assistance from Diligent Boards at any time.

The Chair expressed appreciation to Mr. MacKendrick for his outstanding service during his tenure as Chair of the College. She observed that members' feedback on the evaluation survey had confirmed his effectiveness as Chair. Ms Ann Clarke, a long-serving member of the College, highlighted Mr. MacKendrick's many contributions over the years and thanked him on behalf of the College. Mr. MacKendrick stated that his time on the College had been a great responsibility, but it had been tremendously rewarding. He thanked members for their support. Members applauded Mr. MacKendrick.

A member noted that the May 2, 2017 date on the Key Dates document incorrectly referred to a meeting of the Executive Committee rather than to a meeting of the College. The Secretary would make the correction and reload the document to the governance portal.

The Chair invited members to attend the reception that followed the meeting.

The meeting adjourned at 7:10 p.m.

Secretary

Chair

October 17, 2016