



Board of Trustees

Advancement, Alumni and University Relations Committee

September 29, 2015

President's Boardroom, The Horace Mann Center

MEMBERS IN ATTENDANCE: Trustees Hagan, Johnson, Martin, Landrau, and Queenin.

GUESTS: Trustee Marcus.

Meeting called to order at 2:31 PM.

MOTION made by Trustee Queenin, seconded by Trustee Martin to accept the minutes from the June 18, 2015 Advancement, Alumni and University Relations Committee meeting. Motion passed unanimously.

Trustees Hagan and Landrau entered the meeting at 2:35 PM.

The Honorable Michael Knapik, Executive Director of University Advancement, reviewed Westfield State Foundations financial summary and FY15 audit conducted by O'Connor and Drew P.C. There were no findings and it has been characterized as a clean audit.

Advancement, Alumni and University Relations (AAUR) has been trained on Razor's Edge. A considerable amount of clean-up has been required migrating from Banner to Razor's Edge. There is still a bit more clean-up to do in order to ensure the data is accurate. To-date, the AAUR Data and Quarterly Cumulative Reports now contain the most accurate information the committee has ever seen and the accuracy will continue to improve as clean-up comes to an end.

In an effort to have all money raised by the university whether it be revenue, commission, or points reported through the Westfield State Foundation, AAUR continues to lead a campus wide conversation but there is disagreement about where money should reside and who should be reporting on it. This conversation is evolving and there is progress to be made.

AAUR has set a fundraising goal of \$1 million for FY16 and will focus on institutions who are routinely paid a significant amount of money by the university to make a significant contribution. The importance of institutional stability was emphasized and this record goal cannot be achieved without it.

Meeting adjourned at 3:37 PM.