



Minutes of Meeting –Board Meeting

Meeting Date	September 12, 2011	Meeting Venue	Zayed University – Old Campus
Meeting Start Time	6:00	Meeting End Time	
Attendance	11	Meeting Topic	General Start of Year

Members	Attended	Absent	Rep
Alumni Affairs Office – Ex-Officio (Shamsa AlTaie, Hasna Al Mansoori, Dawn Rogier)	*		
Honorary Chair - Osha Al Nahyan	*		
President – Fatima Bin Hamooda	*		
Vice President – Reem AlMansoori		x	
Events Coordinator – Sanaa Amro	*		
Communication Coordinator -- VACANT			
Career and Professional Development -- Mariam Mohammed		x	
Community Service – Mariam Al Mahmood	*		
Mentoring and Leadership -- VACANT			
Art and Design – Latifa Sultan		x	
Humanities and Social Sciences – Hissa Sultan	*		
Natural Sciences and Public Health – Alyazi AlMazroui	*		
College of Business Sciences – Noura AlSuwidi		x	
College of Communication and Media Sciences – Alyazia Khalifa	*		
College of Education – Mariam AlRashedi	x		Sanaa Amro
College of Information Technology – Marwa Farah	*		
Member at Large - VACANT			
Member at Large - VACANT			

1. Minutes of Meeting:

Issues	By	Discussion & Decision	Responsible	Deadline
Last year's activities	Shamsa	<p>Welcome and Thanks for last year's efforts</p> <ol style="list-style-type: none"> Starting a structure of communication like facebook and twitter account Career fare and the effort of (Mariam Moh Omar and Mariam AlMahmod) Starved for attention campaign (Hissa Sultan) Orientation for faculty Business plan workshop (Noura Alsuwaidi) Taking part in the graduation Chaperoning students to career fare and to abroad trip Mentoring classes Fourth year awareness Reunion 		No action needed
Draft Bylaws	Dawn	<p>Explanation of the bylaws to be used for the upcoming year.</p> <p>Changes to the bylaws will be made at the end of each academic year.</p>		



ZAYED UNIVERSITY ALUMNI ASSOCIATION
Abu Dhabi CAMPUS

		Suggested changes – Increase the amount of resignation time from 1 week to 2 weeks		To be voted on and discussed at the May 2012 meeting
Filling Vacancies	Dawn	<p>Vacancies will be filled at the beginning of each in accordance with the by-laws. Advertising of positions will take place and the collection of application for membership approval at the next meeting.</p> <p>Possible Vacancies – Due to Inactivity Community Service Committee Application by Mariam AlMahmod) Communication Coordinator</p> <p>Vacancies to be advertised ASAP Mentoring and Leadership Committee 2 Member at Large Position</p> <p>These positions to be decided at October 4th meeting</p>	<p>AAO – to send out announcement</p> <p>Shamsa to talk with inactive members</p> <p>Dawn to put together application and announcement materials</p>	<p>September 22, 2012</p> <p>September 15, 2011</p>
Board Meetings		Board meetings will be held the first Tuesday of each month at 6:00 PM.	AAB	
New Campus		<p>Offices were assigned for the current space allocated to the Alumni Affairs Office</p> <p>These are temporary assignments until the space is officially awarded.</p>		
Community Enhancement Center Update	Hasna	AAB members suggested that colleges work with volunteers to make the workshops		
Alumni Calendar		<p>Each Committee or college should start planning their academic calendar for two years ahead, attached ZU calendar for this year</p> <p>Other events to be discussed and decided at October meeting</p> <ul style="list-style-type: none"> • 40th National Day celebration • Opening of the new campus on the 7th of Dec • WAGL conference on March 2012 	Board Members	<p>October 1st submit to AAO and AAB President for discussion at October meeting</p> <p>To be discussed next meeting (TBDNM)</p>
Proposed Events	Hissa	<ul style="list-style-type: none"> • Sports day sometime in spring for ZU Alumni and Students • Competitions in art, photography, video, poetry, essay writing/research and innovation award for creativity in any field • Providing annual awards/rewards by ZU Alumni by sponsoring in their name and making a 5 to 10 year commitment 		
Folic Acid Campaign	Alyazia AlMazrouei (NSPH)	Proposed upcoming event sometime in October (Folic Acid Campaign)		



Alumni Association Strategic Plan		The Association and each committee or college should draft their strategic plan		
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4. Agenda for Next Meeting: Tuesday, October 4th, 2011

Alumni Office Update

Open Positions - Review Applications / Vote for Approval

Discussion of Alumni Calendar for General Events 2011-2012

Prioritize Events and Assign Chairs

- Career Fair Involvement
- Coffee Mornings
- Competitions in art, photography, video, poetry, essay writing/research and innovation award for creativity in any field
- Iftar
- National Day 40th year of Union
- New campus Opening Celebration
- New Faculty Orientation
- Open House for New Campus
- Providing annual awards/rewards by ZU Alumni by sponsoring in their name and making a 5 to 10 year commitment
- Reunion / Annual Meeting
- Sports day sometime in spring for ZU Alumni and Students
- WAGL
- OTHER EVENTS

Update Community Enhancement Center

Update from Chapters and Committees

- Art and Design
- HSS
- NSPH



- Business
- Education
- Communication
- IT
- Community Service

2. Next Meeting to be Convened at:

Date	Tuesday, October 4, 2011
Time	7:00 PM
Venue	Executive Board Room Zayed University – OLD Campus

3. Calendar of Events to Date:

General Alumni Association Board Meetings:

October 4, 2011

November 1, 2011

December 6, 2011

January 3, 2012

February 7, 2012

March 6, 2012

April 3, 2012

May 1, 2012

June 5, 2012