

TULANE ALUMNI ASSOCIATION

Minutes

Regular Meeting of the Board of Directors

Saturday, July 29, 2000

A regular meeting of the Board of Directors of the Tulane Alumni Association, a Louisiana non-profit corporation, was called to order at the law offices of Jenner & Block, 330 N. Wabash Avenue, Chicago, Illinois at 10:00 a.m. pursuant to the notice sent to all directors in accordance with the bylaws.

The following Officers were present: Eric Weimers – President, Rich Schmidt – President-elect, Rick Powell – Vice President, and John Williams - Secretary/Treasurer.

In addition, the following Directors were present, constituting a quorum: St. Paul Bourgeois – Tulane College; Joe Davenport – University College; Lara Geller – Tulane Clubs; Patricia Greene – Newcomb College; Bill Kammer – Members-At-Large; Jenny Kottler – Tulane Clubs; Robert Kottler – Members-At-Large; Dale Little – Public Health; Cam Marston – Tulane Clubs; Tommy Meehan – Engineering; Michelle Rinehart – Architecture; Jay Stone – Members-At-Large; and Ruth Zarren-Koch – Tulane Clubs. The following Directors were absent: Omer C. Davis – Business; Craig Mitchell – Law; Patricia K. Farris, MD – Medicine; Deborah Poitevent – Social Work; Carol Becker – Members-At-Large; Robert Freeland – Tulane Clubs; Mary Lynn Hyde – Tulane Clubs; and Michael Lockhart – Tulane Clubs.

Also present were the following Committee Chairs: Stanley Cohn – Awards Committee; and Ann de Montluzin Farmer – Immediate Past President and Nominating Committee.

In addition, the following Chapter City Presidents, Co-Presidents and representatives were present: Sharon Bourgeois – Acadiana, LA; Lonny Elfenbein – Cincinnati, OH; Steve Kirson - Atlanta, GA; Stephanie Mansur – Raleigh, NC; Kelly McKean – San Francisco, CA; and Dana Ray – San Antonio, TX.

The following Constituent Group Presidents were present: Martha Kimmerling – Newcomb Alumnae Association; and Simeon Wildman – Associated Student Body.

Also present were Alumni Affairs staff members, Jenny Daigle, Laurie Orgeron, Suzanne Valtierra, and Sonya Willis.

Eric Weimers, President, presided and Sonya Willis, Senior Administrative Assistant for Alumni Affairs, recorded the proceedings of the meetings.

Introductions and announcements were made. The minutes of the last meeting were approved.

Mr. Weimers introduced Charlotte Travieso, Interim Director of Alumni Affairs, who presented the Interim Director of Alumni Affairs report and the Institutional Advancement Report (see attached). Ms. Travieso welcomed new board members and quoted from Carl Sandburg's poem "Big Shoulders"; referencing the fact that the meeting was being held in Chicago. She noted that Chicago, even in Carl Sandburg's time, was the home of America's most distinguished architecture, its most advanced poetry magazine, and its greatest university. There was discussion about her report and issues related to it,

specifically, the credit card renegotiation and the monthly contact counts. She also shared information on the new employees hired to fill the Sr. Program Coordinator positions for Tulane Clubs.

In response to a question from a board member, Charlotte Travieso reviewed the status of the use of the "Tulane Club" name as opposed to "Chapter Cities". After further discussion, the following resolution was unanimously adopted.

RESOLVED, that the President of the Tulane Alumni Association is hereby authorized to send a letter to the Tulane Office of the General Counsel. This letter would state that if no response is received from them in opposition to the proposed name change by a date, to be later specified, implementation of the "Tulane Club" name would begin, effective on the aforementioned specified date.

Mr. Weimers introduced Martha Kimmerling, Newcomb Alumnae Association President, who reported on issues pertinent to her organization. Mrs. Kimmerling stated that the Newcomb Alumnae Association is trying to improve the relationship with students. She added that to support this effort, they have put a student lounge in the Newcomb Women Center and bought supplies for Newcomb Child Care. Martha also stated that they are allocating funds to send students to conferences, create awards for professors and have begun a Town Mom program for incoming freshmen. She emphasized the point that Newcomb Alumnae Association is trying to become more relevant to the students and have planned events to further this effort, as well as receptions for the Newcomb Dean in various cities across the U.S. She added that they are also trying to encourage graduates to become members of the Newcomb Alumnae Association. She noted that in the upcoming year, her organization is planning to formulate budget plans to facilitate better use of resources for the school, and examine how to increase reunion participation and alumni giving.

Mr. Weimers introduced Simeon Wildman, Associated Student Body President, who reported on issues pertinent to his organization. Mr. Wildman shared that the University Senate will be voting on a new sexual harassment policy for the University at its first meeting for fall 2000. He stated that the University copyright policy is being reviewed. He shared that the Associated Student Body would be focusing on the student protest of the University's involvement with the Free Labor Association. He noted that due to the controversy over which organization the University should belong to (the Free Labor Association or the Workers Rights Consortium) the University has withdrawn from all. He added that a student referendum would decide in the fall which organization the University should belong to. There was discussion about the reasons behind the protest, the issues involved, and reprimands received by the protestors. Simeon Wildman added, in closing, that the University is concerned about and dealing with the large size of the incoming Freshman class and its effect on housing, parking, and class sizes.

Mr. Weimers introduced John Williams, Finance Committee Chair, who reported on issues pertinent to his committee. John Williams requested that the Committee Chairs submit the budget request amount for their committees by September 1, 2000. He stated that he would be meeting with Charlotte Travieso and Jane Bickford to discuss TAA's budget and funding needs. There was discussion about Tulane Club budgets and donation of services for Tulane Club events. John Williams stated that these issues would be reviewed and discussed at the first meeting of the Finance Committee.

John Williams shared a recent article in the Times-Picayune regarding new Basketball Coach Shawn Finney and his hometown of Mullens, WV. Mr. Williams proposed that as a good-will gesture, the Alumni Association send Tulane hats to the residents of Mullens, WV. After further discussion, upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Association is hereby authorized to undertake the purchase and shipping of Tulane baseball hats to be sent to the residents of Mullens, WV, in recognition of the hiring of Shawn Finney as Head Basketball Coach for Tulane University.

John Williams presented the proposed Revised Reimbursement policy for TAA Board Meeting Travel (see attached). After discussion, upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the proposed revised Reimbursement Policy for TAA Board Meeting Travel would be put into effect for 90 days and, pending comments and review by Finance Committee, would be finalized and distributed at the October 14, 2000 TAA Board Meeting.

John Williams stated that Robert Kottler would be assisting in revenue enhancement for TAA. He asked that ideas for revenue enhancement be forwarded to Sonya Willis or him.

Eric Weimers introduced Michelle Rinehart, Programming Committee Chair, who reported on issues pertinent to her committee. Ms. Rinehart presented an update on events scheduled for this weekend.

Eric Weimers reported on the status of the Representative to the Board of Administrators. Mr. Weimers stated that the three names agreed upon at the May 2000 TAA Board Meeting had been submitted to the Tulane Board of Administrators. He added that he is in contact with John Koerner, President of the Tulane Board of Administrators, and that the Nominating Committee of the Tulane Board of Administrators would vote on these names in their meeting the third week of August. He stated further that the nomination would be voted on when the Tulane Board of Administrators meets on September 21, 2000.

Eric Weimers reported on the status of the 501(c)(3) Federal Tax Exempt application. He stated that it was in progress and should be ready for submission soon.

Eric Weimers presented a Power Point presentation of the Tulane Alumni Association goals for 2000-2001(see attached).

The next meeting of the Tulane Alumni Association Board of Directors will be held on October 14, 2000 at 9:00 a.m.

There being no further business before the meeting, it was, on motion duly made and seconded, adjourned at 1:00 p.m.

**REPORT TO
THE TULANE ALUMNI ASSOCIATION BOARD OF DIRECTORS
FROM
THE INTERIM DIRECTOR, OFFICE OF ALUMNI AFFAIRS
TULANE UNIVERSITY
July 29, 2000**

❖ **Tulane Alumni Association (TAA) Board Liaison**

- Online alumni community vendor presentations.
- General Counsel's office still exploring use of Tulane Club name.
- Surveys for TAA Board 2001.
- The second century of TAA Presidents' plaque.
- TAA hosting snoballs in Pocket Park during Homecoming Week.

❖ **Student / Alumni Cultivation and Outreach**

- From June 20 – July 31, chapter city events were held in Albuquerque, San Antonio, San Francisco, and South Florida.
- Pro Baseball game events coming up in Atlanta, Houston, and Seattle.
- Hometown parties for incoming students “unofficially” in Houston, Kansas City, and San Antonio; “officially” in Atlanta, Chicago, Los Angeles, New York, and Tampa.
- Two theater weekends, sponsored by Emeritus and Associates. Mailing for those events also highlighted the Emeritus and Associates Homecoming Luncheon on October 14th for the special reunion classes.
- Alabama Shakespeare Festival, sponsored by Emeritus and Associates.
- Discussions with the Black Alumni Network of Tulane University (BANTU).
- Trips to Panama, Costa Rica, Taipei, and Seoul.
- Planning for the Louisiana Bus Tour to six cities, October 23-26. (Alexandria, Baton Rouge, Lafayette, Lake Charles, Monroe, Shreveport).
- Building the Tulane Legislative Advocacy Network.
- Working with Athletics on events at the away football games.

❖ **Revenue Enhancement**

- Leased Alumni House for a baby shower and a cast party following “How To Succeed In Business...”. Raised hourly rate.
- Kessler Financial Group sent unsolicited proposal for affinity card. Phone conference with new account executive for First USA.
- Meyer and Associates mailed term insurance flyer.
- Vendor presentations for online alumni communities.

❖ University / Alumni Affairs Office

- Led the staff in half-day offsite workshop called "The Best Year Yet". Developed list of goals for FY2001
- Chapter City Coordinator positions.
- Painting and equipping one upstairs office. Replacing stairway carpeting, kitchen/pantry flooring, and selected living room furniture.

GOALS FOR FY2001

- Contract for an online alumni community that works.
- Build the Tulane Legislative Advocacy Network to give alumni an added avenue for involvement.
- Raise \$1,000+ per month from Alumni House rental.
- Add 2-3 domestic chapter cities and 1-2 international ones.
- Work with the Black Alumni Network and TAA to achieve black representation on the TAA.
- Build a strong teamwork relationship with the TAA Board.
- Research and recommend office organizational structure changes to provide efficient structure and effective alumni service. Incrementally provide salary equity in the Office of Alumni Affairs.
- Continue upgrading the physical appearance and condition of the Alumni House.
- Offer 20+ alumni trips. Increase revenue by 50%.
- Increase number of hometown parties to 10.
- Find ways to work in the New Orleans community with joint teams of alumni, students, and Tulane employees.
- Document and improve systems and procedures for mailing, printing, procurement, and transferring funds.
- Make full use of the technology we have.
- Create a brochure for Alumni House rental.
- Re-design the 50-year pin.
- Standardize the commencement staffing plan.
- Sell merchandise at the larger events.
- Consolidate the storage bins.
- Settle on Educational Conference speakers by the end of September and the brochure by Thanksgiving.
- Find a student intern for information systems.
- Find ways to buy new, attractive, desirable merchandise.

MEMORANDUM**June 20, 2000****SUBJECT:** Interim Director Report**TO:** Tulane Alumni Association Board Executive Committee

Thank you for the opportunity to report to you from the Office of Alumni Affairs (OAA). The information in this report covers the period from April 22, 2000 to the present. Again, I will organize the information into four areas.

(1) **Tulane Alumni Association (TAA) Board Liaison.** The TAA President and several Directors represented the TAA on platforms at Tulane's unified **commencement** on May 20th at the Superdome as well as the individual commencements for the schools of Architecture, Business, Engineering, and Tulane College. Thank you to Stanley Cohn, Ann Farmer, Holly Sharp, Tommy Meehan, and Michelle Rinehart for participating so fully and representing Tulane alumni so well.

The **Senior/Emeritus Crawfish Boil**, held at the Alumni House on May 18th, attracted over 800 people. It was a pronounced success. Kits containing TAA welcoming letters, membership cards, mousepads, clickers, and other Tulane memorabilia were distributed to the graduates. As a result of the email congratulatory message that went to 1500 graduates, over 300 departing graduates have signed up for "email-for-life".

The **Emeritus Induction Luncheon** was held on May 19th at the University Center. There were about 175 guests in attendance, honoring the class of 1950. Tulane President Scott Cowen and TAA President Ann Farmer welcomed the group. Over 50 emeritus graduates participated in the unified and individual commencements, receiving their second "diplomas". Arcelio Ducreux Sanchez, Business '50, said he couldn't wait to go home to Panama to show his new diploma to his 98 year-old mother and his 101 year-old father.

The **Emeritus Club Board of Directors** met over lunch at the Alumni House on June 15th. The new Engineering Dean, Nicholas Altiero, and I spoke.

Regarding the request to research the possibility of changing the name of the chapter cities to **Tulane clubs**, I have sent a letter to the General Counsel's office to inquire as to any legal reason not to do so.

(2) **Student / Alumni Cultivation and Outreach.** During the period from April 21 – June 10, **events** were held in Albuquerque, Atlanta, Charlotte, Chicago, Cincinnati, Jacksonville, Kansas City, Lafayette, New York, St. Louis, San Antonio, San Diego, Seattle, and Tulsa. The Charlotte chapter crawfish boil was plagued with mishaps beginning with incorrect invitation information and ending with the crawfish going to Charleston, SC. What started out to be a crawfish boil quickly became a shrimp boil, thanks to a core of hard-working Charlotte alumni. Refunds were made available to all attendees, and I sent a personal letter to each of them. We are working with Cam Marston to host a free event, later in the summer. Other chapters reported successful events and growing interest, no lost crawfish.

Additional alumni events are reported in the **Monthly Counts** attachment.

In concert with the Student Alumni Ambassadors and the Student Affairs office, we will host five “**hometown parties**” this summer in Atlanta, Chicago, Los Angeles, New York, and Tampa. All incoming students are invited to these events, hosted at an alum’s home. The Chicago party will coincide with the TAA Board meeting there in July and will be hosted by Eric Weimers (thank you, Eric and Mary Lise!). In addition, a Houston parent is having a party on June 22nd for his son.

Mail is going out for “**Theatre Weekend VI**”, a package of two Tulane matinees and two meals, scheduled for July 15-16, presented by the Emeritus Club and the Tulane Associates. This mailing also highlights the Emeritus Club and Tulane Associates Homecoming Luncheon on October 14 for the 55th, 60th, 65th, 70th, and 75th reunion classes. Rick Dickson, Tulane’s new Athletic Director, is the guest speaker.

President Scott Cowen and Vice-President Jane Bickford visited Tulane alumni in Panama and Costa Rica during the second week in June. A trip to **international chapter city** Taipei, Taiwan in July is planned.

(3) Revenue Enhancement. As reported to you in an earlier e-mail, the **Alumni House** is now available for **leasing** to non-university groups. During the first week in June, three events were held: a pre-wedding party for the son of two alumni, a dinner buffet for the Kings Point Cadets band members who had marched earlier in the D-Day parade, and an alumna’s 80th birthday party. Each event was different; each was very successful. Non-exempt staff members who volunteer to work are paid overtime from the fee. Payment for the required security guard also comes out of the rental fee. Net proceeds will go to house improvement. We are receiving several requests for information. Advertising this service is strictly word-of-mouth, and through the catering firms.

The Kessler Financial Group is sending a proposal for MNBA to pick up where the First USA **affinity credit card** leaves off in July, 2002. (In addition to the credit card, MNBA offers online banking). The First USA contract does not allow for cancellation without re-payment of a pro-rated portion of the original figure.

A meeting is set for next week with Jane Bickford and the new Associate Vice-President for Institutional Advancement, Steve Martin, to talk about **affinity portal pages**. Harris Publishing is now offering an online directory and online alumni community at a much lower cost than originally presented.

Fiscal year-end inventory on the **memorabilia and commemoratives** in two storage bins is occurring this month. About \$400 worth of merchandise was sold at the Senior/Emeritus crawfish boil.

Eleven alumni have committed to the “Lost Cities” trip in February, 2001. If all eleven of them travel, the commissions from this trip alone will be more than half of what was generated last year by the **Alumni Travel** program. Twenty trips are planned in total for 2001, including a train/boat trip on the “Lewis and Clark Trail”, designed to appeal to all ages of alumni.

(4) University / Alumni Affairs Office Liaison. As the University prepares to launch a capital campaign, and the annual giving figures are being finalized, we are working with the reality of a minor (2%) salary increase for Tulane employees. Before waiting for vacancies, I am slowly and incrementally **upgrading salaries** in the OAA for those whose responsibilities and performance stretch beyond their job descriptions.

“Tulane Day At The Legislature” on May 31st in Baton Rouge saw the Tulane banner flying high from inside the Capitol rotunda. The Office of Government Affairs, OAA, TUMC, the Tulane-Xavier partnership, Admissions, and the Newcomb Women’s Center combined to make this a sterling day for Tulane with Louisiana legislators. An announcement to all Louisiana listservs yielded three alumni with political connections who participated and who are willing to join the **Tulane Legislative Advocacy Network** to help increase awareness with our state representatives about Tulane and its quality programs.

During the afternoon of June 15th, I led the staff in an offsite **Myers-Briggs Type Indicator (MBTI)** workshop. The MBTI is designed for individuals and teams to understand and appreciate behavioral preferences and personality differences.

I am pleased to announce the addition of Bill Vandivort to the **Chapter City Program Team**. Bill joins the OAA on June 19th as Alumni Affairs Assistant. He is a 2000 Tulane College graduate and has worked in the publications office as well as the donor relations office while a student here. Suzanne Valtierra, Chapter City Program Team Leader and I interviewed seven candidates from a pool of 42 resumes. Raymond Butler who has been performing flawlessly in this position as a temporary, leaves on June 27th for his new position with the CIA in Langley, VA. Bill will overlap with him for a week.

The two Chapter City Senior Program Coordinator positions have been advertised in the Times-Picayune, the Chronicle of Higher Education, and on the Tulane website. The job posting closes on June 23rd. We have received nine resumes so far from the Human Resources office. We hope to have two new coordinators on board by mid-July. Eric Weimers and Cam Marston have agreed to help again in the selection process.

There were three finalists for the chapter city manager position vacated by Jennifer Arceneaux. (Thanks to Cam and Eric for their help during the interviews. You asked some great questions!) The position was offered to a finalist from Ohio. He deliberated for two days and decided to decline the offer. He said he was impressed with Tulane and with the office and the salary wasn’t a problem. He just didn’t feel at home in New Orleans and didn’t think he could live here. The second finalist (from Colorado) withdrew and the third finalist took another position.

Instead of recruiting again for a chapter city manager and a new coordinator, Alumni Affairs is recruiting for two coordinators and an alumni affairs assistant and converting the chapter city operation into a **self-directed work team**. Suzanne Valtierra and I talked about rotating the team leader/point of contact role every four months, or having one person be the team leader permanently. Suzanne enthusiastically accepted this new team leader role and I think she is perfect for it. She is my point of contact and the focal point for emerging chapter cities. The salaries of the three coordinators have been averaged, with Suzanne receiving additional compensation for her team leader role. She will be training the new coordinators in their chapter city work. I will be training and working the team through the self-directed team process.

The three coordinators will each have responsibility for 15 cities, instead of the previous 23 cities that two coordinators had. Suzanne will work with the TAA Chapter Cities Committee. New coordinator #1 will serve the TAA Awards Committee, will be backup for the Programming Committee, and will handle the Tulanian duties. New coordinator #2 will serve the TAA Programming Committee.

The advantages of the self-directed work team approach are many: fewer chapter city responsibilities for each of the coordinators (15-16 instead of 23); the same pay for the same work; being able to

recruit for two equal employees at the same time; being able to recruit people who have team-based experience in addition to the other criteria; and being able to get the team in place during the summer when the chapter city work is at a slightly lower point than during the rest of the year.

I hope to make it to the Executive Committee meeting. If I am unable to attend, please let me know if you have any questions about anything in this report.

Charlotte Travieso
Interim Director, Alumni Affairs

**REPORT TO
THE TULANE ALUMNI ASSOCIATION BOARD OF DIRECTORS
FROM
THE OFFICE OF INSTITUTIONAL ADVANCEMENT
TULANE UNIVERSITY**

- ❖ New Associate Vice-President for Institutional Advancement, Steve Martin.
- ❖ Joint Meeting with Scott Cowen, July 11th.
- ❖ The Capital Campaign.
- ❖ Scott Cowen's International Trips in June-July.
Puerto Rico in February 2001.
- ❖ Alumni Participation Goal for FY2001.

**TULANE UNIVERSITY
GIFT SUMMARY REPORT
7/1/99-6/30/00**

FISCAL YEAR 1999-00 (Compared with Fiscal Year 1998-99)

I. Total Cash Received Up 16.5%

FY 1998-99 Dollars	FY 1999-00 Dollars	1999/2000 % Change
\$ 48,078,169	\$ 56,015,694	16.5

II. Total New Gifts & Pledges Up 9.6%

FY 1998-99 Dollars	FY 1999-00 Dollars	1999/2000 % Change
\$ 59,975,839	\$ 65,722,065	9.6

III. Total Unrestricted Cash Received Up 43.7%

FY 1998-99 Dollars	FY 1999-00 Dollars	1999/2000 % Change
\$ 4,631,148	\$ 6,652,701	43.7

IV. Total Unrestricted Donors Up 19.5%

FY 1998-99 Donors	FY 1999-00 Donors	1999/2000 % Change
8,871	10,602	19.5

TULANE UNIVERSITY
GIFT SUMMARY REPORT
FISCAL YEAR 1999 - 00
07/01/99 - 06/30/00

SUMMARY	FY 1998-99	FY 1999-00	% CHANGE
TOTAL CASH RECEIVED	48,078,169	56,015,694	16.5%
In Kind Gifts	620,333	230,631	-62.8%
Less Payments on Old Pledges	(9,123,386)	(5,471,967)	-40.0%
NEW CASH AND IN KIND GIFTS	39,575,116	50,774,357	28.3%
Total New Pledges	21,777,180	18,056,413	-17.1%
Less Payments on New Pledges	(1,376,458)	(3,108,706)	125.8%
TOTAL NEW GIFTS & PLEDGES*	59,975,839	65,722,065	9.6%

TULANE UNIVERSITY
GIFT SUMMARY REPORT DETAIL
 NEW GIFTS AND PLEDGES*
 FISCAL YEAR 1999-2000
 07/01/99 - 6/30/00

BY SOURCE	1998-99	1999-00	Donor	1998-99	1999-00	Dollar
	<u>Donors</u>	<u>Donors</u>	<u>% Change</u>	<u>Dollars</u>	<u>Dollars</u>	<u>Change</u>
Alumni	9,239	10,590	14.60%	17,830,120	12,826,300	-28.10%
Parents	611	1,072	75.50%	1,007,350	1,626,001	61.40%
Friends	1,176	1,158	-1.50%	3,597,126	3,048,207	-15.30%
Corporations	305	392	28.50%	18,721,316	6,579,852	-64.90%
Foundations	97	146	50.50%	7,484,082	12,513,741	67.20%
Other Organizations	142	166	16.90%	3,702,560	2,860,485	-22.70%
Matching Gifts	220	233	5.90%	539,825	354,127	-34.30%
Bequests	30	23	-23.30%	7,093,460	25,913,352	265.30%
Total By Source	11,781	13,742	16.60%	59,975,839	65,722,065	9.60%

* Includes new gifts and pledges but excludes pledge payments on old pledges.

ANNUAL FUND DOLLARS DONORS AVG. GIFT

FY97	5,666,000	12,844	441
FY98	5,768,382	9,695	595
FY99	4,378,748	8,871	493
FY00	4,376,922	10,600	413

Tulane Alumni Association Policy for Board Meeting Travel Reimbursement

I. Eligibility

Chapter City Presidents (or designated representative) and Tulane Alumni Association board members (Officers, Directors and Committee Chairs) are eligible to be reimbursed for up to \$500 per TAA meeting. In order for Chapter City Presidents to be eligible for this reimbursement, they must come from an active chapter city. Enforcement of policy and questions of eligibility are the responsibility of the President of the Tulane Alumni Association.

II. Reimbursement Policy

All reimbursements for attendance at TAA functions shall follow the guidelines set by Tulane University for Reimbursement for Travel and other Business Expenses (see attached copy of policy) in addition to the TAA Reimbursement policy.

Fiscal Policy - "The policy for reimbursement for Association funds is as follows: The reimbursement form with original receipts will be submitted to the Office of Alumni Affairs. The reimbursement form will be approved by a designated signee for the University and the treasurer for the Association. If the treasurer is unavailable or if the treasurer is requesting the reimbursement, the President is the designated signee for the Association."

All reimbursements for non-TAA board functions must include a detailed description of its purpose. This includes purpose of the funds, persons in attendance, as well as original receipts for the expenses.

III. Reimbursement Options

Reimbursements may be paid in the following ways:

1. A check for up to \$500 may be written to the individual requesting the reimbursement. In the event that the expenses total more than \$500 the individual will receive a letter documenting the amount as a donation to the TAA for tax purposes.
2. The individual can request that no funds are distributed and count the entire expense amount as a donation to the TAA, for which a letter documenting this donation will be sent.
3. The individual can request that in lieu of a check being sent, that the funds can be donated to a specific fund at Tulane on their behalf (i.e. Chapter Cities, Annual Fund, Newcomb etc...). The \$500 maximum applies to the donation to the fund, and the individual will receive a letter of donation for the entire amount donated for tax purposes.

IV. Substantiation - Compliance with the Internal Revenue Service's record-keeping requirements dictates that receipts are obtained for transportation and all other business-related expenses claimed. Original receipts are required to be submitted with reimbursement vouchers for transportation (ticket stubs), lodging (hotel and motel bills), meals, and any other expenses for which reimbursement is requested. If a credit card is used for payment, both the credit card receipt and the invoice should be submitted whenever possible.

Please do not expect to receive donation credit for any type of expense that you would not be reimbursed for. Examples of qualifying expenses are airfare (or mileage, if you drive to the meeting), taxi fares, meals for yourself, hotel room (for nights of TAA meetings only), airport parking, car rental and gas.

Some examples of expenses that are NOT reimbursable are:

- Hotel rooms for additional nights prior or after a board meeting weekend
- Meals on days prior to or after board meeting weekends
- Tickets to festivals or events included in package hotel deals
- Local or long distance telephone calls (unless TAA related)
- Laundry and valet services
- Personal entertainment
- Fee for traveler's checks for domestic travel
- Flight or rental car insurance
- Personal alcohol consumption (Not associated with meal)
- Credit card fees
- Meals for others (unless related to TAA Business, documented by annotating receipt with participants and purpose of meal)

TULANE UNIVERSITY

Reimbursement Policy for Travel

Reimbursement for Travel and other Business Expenses - The University's policies and procedures regarding reimbursement for travel and other business expenses on authorized University business are applicable regardless of the source of funds (e.g., departmental budgets, grants, contract and other special accounts)

Reimbursement for domestic travel will be made on the basis of reasonable actual expenses. In certain instances, grants and contracts (especially governmental) have specific limitations, such as per diem allowances, which may be more restrictive than University policy. In these cases, the terms and conditions of the grant or contract must be followed.

University personnel are expected to make every effort to use the lowest available airfare accommodations. The cost of transportation tickets may be charged to the employee's tulane Business Card, personal credit card, or charged directly to the department. Reimbursed personal telephone calls will be limited to one per day.

As a general rule, when a private vehicle is used as transportation, reimbursement will be made based upon mileage at a specified rate per mile multiplied by the number of business miles substantiated, or tourist air fare whichever is less. The current mileage reimbursement rate is available from the accounting Office at 865-5371 (Uptown) and from the TMC Office of Grants and Contracts Administration at 588-5613. Reimbursement will not ordinarily be made for overnight lodging or meals en route on the assumption that the traveler can reach his or her destination by air in one day. Exceptions will be made when it can be documented that group travel by automobile results in a lower total cost to the University.

Substantiation - Compliance with the Internal Revenue Service's record-keeping requirements dictates that receipts are obtained for transportation and all other business-related expense claimed. Original receipts are required to be submitted with reimbursement vouchers for transportation (ticket stubs), lodging (hotel and motel bills), meals, and any other expenses for which reimbursement is requested. If a credit card is used for payment, both the credit card receipt and the invoice should be submitted.

Some examples of expenses that are **NOT** reimbursable are:

- Laundry and valet services
- Personal entertainment
- Fee for traveler's checks for domestic travel
- Flight insurance
- Personal alcohol consumption
- Credit card fees.

Approval - There should be written approval for all reimbursements by the person to whom the traveler/payee reports

All academic department business expense reimbursements, including travel reimbursement, should be signed by the traveler/payee and approved (i.e., signed) by the department chair, or by the Dean if the traveler/payee is the Chair of the department. Similarly, all requests for business expense reimbursement by Deans and Directors should be signed by the individual, and approved (i.e., signed) by the applicable Senior Officer to whom such individual reports relative to the purpose of the business expense.

All administrative department business expense reimbursements, including travel reimbursement, should be signed by the traveler/payee and approved (i.e., signed) by the Budget Head, or by the person to whom they report if the traveler/payee is the Budget Head. Similarly, all requests for business expense reimbursement by Vice Presidents and Vice Chancellors should be approved (i.e., signed) by the appropriate Senior Officer.

Travel Reimbursement/Business Expense Reimbursement for Non-employees - IRS regulation require the reporting of unsubstantiated business expense reimbursement as income. Therefore, if the reimbursement is not substantiated, it must be coded as a 1099-MISC reportable payment using code for Non-employee Compensation.

Advance Purchase of Tickets - The purchase of tickets more than 30 days prior to travel is discouraged unless the advance purchase results in substantial savings to Tulane. If reimbursement is requested prior to filing an expense report for the trip, the payment will be treated as an advance and charged to Accounts Receivable, as only one expense report is allowed per trip. This advance should be subtracted on the travel expense voucher when filed.

Travel Agency invoices submitted for payment are not considered advances and are treated as any other "Request for Payment" to a vendor. It is the responsibility of the person responsible for the account charged to monitor the advance payment for certification that the ticket was used for the intended purpose.

Spouse of Other Dependent Travel - No travel expenses transportation, lodging, meals, or registration fees, etc., for spouses or other persons accompanying employees on University travel will be reimbursed unless such travel significantly benefits the University and is specifically approved in writing by the traveler's Senior Officer for his or her division (or the person to whom the traveler reports if he or she is a Senior Officer). This approval must be identifiable as approval for Spousal or other dependent travel expense reimbursement. Approval to reimburse specific meals or other itemized expenses is not necessary. The reason that the University significantly benefits from the accompaniment of the spouse or other person accompanying the employee must be stated in writing.

Reimbursed travel expenses of spouses or other persons accompanying employees on travel for University purposes will be reported as taxable income to the employee unless (1) the travel of the spouse or other person is for a bona fide business purpose of Tulane University **and** (2) the expense would otherwise be deductible by the spouse or other person.

Slide 1



Tulane Alumni Association

Embracing Our Past,
Shaping The Future

Slide 2



TAA Mission Statement

The Tulane Alumni Association, a vital member of the university community, is dedicated to advancing Tulane's pursuit of its highest potential. The Association provides a forum for meaningful involvement and interaction among alumni, students, and university leaders.

Slide 3

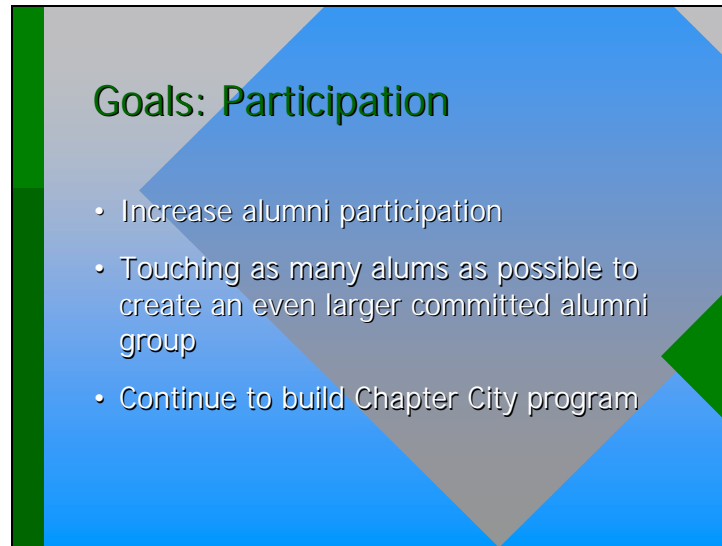


TAA Strategic Plan:

- Based on Mission Statement
- Meshes with the University's Strategic Plan
- Developed over 4+ years
- Time to implement!

How does this activity advance our mission and implement our strategic plan?.

Slide 4



Goals: Participation

- Increase alumni participation
- Touching as many alums as possible to create an even larger committed alumni group
- Continue to build Chapter City program

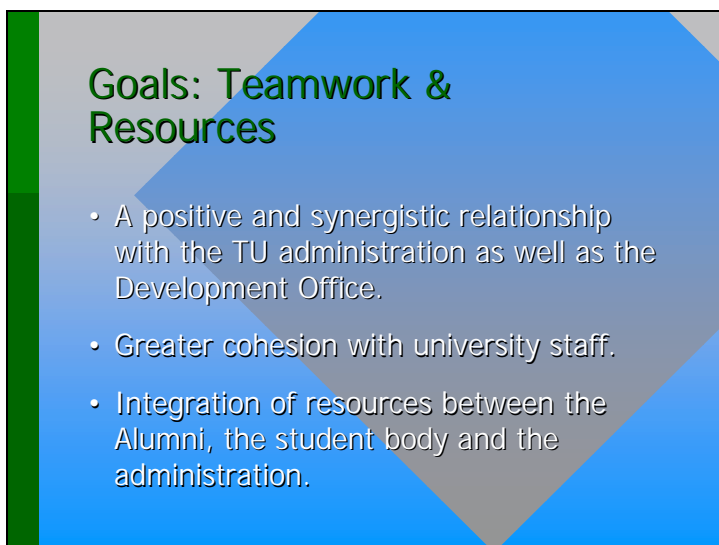
Slide 5



Goals: Connection & Inclusion

- Offer meaningful and varied activities to attract alumni in our area to stay connected to one another and the university
- Increase the diversity of participation - age, class, schools, regions
- Inclusion of minority alumni

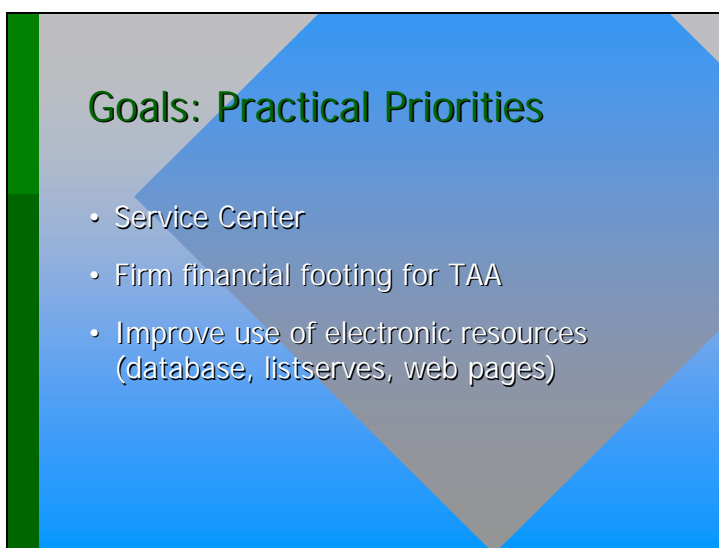
Slide 6



Goals: Teamwork & Resources

- A positive and synergistic relationship with the TU administration as well as the Development Office.
- Greater cohesion with university staff.
- Integration of resources between the Alumni, the student body and the administration.

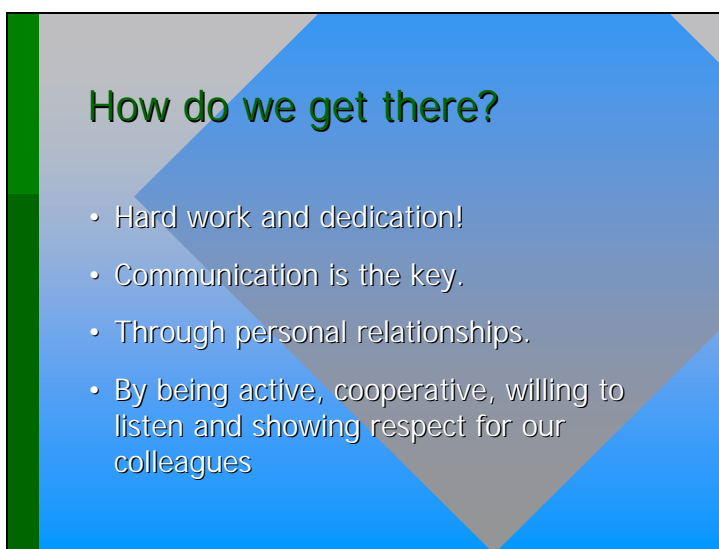
Slide 7



Goals: Practical Priorities

- Service Center
- Firm financial footing for TAA
- Improve use of electronic resources (database, listserves, web pages)

Slide 8



How do we get there?

- Hard work and dedication!
- Communication is the key.
- Through personal relationships.
- By being active, cooperative, willing to listen and showing respect for our colleagues

Slide 9

