

# **MARITIME COLLEGE** **ALUMNI ASSOCIATION**



**Maritime College Alumni Association**

**General Meeting Minutes – May 2021**

**Meeting Held on May 27, 2021 via Teleconference**

## **Officers**

<b>Kevin Danko</b>	<b>President</b>
<b>Annmarie Bhola</b>	<b>1<sup>st</sup> Vice President</b>
<b>Leo Imperial</b>	<b>2<sup>nd</sup> Vice President</b>
<b>Michael Paturas</b>	<b>Secretary</b>
<b>Kevin Comerford</b>	<b>Treasurer</b>

## **Board Members**

<b>Carl Hausheer</b>	<b>Ted Mason</b>
<b>Mike Trotta</b>	<b>Rick McClain</b>
<b>Bridget Cooney</b>	<b>Chris Nystrom</b>
<b>Phil Kantz</b>	

## **Past MCAA Presidents**

<b>John Valvo</b>	<b>Past President - 2020</b>
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## **MCAA Staff**

<b>Jeanne Murphy</b>	<b>Executive Director</b>
<b>Saira Yoo</b>	<b>Director of Alumni Affairs</b>
<b>Matthew Bonvento</b>	<b>MCAA Magazine Editor</b>

## **Chapter Presidents**

<b>Art Sulzer – Delaware Valley</b>	
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## **1809 – Call to Order**

President Kevin Danko calls the May 2021 meeting to order and puts forth a motion to approve the April 2021 Board Meeting Minutes.

**Motion Carried.**

## **1813 – Chapter President Updates:**

- **Art Sulzer – Delaware Valley Chapter**
  - Annual crab and golf outing for the port and chapter members scheduled for September 15th.
    - Working on final numbers for attendance
- **Carl Hausheer – Chair of Chapters Committee**
  - Possible get together for South Jersey on June 16<sup>th</sup>, led by Ed Johnson '80 at the Cove Restaurant in Cape May
  - Fort Lauderdale Alumni Dinner held last night; more than 50 people in attendance at the event.
    - Capt. McManus and 15 senior cadets were in attendance
    - MCAA sponsored the first drink for the event

## **1816 – Discussion amongst the Board Regarding Planning of Future MCAA Sponsored Events**

- The board discussed pre-panning of events well in advance, for topics such as the ship returning this year following the completion of summer-sea term
- Spoke about to deconflicting any potential issues with other alumni based events and organizations that could be held at or around a similar time.

## **1835 – Events Committee Update**

- Networking/Beer Tasting Event held last week and was a success
  - Guest speaker Kevin Tokarski from MARAD spoke about the new training ship
  - P&L from the event - \$850 in profit
- Golf Outing Upcoming - slightly less golfers currently signed up than previous years
  - 90 golfers registered at the time of this meeting
  - Targeting \$125,000 to close out the week
    - Currently at \$126,575
  - Goal for Sponsorships is \$150,000
  - Saira and Jeanne visited Old Westbury Golf Course last Friday
    - COVID Adjustments:
      - Masks required in common area
      - Family style catering
      - Drinks will be served by servers
    - Seeking auction/raffle items
    - 50/50 launched online

## **1845 – Executive Director Report - Jeanne Murphy**

- SST Scholarships – Check was given to the College, thus officially concluding this year's (2021) appeal

- Swag (Merchandise) Sale Update:
  - Online Sale (Pop-Up for 1 week)
  - Atlantic Sportswear will be the company of choice
    - All premium products (i.e. Nike or Under Armour)
  - Custom Store: Individuals select multiple items and their own logo placements
    - Certain minimums to meet, but items can be bought by the MCAA and sold out a later date (i.e. Homecoming)
  - Annemarie has identified a particular T-Shirt targeted towards woman with the Maritime logo in rhinestones
  - Membership committee will be designing a special beer mug for the event, similar to what was done in 2018
- Membership Update:
  - For those new members who are signing up, a lot of responses are indicating they signed up based off alumni influence
  - Postcard mailing scheduled for next week announcing our change of address to the Maritime campus and thanking our current members, while also serving as a reminder to lapsed members
    - Phasing out the NJ office – Saira moved out files and the shredding company is scheduled to arrive on site next week to remove the older applicable documents that are no longer required to be held in storage
    - Jeanne secured a storage space 3 miles from campus for all files that are still applicable and must be kept in storage.
- Database Update:
  - Finalizing the agreement between the College and MCAA
    - Being reviewed in Albany by the Colleges legal team
    - Consultants in place and standing by once approved
      - 6 week timeline for actual merger to occur

### **1850 – Matthew Bonvento - Publications Update:**

- Annual Report & Magazine have been sent to print and are being prepared for mailing within the next few weeks
- Fall '21 Issue – Need pictures, write ups, stories...etc.

### **1855 – Magazine Committee:**

- Working on SOP while Annual Report and Magazine are in printing
- Planning a meeting at the college on July 7

### **1900 – Treasurers Report - Kevin Comerford**

- Budget:
  - April 30, 2021
    - Net income – \$3,197.39
- Funds:
  - January 1, 2021 - \$11,746,195
  - April 30 – \$11,937,453
    - A total of \$390,362 was withdrawn in 2021 for SST.
    - \$12,460 added to the fund in 2021.
- New auditors are very happy with the quality of the documentation they are receiving for this year's audit.

- The funds in FTI were restricted to 8% cash per the MCAA Board recommendation on September 28, 2020. At our last meeting we voted to remove these restrictions. FTI confirmed the restrictions were removed from all our funds.

## **1910 – Presidents Report**

Kevin discussed disseminating the Executive Director Job description to the MCAA Board. The intention of doing so helps to provide clarity to the board on the roles and responsibilities for Jeanne throughout her tenure as Executive Director.

Interactions with committees are still a work in progress, as committees continue to build out their SOP's.

Denise's part-time position will be eliminated at the end of June. Kevin put out a recommendation for discussion on providing Denise a severance package of approximately \$5,000 for her 20+ years of service to the MCAA.

- Previous President John Valvo and Treasurer Kevin Comerford agree that the \$5,000 severance is appropriate and within the budget.
- Art Zulzer also puts forth the idea of a "Honorary MCAA Membership"
- Leo Imperial will work to create a St. Mary's Pendant as an additional gift of thanks

## **1920 – President Kevin Danko puts forth a motion to approve Denise's \$5,000 severance and honorary lifetime membership.**

**Motion carried.**

**1922 – Committee Review** (*Magazine and Events Committee updates were given earlier in the meeting and reflected in the previous section of the minutes*)

### **Public Relations Committee:**

- Since last meeting, the PR committee has posted Anthony Patti's Alumni Spotlight Series on our social media platforms
  - Anthony's post included a job opportunity, in which he received multiple resumes from Maritime alumni so far
- Established a new post titled "*Where are they*", which highlights alumni from around the world and what they are doing currently and what vessel they are.
- Next Alumni Spotlight Series will be John Flanagan from Maritime Professional Training (MPT) and will also include job opportunities.
- Established of the MCAA Job Opportunities page with assistance from Saira which is now up and running and doing well.
- SOP is still in progress; working on approval process and for how that particular process will work in terms of approvals from MCAA leadership.

### **Finance Committee:**

No additional updates this month.

## **Audit Committee:**

- Audit currently still in process, no additional action required at this time.
- Dealing with auditor's recommendation for the 2019 auditor review, particularly the "management letter of recommendations" which the MCAA received in the fall of 2021
  - Committee is making progress on some of these recommendations:
    - Developing Internal Controls Procedures – formalized with assistance from Kevin Comerford.
      - Will prepare to present to Board members to incorporate into our operational controls
    - Vic Corso working with bookkeeper Kamal about the way we monitor the MCAA's net assets
    - Credit Card policies updated and edited
  - Formalizing response back to the auditors to let them know the progress the committee has made on those recommendations
  - Reached out to Hartford, MCAA's insurance carrier, for Cyber Security/Crisis Management Insurance/Coverage.
    - Coverage will cost \$210 a year for minimum coverage
- Audit Committee Chair John Valvo recommends to authorize the use of \$500 per year for additional insurance, specifically for the endorsement of data breach insurance to include first party coverage with a \$25,000 limit and \$1,000 deductible and a third party coverage with \$100,000 limit.

**1935 – Kevin Comerford puts forth a motion based off John Valvo's recommendation of the use of \$500 per year for additional insurance, specifically for the immediate endorsement of data breach insurance to include first party coverage with a \$25,000 limit and \$1,000 deductible and a third party coverage with \$100,000 limit.**

**Motion Accepted.**

## **1940 – New Business**

- Class of 1957 reunion will be held in Baltimore, MD at the end of September
- Reminder of Diversity & Inclusion Training will be sent via email and due by June 24

Next Board meeting will be held Thursday, June 17, 2021.

## **1950 – Motion to adjourn meeting.**

**Motion Accepted, May 2021 meeting concluded.**

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