



## Association of Federal Government College Enugu Alumni, Americas [AFGCEAA]

### General Meeting Minutes – November 16, 2014; 7pm EST

**Minutes Taken By:** Ruby Opara

**Moderator:** Jude Ogene

**Attendees:** Nnaemeka Osakwe, Ekene Ofodile, Nora Agajelu, Jude Ogene, Ruby Opara, Emeka Egbuonye, Emeka Anyanwu, Ifeanyi Eze, Buchi Brown, Myriam Ene-Unga, Dilibe Omesuh, Ike Agbim, Dike Okeke, Nkoli Mbanugo-Aningo, NJ Ozumba, Chike Onwuka, Nonso Onochie, Chibugo Ike, Maureen Obiofuma, Nwamaka Anowi.

**Agenda**

Time	Topic	Owner
<b>5 Mins</b>	Introduction and Roll Call	All
<b>50 Mins</b>	Organizational Status Report <ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Volunteering Opportunity</li> <li>• Q&amp;A</li> </ul>	Nnaemeka Osakwe
<b>15 Mins</b>	Financial Update <ul style="list-style-type: none"> <li>• Budget</li> <li>• Funding</li> <li>• Alumni Association Dues</li> </ul>	Ekene Ofodile
<b>40 Mins</b>	2015 Reunion Update <ul style="list-style-type: none"> <li>• Requirements</li> <li>• Survey Results</li> <li>• Project Plan</li> <li>• Constitution Amendment</li> </ul>	Nnaemeka Osakwe Nora Agajelu Ike Agbim
<b>10 Mins</b>	Next Steps & Actions	All

**Organizational Status Report:**

- Opening remarks and meeting overview by Nnaemeka Osakwe. He proceeded to discuss the presentation and highlight strategy put forth by the Executive Council.

**Legal & Organization Set-up**

- Jude Ogene gave update on the status of alumni association incorporation.
- On 501 (c)(3) filing, he mentioned initial plans to engage an external vendor to help the association with filing requirements. After investigation of cost, Jude concluded that it was cost



prohibitive for the alumni association. Decision made to proceed to personally file the form for the organization, with cost reduced to the \$400 filing fee and any applicable IRS fees.

- On the constitution revision, Jude highlighted the objective to implement an open and transparent process.
- Timeline of December 31, 2014 for his initial review of current constitution.
- Plans include empaneling a constitution committee to help provide feedback or proposed revisions to Executive Council and Board of Directors.
- Proposed slate of amendments will be published to the association for feedback collation by July 30, 2015.
- Jude reiterated the plan to have the greater alumni vote on the proposed constitution amendments during the 2015 reunion.

### **Financial Management**

- Ekene Ofodile discussed the financial strategy and deliverables.
- Three main goals discussed including having a scalable and transferable financial system for easy transition within the organization; Transparency & reporting, and Efficient collection practices.
- Update to the team included successful set-up of two bank accounts with Bank of America.
- Account services include express invoicing, seamless tracking and record keeping.
- PayPal capability also available for collecting monies from global membership.
- Further plans on fiscal control and long range planning highlighted.

### **Website Infrastructure**

- Nnaemeka Osakwe talked through the plans and status update on association website.
- He highlighted advances made on the social media platforms (Facebook, twitter, LinkedIn), and the utilization of forums to drive engagement.
- Another focus area is to ensure privacy law compliance and security of membership data.
- Budgetary requirements for the ongoing maintenance of the infrastructure also commented on.
- Nnaemeka O. encouraged membership and registration on the alumni association website.

### **Communication**

- Nnaemeka Osakwe spoke about the establishment of effective mechanism of communication for the Alumni association.
- Feedback and survey discussed with intention of retrieving quantitative feedback on alumni body.
- He emphasized that maintaining transparency on behalf of the organization is in line with good governance practices.
- Nora Agajelu clarified the use of the platforms to drive engagement, including weekly FB posts, sharing updates, nostalgic articles and updating general team on status of activities.
- She also highlighted the importance of transparency and the constant communication to ensure voices are heard and team is carried along on progress.

### **Membership Drive**

- Nnaemeka Osakwe commented on the goals and targets around membership drive.
- He stressed that alumni/membership engagement is critical and highlighted the importance of getting support from the greater team to help increase active membership.
- A membership drive committee will be created and volunteers will be solicited.



- Success to be tracked based on membership conversion.

### **Goals Summary**

- Nnaemeka O. also summarized the goals and achievements thus far per the quarterly highlights.
- He stated that the association is represented by a committed team of officers and board to move us forward.

### **Team Feedback**

- Chike Onwuka commented that he was very pleased with the status and progress.
- He is very interested in giving back to the school and recommended that the Executive council look into bridging the gap across the sets.
- Chike O. also suggested finding a common thread/connection to allow dissipation of information through formal channels (media) rather than informal means (word of mouth).
- Nora Agajelu mentioned that the communication disparity between sets was previously identified and she is leading efforts to reach out across the sets/classes to create a stronger following for the Association.
- Nnaemeka Osakwe highlighted that a lot of growth will be organic as well and the association needs commitment from alumni to keep reaching out and leverage personal relationships.
- Ruby Opara also mentioned the importance of chapter creation to help with outreach, and act as a conduit for information dissemination.
- Nonso Onochie inquired about the Class Ambassador Program and plans for roll-out.
- Ruby Opara responded that the foundation had already been established, with pilot roll-out conducted. With the approved strategy in place, the campaign will be launched shortly.
- Dilibe Omesuh commended the team on the progress, and encouraged bringing more members on board to help with the implementation of the plans communicated.

### **Financial Update:**

- Ekene Ofodile gave the financial update, with remarks on donations contributed to date by the Executive Council and Board, including association expenses since the last reunion.
- He urged the team to serve as ambassadors for the organization and welcomed any donations from the team, above and beyond the dues payment.
- Official communication to be sent for collection of dues, and payment options will be provided.
- Ekene O. commented that the organization had a balance of over \$19K, but still had a long way to go towards growing funds for meaningful projects for the organization.
- Ike Agbim asked if there was a confirmation sent out to members to acknowledge fund transfer or payment of dues.
- Ekene O. responded that email confirmations are sent once payment is received. An accounting sheet with list of all payees will be distributed to general membership as well.

### **Reunion Update:**

- Nora Agajelu gave the update. The reunion venue has been narrowed down to three locations.
- She mentioned having a balanced approach to the final selection, driven by a combination of quality, cost effectiveness and overall package that caters to the reunion requirements.



- Survey feedback and voice of the greater alumni is driving the requirements as well. Plan is to ultimately have a location that can cater to 300-500 guests, extended event close time, open to Nigerian catering options.
- Ike Agbim, Ifeoma Okafor and Nnaemeka Osakwe are all looking into options.
- Ifeanyi Eze asked if the location was to be in DC or if surrounding areas were being considered.
- Nora Agajelu clarified that the three hotel options were in DC, suburb of DC and Baltimore area.
- Nwamaka Anowi asked about hotels in DC and commented that ticket cost should not be prohibitive.
- Nnaemeka Osakwe responded that tickets will be cost effective and valued appropriately.
- A project planning committee will to be established as well to help look into a solid project to be backed by the association.

### Volunteers

- Membership drive, Reunion planning, Website were identified as areas requiring volunteers.
- Plan is to publish list of areas, detail the needs/requirements and then solicit help from team.
- On the call, the following members volunteered to help:
  - **Chike Onwuka** – Volunteered to be class ambassador for his set
  - **Nonso Onochie** – Volunteered to help with membership drive
  - **Nwamaka Anowi** – Volunteered to help with membership drive
  - **Ifeanyi Eze** – Volunteered to help. Specific area to be selected once list is published

### Closing Remarks

- Ike Agbim was pleased with the progress by the Executive Council. He will send out subsequent update to the Alumni from the Board of Directors.
- He added importance of spending more time to get support for chapter creation and expansion of the organization.
- He mentioned he is looking forward to progress by ATL, DMV and Chicago to build out chapters, and a stronger, more viable organization.

Closing prayer was led by Ike Agbim and meeting adjourned at 8:45PM EST.

### Action Items List:

Agenda Topic	Detail	Owner
<b>Executive Council Follow-up</b>	Establish Committees to Support Strategic Imperatives	Executive Council
	Publish Listing of Volunteer Requirements & Specific Needs for Assistance	Executive Council
	Solicit Greater Alumni for Volunteer Assistance	Executive Council
	Communication to Alumni Body on Association Dues & Payment Requirements	Ekene Ofodile Ini Abasiattia
	Reunion Planning Details & Requirements	Nora Agajelu
	Comparative Analysis for Reunion Venue	Nnaemeka Osakwe
	Roll-out Class Ambassador Campaign	Ruby Opara
<b>Board Update</b>	Publish Summary of Board Meeting	Ike Agbim