

# Institutional Advancement Committee

MINUTES

APRIL 7, 2017

10:00 A.M.

INFOCISION STADIUM

MEETING CALLED BY	Jared Coleman, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Jared Coleman, chair	
NOTE TAKER	Barb Pizzute, secretary	
	<b>Members:</b> Kim Cole, Barb Pizzute, Jared Coleman, Steve Kaufman, Jarrod Tudor, Michele Novachek, Taylor Bennington	
Agenda topics:		
10:00 – 10:05	CALL TO ORDER	JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>2. The chair asked for additions or corrections to the March 10, 2017 minutes. There being none, the minutes were approved first by Jarrod Tudor and second by Michele Novachek. Minutes then approved by unanimous consent.</li> </ol>	
UNFINISHED BUSINESS		JARED COLEMAN
DISCUSSION	<ol style="list-style-type: none"> <li>1. Jared Coleman (Faculty Senate – 2 seats) – Jared is going to follow up with Kim Haverkamp to check status.</li> <li>2. Creating an event and a tool kit to help each college with communications to students and donors to bring this relationship closer together.</li> <li>3. Jared Coleman will also follow up with Willy Kollman and Matt Akers for updates on goals.</li> </ol>	
PRESENTATION TO UC COUNCIL		JARED COLEMAN
DISCUSSION	<p>Items Discussed:</p> <p>Guest Speaker – Terrie Sampson, Director of Development Stewardship joined our group to give an overview of donor relations and scholarship updates.</p> <p>Terrie thanked everyone for letter her speak today. While she is new to this Stewardship position, she is not new to the University of Akron. She recently rejoined the Department of Development and is glad to be here to help build the donor /student relationships. One of the main ways to keep donors involved in not only what is going on with their particular scholarship, but also with all events happening at the university. Keep them in contact with their student recipients of scholarships. A thank you letter from a student goes a very long way with a donor, and they truly appreciate it. Donors like to hear that their scholarship recipients are succeeding and the plans after graduation.</p>	

Stewardship is also making sure we are doing what the donor is asking with the funds they are giving to the university. We have a tracking system such as when gifts come in; they are designed to a specific account. That account then only awards dollars to what that donor has requested. From that tracking system also, we send out acknowledgement letters for receiving the gift. Those letters either come from the Development Officers, Vice President Kim Cole and/or President Wilson.

We must follow some guidelines and send tax receipts for any gifts that come to the university over \$250.00.

We will be holding a scholarship reception in the Fall of 2017; this is our second time with this event. It brings donors together with their scholarship recipients, and gives them face to face interaction with each other. This event was a huge success in 2016.

We then held a discussion of one of our goals as to how we can get involved and help the colleges and students better recognize donors and awarding scholarships. Then also sending thank you letters to donors.

Michele Novachek will bring to our next meeting samples of what the School of Law does for students to help them acknowledge donors.

Possibly we can do a tutorial video online as well.