



The American College Alumni Association – CUL

Annual Secretary's Report

July 1, 2014- June 1, 2015

June 1, 2015

Respectfully submitted by Mark T. Moitoza

Board Elections:

After the annual 2014 annual business meeting held in Alexandria, VA the ACAA Board consisted of:

President: David Norris

Vice-President/President-Elect: Robert Flannery

Secretary: Mark Moitoza

Treasurer: William Wegher

Member at Large: Jack Dick

Member at Large: Chris Fusco

Past President: Ray Collins

Two additional positions were open and an electronic vote was conducted after candidate biographies were posted on the ACAA website. An e-mail with electronic voting instructions via Survey Monkey was distributed to ACAA dues paying members on June 30th. The vote was open until July 9th. On July 13th an eNewsletter was sent to members announcing the results indicating that 52 members had voted. The vote was certified by the board members and the following members at large were added to the ACAA website:

Member at Large: Doug Comstock

Member at Large: Michael Welsh

Note: The positions of Vice-President/President-Elect, President, and Past President are one-year terms. The Vice-President-Elect assumes the role of President, and the President assumes the role of Past President.

The positions of Secretary, Treasurer, and the four Members at Large are two-year terms. Presently, all of these two-year terms expire June 2016. These positions may be elected to successive terms not to exceed two terms, as noted in *Article Four: Duties of the Board of Directors* (see the by-laws).

President's Newsletters:

The following letters from the President were sent via eNewsletter and posted on the ACAA website:

- July 4th - letter from the Past President, Ray Collins
- August 15th – letter from the President, David Norris

ACAA Website:

The ACAA website, www.aaalouvain.org, continued to grow this past year:

Most notable were the addition of pictures of Phase One of the Renovations when Mark Moitoza visited Leuven in August 2014. Permission to visit the Damien Community at the American College under renovation was arranged by Jack Dick. More recent pictures were posted on the ACAA website in May thanks to Bob Flannery's visit to Leuven. Again Jack Dick helped to arrange access to the Damien Community. Thanks to Jack and Joske for their hospitality and willingness to arrange the opportunities.

Frequent news updates, obituaries, and items related to the opening of Damien Community at the American College this past academic year strived to keep alumni up-to-date.

Several requests for information were submitted via the website inquiry form that enabled that were sent to the board for consideration.

E-Newsletter Communications:

The following eNewsletters were sent via e-mail and posted on the ACAA website in addition to the previously noted letters from the President:

- June 30, 2014 – Reunion evaluation
- June 30, 2014 – Instructions for electronic voting for two member-at-large positions
- July 9, 2014 – Announcement of the electronic voting
- November 28, 2014 – Thanksgiving at the Damien Community
- December 8, 2014 – Letter from the Damien Project Committee
- March 16, 2015 – Request for Board Nominations
- April 16, 2015 – Preliminary information about the 2015 Reunion
- April 30, 2015 – Registration information for the 2015 Reunion
- May 4, 2015 – Hotel reservation reminder
- May 12, 2015 – Multiple communications related to the extension of the hotel reservation deadline extension

Communication among Board of Directors:

The Secretary supported the Board of Directors with communication tools by establishing a Google-group for the Damien Project Committee, adding new board members to the ACAA

Board of Directors Google-group, and identifying contact information for members. An attempt to update the database for eNewsletter communications was begun in recognition of the growing list of e-mails that bounced. This is a result of members not updating contact their contact information when it changes.

The Secretary created a draft of the ACAA advertisement and the Board of Directors provided edits. This ad appeared in America magazine and the NCR.

Reunions:

The 2016 reunion was initially proposed for Leuven as noted in the 2014 Secretary's report. The Board discussed changing that date to 2017 for better planning purposes. A proposal to hold the 2016 reunion in Collegeville, MN has been made.