

**Approved SEPTEMBER 2007**

**Alumni Association of Hellenic College and Holy Cross  
Greek Orthodox School of Theology  
Board of Alumni Directors Meeting  
May 16 & 17, 2006  
Dowd Hall**

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**Tuesday, May 16, 2006**

**2:00 pm**

**Dowd Hall**

**Attendance:** Frs. Nicholas C. Triantafilou, James Gordon, Michael Kouremetis, Theodore Petrides, James Katinas, Angelo Pappas, George Savas, Mr. James Karamanos and Eleni Geanon.

No Meeting conducted – No Quorum

**Topic of Discussion:**

- ❖ Bring LOFOS pamphlets to Clergy-Laity. Have the Alumni information area highlighted for better awareness.
- ❖ Provide each Alumni Representative with a list of alumni in their Metropolises.
- ❖ Clergy-Laity: Brief presentation on what has been done, what is currently in progress and future plans for the Office of Alumni Relations. Possibility to provide photo opportunity for individual classes, class meetings, etc.
- ❖ Need to invite the graduating seniors of each School to the General Assembly meetings each May. This is to become a standard operating procedure (SOP).

**Wednesday, May 17, 2006**

**9:15 am**

**Dowd Hall**

**Attendance:** Frs. Nicholas Triantafilou, James Gordon, Michael Kouremetis, Theodore Petrides, Angelo Pappas, George Savas, Peter Costarakis, Mr. Nick Paleologos, Mr. James Karamanos and Eleni Geanon

**Opening Prayer and Remarks:** Fr. James Gordon

**Minutes from January 24-25, 2006**

- ❖ Motion to approve minutes from January meetings – Fr. Michael Kouremetis
- ❖ Seconded – Fr. Angelo Pappas

**Budget Review**

- ❖ Need to put solid budget together
- ❖ Be able to operate on a year-to-year basis
- ❖ Motion –Need to have an approved budget by Clergy-Laity and to present it at Clergy Laity. Motion by Fr. George Savas
- ❖ Seconded-Fr. Angelo Pappas

**Discussion**

- ❖ Need to sit with Fr. James Katinas and to create a budget.
- ❖ People have made commitments and we need to honor them.
- ❖ How and where do we generate an income?
- ❖ Need \$50,000.00 (minimum) to operate the Office of Alumni Relations

Motion was approved

## **Motion**

- ❖ Request to Mr. Charles Kroll to present the Office of Alumni Relations, every two months, the funds collected from LOFOS that have been given directly to the Alumni Association (TR).
- ❖ Motion made by Mr. James Karamanos
- ❖ Seconded by Fr. Angelo Pappas
- ❖ Fr. J. Gordon to write letter to Mr. Charles Kroll
- ❖ These funds directly belong to the Alumni Association.
- ❖ Fr. George Savas – suggest using *QuickBooks* for the budget of the Alumni Association. Is a helpful tracking system for profit and loss monitoring, templates, bills, etc.
- ❖ Evaluate latest *QuickBooks* program and get cost.
- ❖ Need liquid assets for the office to functions
- ❖ May need to look at becoming independent of the School.

Fr. Angelo Pappas – suggest a separate campaign for fundraising for the Office of Alumni Relations.

Fr. George Savas – we need to become self-promoting, to market ourselves more effectively and at a deeper level.

- ❖ May need to call donors, prior to entering checks from Alumni, if they meant to have their donation directed to the Alumni Association or to the School.
- ❖ Possible method of generating more publicity is to have the *Orthodox Observer* do an interview with Fr. Gordon for one of their issues.

## **Treasurer's Report was reviewed and accepted.**

## **Library Fund**

- ❖ The pledge for the Alumni Room, located in the Archbishop Iakovos Library and Learning Resource Center has been met and paid off.
- ❖ The Metropolises of Denver and Detroit still need to fulfill their pledges to the Alumni Association.
- ❖ Fr. J. Gordon – letters need to be sent to the Alumni Metropolis Representatives to have these pledges taken care of.

## **Memorial Wall**

- ❖ Fr. James Katinas – overview – was asked in January to come up with proposals and costs for the wall.
- ❖ Those alumni having graduated from Hellenic College and Holy Cross will be listed on the wall, as well as the graduates from Pomfret.
- ❖ Order of names is to be determined by date of death – chronological order, however, no dates to be listed. Names to no more than 20 characters in length (Possible - if names longer than 20 characters, use smaller font or cut out first names, initialize). May need to possibly change the size of the plaques to fit longer names. Fr. James Katinas to look into this.
- ❖ Check the Imerologion of the Patriarchate for abbreviations of clergy.
- ❖ Reviewed several methods to set up the wall. It was concluded that bronze nameplates would be most practical (with stand weathering) and aesthetically pleasing.
- ❖ The wall will flow from right to left along the right side of the Chapel. The plaques will be pegged into the stone.
- ❖ Place roman numerals on plaques to coincide with roman numerals in the Eternal Memory book that is to be placed in Chapel. Thus, people will be able to locate names.
- ❖ There will be a section on the wall that is conducive for an icon and biblical verse, Christos Anesti. Research is being done for icon and iconographer.
- ❖ Fr. Elias Velonis suggested an acid technique on stone for placement of names

- ❖ A bottom line quote, at this time, is \$ 21,562.00.
- ❖ Alumni have in Memorial Wall fund - \$14, 239.15. More than half way to goal.
- ❖ Wall is to include Hierarchs, Deans and Faculty of Hellenic College and Holy Cross – as listed in the Diptych.
- ❖ The Seminarian Memorial will be moved closer to the Memorial Wall

**Motion**

- ❖ Fr. Peter Costarakis – Motion made to restrict memorial wall to only graduates of Hellenic College and Holy Cross, thus being named as *Alumni Memorial Wall*.
- ❖ Seconded – Mr. James Karamanos
- ❖ Unanimous Vote

**Motion**

- ❖ Fr. Michael Kouremetis - Proceed with order of plaques, name plates and sign for Alumni Memorial Wall. Office of Institutional Advancement and the Director of Alumni Relations to work on the determination of the number of characters per names, abbreviations, size of plaques. If any payment is needed at this time, not to exceed \$15,000.00 (round off \$ 14,239.15 in account for Memorial Wall) at this time.
- ❖ Seconded – Mr. James Karamanos
- ❖ Abbreviations are to be reviewed by the Archbishop Demetrios, Office of Institutional Advancement, Office of Alumni Relations and Fr. James Gordon.

**Alumni Dogmatic Chair Endowment Fund**

- ❖ Charles Kroll, Chief Financial Officer, joined meeting for this portion of the meeting.
- ❖ \$25,000 dispersed for the year 2005.
- ❖ Fr. Jim – Can we call this a chair without 1 million dollars in the bank?
- ❖ Mr. Kroll – Legally, it doesn't matter how much money the account has. We should look to have 1.5 million in the account in order to meet the chair's annual operating needs of \$100,000 – 125,000. We earn around 8-9 % per year on the account.
- ❖ Paperwork – need to gather all documentation regarding the chair including the original paperwork. Need to speak with Fr. D. Kavadas.

**Alumni Scholarship Fund**

- ❖ Need to review policy for releasing funds for award, need clear administrative provisions to award students
- ❖ Mr. Kroll will include who receives the scholarship each year on the annual scholarship update report for the alumni Association.

**Motion – Amendment to Alumni Scholarship Criteria**

- ❖ Fr. Theodore Petrides – Under *Award Designation* of Alumni Scholarship Criteria #3. Name (s) of recipients and amount of scholarship, once determined, must be provided to the Director of the Office of Alumni Relations prior to the Awards ceremony so the Director may present the award at the Award Ceremony.
- ❖ Seconded – Fr. Michael Kouremetis
- ❖ Unanimous vote to change the protocol of the Award process.
- ❖ Note – A copy of these revised criteria needs to be given to the Director of Financial Aid, the Bursar and the Chief Financial Officer.

**Discussion** – No need to develop an Alumni Scholarship Committee as the criteria for the Alumni Scholarship clearly denotes who is able to receive the award and how much is to be awarded. The donors of the scholarship – the Alumni Association of Hellenic College and Holy Cross Greek Orthodox School of Theology, have written the criteria.

### **E-Cornerstone**

- ❖ Many readers have a difficult time printing the E-Cornerstone. Possible to put as a link on the Alumni webpage.
- ❖ Put E-Cornerstone as a PDF. Readers open file as PDF and then print page.

### **Reunion 2007**

- ❖ The feast of the Ascension falls on Alumni Thursday, May 2007.
- ❖ Agreement made to schedule Alumni meetings on May 14 and 15, 2007. President's Dinner will be held on the evening of Tuesday, May 15, 2007.
- ❖ Commencement is on Saturday, May 19, 2007

### **New Business**

- ❖ Posting Alumni Information via Listserv – on a monthly basis. Need to print out deadlines, guidelines and then notify all Alumni.
- ❖ Alumni Directory on the occasion of the School's 70<sup>th</sup> Anniversary as suggested by Fr. George Chioros – if can be done electronically, then will follow through with project. Need to send out form to Alumni for permission to include their information.
- ❖ HCHC Golf Classic – Sponsor Green - \$ 500.00  
Motion made by Fr. Michael Kouremetis to give \$500.00 for Green Sponsor of the HCHC Golf Classic, seconded by Mr. Nick Paleologos. Unanimous approval.
- ❖ Purchase Microsoft Access Program for the Office of Alumni Relations - \$200.00 – Motion made by Fr. Michael Kouremetis, seconded by Fr. Peter Costarakis.
- ❖ Purchase of Digital Camera for the Office of Alumni Relations – Fr. Michael Kouremetis offered to donate a digital camera to the office.
- ❖ Nominations for the Alumni Association Award 2007 to be discussed during the board of Alumni Directors meeting in September 2006.
- ❖ Need to perpetuate the growth of the funds needed for the Alumni Memorial Wall.

Meeting concluded at 12 Noon.

**Tuesday, May 17, 2006**

**2:04 pm**

**Attendance:** Frs. Nicholas Triantafilou, James Gordon, Michael Kouremetis, Peter Costarakis, George Nikas, George Savas, Mr. James Karamanos, Nick Paleologos and Eleni Geanon.

### **Alumni Association Bylaws**

- ❖ Once adopted, Fr. James Gordon will send letter with the newly adopted bylaws to the Metropolitans for the appointment of lay representatives.
- ❖ Possible to have a 2<sup>nd</sup> Vice-President in the New England area to follow through with Alumni functions and meetings. This is to be an appointed position.
- ❖ Fr. George Savas – The new Board to appoint a New England representative to attend the HCHC Board of Trustees meetings, etc.
- ❖ **Motion** – to appoint a 2<sup>nd</sup> Vice-President to the Executive Board of Alumni Directors, to be appointed by the Board of Alumni Directors, made by James Karamanos
- ❖ Seconded by Fr. Michael Kouremetis

- ❖ Duties and Responsibilities – The 2<sup>nd</sup> Vice-President is to attend, in an official capacity, activities in the New England area (HCHC activities) to represent the president as deemed necessary. The appointee should reside in the New England area.
- ❖ **Motion** by Fr. George Savas – The 2<sup>nd</sup> Vice-President appointee should reside in the New England area.
- ❖ Seconded by James Karamanos
- ❖ **Move for adoption** of Bylaws with existing changes to be presented at the General Assembly meeting on May 18, 2006.
- ❖ Seconded by Fr. Michael Kouremetis
- ❖ Question called – Unanimous vote – Yes

### **Clergy Laity**

- ❖ Meeting scheduled for Monday, July, 17<sup>th</sup>, 2006 from 3 – 4:30 pm
- ❖ His Eminence Archbishop Demetrios to attend meeting.
- ❖ To offset expenses, suggestion made to have a particular class sponsor the alumni gatherings at Clergy Laity
- ❖ Have a guest honored at the reception
- ❖ **Motion** – Fr. Peter Costarakis – motion to nominate alum for an award recognizing their contributions in their ministry, clergy or layperson.
- ❖ Seconded by Fr. Michael Kouremetis
- ❖ Fr. William S. Chiganos was selected as the first recipient of this award
- ❖ His Eminence Archbishop Demetrios and Fr. Nicholas Triantafilou will present the award.

### **Alumni Office**

- ❖ Need to raise 50,000.00 dollars to support function of Office of Alumni Relations
- ❖ To be accomplished through LOFOS campaign
- ❖ As LOFOS funds come in, marked contributions directed to a temporary restricted fund for the operation of the Office of Alumni Relations.
- ❖ The office will pay the school quarterly for the office space?
- ❖ Alumni Association will work to collect these funds.

### **General Discussion**

- ❖ Funds collected by Fr. Nicholas Triantafilou is # 32 million dollars
- ❖ Question asked to clarify where these funds are currently located – many of the funds are committed but not yet realized.
- ❖ Fr. Nick will make mention of the Alumni Association at the Clergy Laity under the Archdiocesan report.
- ❖ Dean of Students has been requested for the school, feeling is that an ordained clergyman will be the right person for this position. Fr. Nick is endorsing this.
- ❖ Fr. Philip Zymaris will become Liturgics professor and Chaplain
- ❖ Fund raising – Fr. Nick is traveling often to raise funds for the school
- ❖ Hellenic College will remain.
- ❖ We have a 2 million dollar credit line of which 1.9 million will be used up by June.
- ❖ Enhance overall academic and recreational environment at the School

**Motion** made to nominate Fr. Peter Costarakis as 2<sup>nd</sup> Vice-President by James Karamanos

**Seconded by?**

Unanimously Approved