



JACOBS ALUMNI ASSOCIATION BOARD MEETING – BERLIN DECEMBER 2014

- Minutes -

Alumni Board Members Present

- Peter Dabrowski, President
- Daniel Garcia, Vice-President
- Stefan Anca, Secretary
- Suna Turhan, Treasurer
- Elena Isac, Assessor
- Alina Degtiarova, Assessor (Videochat)

Agenda Points

Introduction & Check-in

- Background
- What do you bring to the board
- How are you
- Expectations for today
- First impressions

Expectations from the meeting

- Getting the team spirit working, get to know each other
- Everyone gets updated on what projects are going on
- Plan how to proceed now that we have a bank account
- Remove any bottlenecks that we have in the way to kick start projects

Expectations from the Alumni Board projects

- Projects move along fast, don't get caught up in processes
- A lot of communication inside the board, need to be made transparent to the Alumni Community
- Use AlmaLink as a tool for both our projects and communication

Generation Fund

- Process of choosing the scholarship awardee student from the admissions is not transparent and has been changing a lot



- This year is the transition year between the old scholarship and the Generation Fund (further GF)
- Need for a better process which supports or replaces the Class Reps
- In case the Class Reps don't get the work done, the decisions will be made by the Alumni Board for them and this will be made public to their class
- Apparently, there is an income-based repayment scheme in place with the university already - around 40 people involved in this scheme for tuition postponement
- The GF scholarship should be at most 30% of the total yearly cost of study
- The student will pay 7% of brutto salary over 5 years as soon as they reach a salary platform of 40K yearly
- Problems with GF
 - Can we convince the university to give the grant as part of the Generation Fund scholarship? That would make the GF look more powerful/interesting
 - Risk of people not paying back is still there -> need to look at risk mitigation actions
 - Some alumni will reach the salary platform late
- Maybe think of alternatives
 - Build the GF from different sources
 - Companies take the risk and participate in the GF -> get the 7% back
 - Ex. Witten-Herdecke
- Need a Generation Fund Team
 - Ideally one coordinator
 - Coordinated by Elena for now
 - By next Homecoming
 - Operationally could be handled by Alumni Office
 - Ideally a Board Member for GF
- We should set up a new bank account for our e.V. especially for the GF

Alumni Office

- First alumni officer was Hagen Böttcher
- Then replaced by Imke Sonnenberg and Vera Lindenlaub 2011 - 2014
- Kirsten Mussel replacing Alumni Officer, replacing Imke
- Peter met with Mr. Novak, from Jacobs Admin
- Ideas from the university
 1. University donates money to us to employ someone
 2. Alumni Officer like in the past (plus Student Assistants)
 3. Alumni Officer in the sales department of the university and a second person for administration of Alumni projects
- Q1 2015 - create job position from the University
- Peter sends around the job description and we all comment in order to decide how to go further



AlmaLink

- Alumni Association owns the data, the university owns the platform for now
- University said that they need to own the platform and they can't donate it to the AA
- Development on AlmaLink 2.0 continues
- Can we get Google Apps for free as a non-profit? Not in Germany, we can try to achieve this through another channel
- Daniel will create a list of what is needed to apply for free Google Apps
- Hauke Holtkamp wants to write an article about AlmaLink
- AlmaLink demo by Stefan
- Further development options with the option owning the project itself discussed and to be clarified with University leadership

g.e.V Finances

- Not non-profit yet
- Still waiting to hear from the lawyer and then we will become non-profit
- Presentation Suna about how banking options for e.V.s in Germany
- GLS Bank might be cheaper, 2 EUR per month basic fee
- Need specific software for accounting, to replace online banking - usually Starmoney
- Each transaction will cost fees
- Foreign bookings will be more expensive
- Suna will ask Sigrid about how the university clubs handle finances
- Peter will ask the university accountant about the Sparkasse contact
- Need 3 different accounts
- Fees
- GF
- General Donations
- Timeline of what needs to be done when, Suna sends email to Peter
- Idea: research payment provider like Payleven, Paymill, Adyen, Transferwise and see if it's easier to aggregate inside a single service
- Need a proper software to deal with members, not Excel

Project Updates

ACI

- Typical consulting content work, short time, a lot of content, then retired
- Good relationship with the board
- Joint marketing effort of the Alumni Board with the ACI - need marketing concept first

Fees



- Not a high response rate from the people who registered as part of the Fees task force
- Checked with the actual costs from the University
- Peter will formulate in an open question for the task force how to proceed

Alumni Blog

- Team of 6 including Suna
- 4-5 Articles already written, but not yet published
- Technical difficulties with AlmaLink - Stefan will help
- Feedback: UI should improve
- Might need a person to take over the Alumni Blog

DAAD Funding

- Information from Nancy Trey
- DAAD sponsors activities for Alumni activities focused on non-Germans
- Need application, specific projects
- Was used in the past by Hagen Böttcher as funding for Homecoming
- Stefan Rustler should look into the specifics

Newsletter

- November newsletter a month late
- Learnings
 - Be pushier with the members providing content
 - Just a week for content is not enough -> try 2 weeks
 - Reviewing of newsletter should be done by all, not just selectively
 - Difficulties with HTML, should be better in the future
- Project updates should be communicated to Alina along the way, for the newsletter
- Next newsletter -> 1 March
- Alina should put the deadlines on Producteev

Mentorship

- Elena and Alina in charge
- Had a conversation with Robert, took over the project
- Maybe include 1st, 2nd year Alumni in the program - early career advice
- Project was delayed so far because a lack of support in AlmaLink
- The project should continue conceptually, even without AlmaLink support
- Focus on the process so far
- Daniel wants to be involved in the concept process of Mentorship
- We need a vision on how we could integrate it into AlmaLink, arrange meeting with Alina



- Idea: Mentees get to choose their mentors or at least a preference
- Need to understand what the relationship between mentor and mentee should be
- Need to define application and selection process
- Project Outline and timeline in January
- Idea: have a test trial before launch
- Hopefully launch by end of 2015
- Alumni Board provides feedback on the process - create a task on Producteev for all to answer
- Coaches through the CSC for Mentorship - inquire about what they are doing so that we get in sync - contact Predrag Tapavici

General PR & Communications

- Idea: Take questions and suggestions from Alumni about Alumni Association - online, comments provided in advance. Alina drafts a concept and sends it around
- Alina in process of re-enacting the LinkedIn and similar groups
- LinkedIn can drive traffic to our website, useful for marketing purposes

Miscellaneous

- Article about meeting in Berlin on AlmaLink
- Alumni Survey - do it again when we have a proper database of emails, so that we can contact people – Elena to update project in Producteev
- Next meeting
 - Zurich
 - Doodle mid-February to mid-April
- Next TC
 - Monthly TC rule - second Sunday of every month 19:00CET
 - First 18. January 2015 - 19:00CET
 - Stefan sends calendar invites
 - Stefan keeps score of people not showing up for TCs
- Peter will meet with Walkenhorst to talk about the Generation Fund
- Peter will email the university HR person to talk about the Alumni Officer position
- Stefan creates a task for people to copy the tasks from these minutes into Producteev and assign deadlines
- Idea: Take a break for 10 minutes or one hour at the next meeting and think out of the box, do ad-hoc things
- Idea: Set goals for ourselves in between meetings so that we can evaluate what we achieve by the next meeting.