

Harvard University Club of Ottawa (HUCO)

Minutes of the Board Meeting Held on September 13, 2011 Martha McDougall, Vice-President, Harvard-Law-School Alumni Royal Oak Pub, 221 Echo Drive

Participants

Directors: Chris Baird; David Baird; James Baxter; Ron Cohen; Penny Collette;
Kimberley Ellard; James Junke; Peter Kieran; Alain Martin; Martha McDougall; Kyle
McRobie; Alayna Miller.

Invited HUCO Members: Renate Harrison, Ian Matheson

AGM on November 22, 2011

The British High Commissioner, H.E. Dr. Andrew Pocock, has agreed to speak at the AGM to be held at the British High Commission. The topic will be confirmed in October. Alumni from British and Canadian universities will be invited.

The British High Commission requires the participant list before November 18th. Only online registrations will be permitted.

Penny Collette will reserve the second floor of Chianti Restaurant, on Metcalfe Street, for the traditional post-AGM dinner.

HUCO Website and Registration System

The Board agreed to transfer HUCO website and registration system to James Baxter's company prior to the AGM. With Alain Martin returning to Harvard University in December, the current site hosted by PDI will not be available after the AGM.

HUCO Nominating Committee

Chair: Martha McDougall

Members: Chris Baird, Renate Harrison, Jim Junke, Peter Kieran
and Kyle McRobie

All HUCO members will be invited, by email and regular mail, to propose candidates for the 2011-2012 Board in accordance with Article X of the Constitution. The Nominating Committee will create a roster of names for election to HUCO Executive Committee, in accordance with Article X of the Constitution. Interested candidates will be proposed to the membership at the AGM, on November 22nd.

Awards and Recognition Policy and Committee

The Board approved the Awards and Recognition Policy and thanked Ian Matheson for the thorough work. An Awards Committee comprised of James Baxter, David Flavell and Ian Matheson will run a formal process for selecting individuals that the Club will recognize for their outstanding contribution. Alain proposed that Ian chairs the committee. The Board approved the suggestion with the agreement of Ian Matheson.

Candidates should be submitted Harvard Alumni Association on October 12 in order to present the awards at the AGM November 22, 2011. Alain will invite HUCO members to suggest candidates to the Nominating Committee.

Solidarity with Japan and Haiti

Haiti: Incorporated with the support of HUCO under the auspices of Harvard University Global Service, and certified by Canada Revenue Agency as a charity, PIH Partners in Health Canada is now operational. PIH new director met Alain to follow up on prior commitments made by HUCO and indicated an interest in holding an event to raise funds.

Japan: Margaret Huber, who was the Canadian Consul General in Osaka, is the leader of this solidarity initiative for HUCO. While on another assignment in Asia, she will be stopping in Tokyo Oct 15-18 to finalize HUCO's contribution to the Canadian Embassy's project to bring to Canada, young victims of this year's Tsunami, to study for a brief period.

Comments: James Baxter suggested to subject HUCO projects to a sunset clause. Building on suggestions of Kyle among others, the Board adopted 12 months, as the time limit to review projects undertaken by the Club, i.e. on annual basis.

Another suggestion about projects undertaken by the Club was to consider about the connection between the project and the Harvard community.

Membership of HUCO

There are approximately 67 members of the Club. Currently, there are two ways of becoming a member of the Club: by attending events or by paying the membership fee. A question was raised about the policy of permitting automatic membership for Harvard alums who attend an event.

Formative Evaluation to Improve the Club's Governance and Operations
Alayna Miller and David Flavell submitted a progress report summarizing their interviews with members of the Executive. David and Alain proposed the Report be discussed at an upcoming Board meeting, once everyone had a chance to study the content.

Report on applications to Harvard College

Chris Baird reported a spike in applications for admission to Harvard. Chris is the HAA representative and HUCO High-School Liaison Director. Applicants to Harvard University

are interviewed by Chris and other alums who form part of the interview committee for local applicants for admission to Harvard College.

The committee acts as a flag system. For many candidates, HUCO members are the first persons from the Harvard community to meet the prospective students.

Treasurer's Report

Peter Kieran gave a report on the Club's finances.

The Club paid \$5,000 to subsidize a student to work for Canada without Poverty. This student's term will finish in December 2011. Margaret Huber will be receiving \$1,000 for her Japan Solidarity initiatives.

Social Events

Kimberley proposed hosting a Christmas party in December at her home.

Other Business

- **Harvard University's 375th Anniversary:** November 22nd.
- **Alumni Leadership Conference:** held in Cambridge on Feb 2 and 3, 2012.

Executive Committee News

Teresa Crockett: With a death in her family and a grueling workload, **Teresa Crockett**, Executive Vice President, unfortunately, will not be able to serve on the Board. The Board agreed to keep the position vacant for the short period prior to the AGM.

Alain Martin has been named an Advanced Leadership Fellow at Harvard University. He will complete his term as HUCO President.

Harvard University Club of Ottawa (HUCO)
Minutes of the Board Meeting Held on April 14, 2011
Prepared by Ron Cohen, HUCO Secretary

In attendance

Board Members: James Baxter, Ron Cohen, Penny Collenette, David Flavell, Joe Ingram, James Junke, Alain Martin and Kyle McRobie

Invited HUCO Members: Marie-Claire Guindon, Margaret Huber and Ian Matheson

1. Upcoming Events

Alain Martin reminded the Board of the forthcoming speech by Dr. David Malone (on April 15), and the Speaker Series on Timeless Leadership Lessons from World War II – Part III on President Franklin D. Roosevelt and Ambassador David Jacobson (on June 28)

2. Japan Solidarity Initiative

Margaret Huber outlined the Japan Solidarity Initiative and kindly agreed to serve as the leader. Her senior-executive experience and diplomatic career in Japan were viewed as instrumental to the success of this initiative.

3. HUCO Website

James Baxter generously offered to take over responsibility for the HUCO website from PDI and handle the electronic billing for memberships and events. The Board accepted his kind offer. Alain Martin and James Baxter agreed that Paul Leduc, the current webmaster, will work to speed up the transition of the complete system to James's company.

4. Facebook Page

Marie-Claire Guindon reported on her preparation of the new Facebook page for the Japan Solidarity Initiative. The Board agreed to invite interested Harvard alumni to join the group.

5. Awards Policy Paper

Ian Matheson presented the Awards policy paper and agreed to incorporate suggestions and prepare a new version for the subsequent Board meeting.

6. Caravaggio Exhibit Tour

Kyle McRobie proposed a cultural event for HUCO. She offered to organize a docent-led tour of the Caravaggio exhibit, with a reception immediately following, at the National Gallery of Canada - to be held on June 30 or July 7th.

Harvard University Club of Ottawa (HUCO)
Minutes from January 13, 2011 Board Meeting
Prepared by Teresa Crockett, Executive Vice-President

President Alain Martin opened the meeting by thanking the board members for all of their hard work last year.

When Alain opened the floor up to additions to the agenda, David Baird, President of the Harvard Business School Club, requested an explanation of the distinction between, and history of, the HUCO and HBS clubs. Alain explained that the two clubs were previously separate, but joined together about 10 years ago. HBS continued to elect its own president, who served as a representative on the HUCO board. The benefit to this arrangement is that the members can benefit from the synergy of both clubs including the opportunity to work with both HBS Alumni Office and HAA to bring more speakers to our region. It was suggested that representatives from other Harvard schools could inquire to see if there were similar arrangements with their schools. **Action: Board members responsible for individual Harvard schools.**

The question of incorporating HUCO arose since other Harvard clubs are incorporated. If HUCO is incorporated as a charitable organization, more alumni would likely donate. David B. agreed to look into the idea and report back next time. It was suggested that perhaps some lawyers on the board could help him look into the possibility. Treasurer Peter Kieran noted that there is a helpful government website denoting how to separate activities for social clubs doing charity work, with respect to incorporation. **Action: David Baird; other board members with relevant experience?**

Mention was made of Michael Porter's new blog, "Shared Values." It was asked whether or not the club might be able to get him as a speaker, and if anyone knew if he was coming to Ottawa. This led to a brief discussion of other potential speakers, such as Bank of Canada Governor Mark Carney and Governor General David Johnston. Penny Collenette noted that she has spoken with the GG, who is aware of HUCO's general invitation to speak to the club, and is interested. **Action: Alain Martin is following up with the GG's office on the general invitation.**

Turning to the agenda, we started with Item 3: "Assign responsibility for HUCO website." Discussion was made of the administrative difficulties, maintaining a database, etc. It was asked whether or not we could get someone to do the task on a paid basis, which prompted the question of whether or not we could perhaps get a student to take on the task. The issue of making payments over the website was also brought up, with concerns noted about hackers getting access to financial information. The possibility of using PayPal was raised. Finally, it was asked whether or not HAA was making the same website switch as HBS was. David B. offered to explore this issue and report back to the board. **Action: David Baird.**

Next followed a discussion of Item 4: "Progress on securing an independent auditor." Alain reported that he had made a few calls on this front, and that Prof. Ouafa Sakkat expressed interest, subject to further discussion. He explained that she may use students to perform part of the work, and oversee it herself on a *pro bono* basis. Alain passed around a brief bio of Dr. Ouafa Sakka, an Assistant Professor of Accounting. Alain explained that, as a token of our appreciation for her expertise and generosity, Dr Sakka should be offered a complimentary attendance at our meetings. Melanie Adrian revealed that she will be taking a course with Dr. Sakka, and agreed to follow-up with her. In the event that things do not work out with Dr. Sakka, Penny noted that she had someone in mind at Deloitte who is very good. The requirements incumbent on the auditor were discussed, and

it was agreed that it would require about 3-4 hours of work per year, with the end product being a letter stating that a review of the club's financial records was completed. **Action: Alain Martin, Melanie Adrian. Alain has subsequently finalised the agreement with Prof. Ouafa Sakkat to serve as HUCO external auditor.**

Item 5 was next: "Discuss the treatment of third-party donations in the financial statement." Alain noted that last year, these types of donations were included in the financial statement, notwithstanding Peter's objections. After discussion of the issues, it was concluded that in the future, these will be considered "off balance sheet transactions" as they are not contributions to the Club. They will be noted in a footnote to the financial statement, however, as HAA and some club members would like such transactions to be mentioned.

The next item on the agenda was a briefing by Alayna Miller and David Flavell, Membership Co-Directors. They explained that they have met with about 7 HUCO board members so far, and intend to finish interviewing everyone soon. They will compile all of the answers to a questionnaire they have developed pertaining to membership issues and the club generally, and pass the information on to the Board to think over. They delivered a progress report on the types of answers they have been receiving so far. For example, in response to the question of what board members think is going well with respect to membership initiatives, it was noted that the quality of events has gone up, that people appreciate having access to places the public cannot normally go, the speakers are interesting, and communication to Club members is good. David Flavell went through the types of issues that came up in response to all of the questions. Some of the main ideas were that social events could be emphasized; we could perhaps do more mentorship activities; and we have troubles attracting certain types of members, such as new grads, very senior grads, and members who have young children. Answer also addressed the need to have an evergreen member list, and were varied on the issue of how to address membership fees and subscription. David and Alayna will continue their work with the questionnaire, and report back when they have compiled all of the answers. **Action: Alayna Miller and David Flavell.**

At this point, we went off-agenda to discuss the issue of press releases. James Baxter could not make the board meeting, so had sent in an email ahead of time to give the board a media plan for our known future events. Penny noted that we shouldn't let out press releases if we can't guarantee access, and that we ensure that embassies are okay with the presence of press, for events held at their premises.

The board next considered the issue of sending mailings out to those Harvard alums in the region who do not have email addresses. The number is currently at about 92 out of 486 alums. The value of sending out such mailings for each alum-wide communication was questioned. It was suggested that it might be an incentive to membership to limit the mailings each year *unless* the individual receiving the mailing is a member. I.e., each new year, in the fall, we would send out an initial mailing to alums with no email addresses, inviting them to become members, and noting what's coming up, then explain that they would only receive one or two subsequent mailings in the coming year, unless they were to become HUCO members.

Turning to agenda item 7, "Seek commitment with respect to events and alum-list updating," Kimberly Ellard agreed to assist Alain with the ongoing task of updating the alum-list. **Action: Alain Martin, Kimberly Ellard.**

Item 8 on the agenda sought a confirmation of interest in the interuniversity event with Laval University Alum Association. There were no objections from the board members.

Teresa Crockett next delivered a list of event ideas on behalf of the VP of HKS Events, James Junke. James had ideas for four different speakers: David Malone, President IDRC and Kennedy School graduate, on possible topics "Whither Thinking on International Development in the Wake of the Global Economic Crisis" or "India as a Global Power - Should We Care?"; Paul Jenkins, former Deputy Governor, Bank of Canada, on possible topic "Canada's Experience through the Global Economic Crisis and Why We Fared Better than Others"; Paul Heinbecker, author, former senior federal public servant, on his new book "Getting Back in the Game: A Foreign Policy Playbook for Canada," and Roger Smith, Senior Correspondent, CTV News, on "The Life of a Parliament Hill Reporter: The Good, the Bad and The Ugly." The board thought that all four options were excellent possibilities. A suggestion was to tie these speakers in with the idea discussed earlier of attracting members with young children by holding lunch-time events. Since the Club has a speaker series going on throughout this coming year during the evenings, it was suggested that these speakers could perhaps form the basis of a "Brown Bag Lunch" series. Teresa agreed to follow-up with James on this possibility. **Action: Teresa Crockett, James Junke.**

Following on from the discussion of the events proposed by James Junke, Ron Cohen noted that mental-health issues are among the important topics worth considering. He noted that Stephen Page was a guest host on "The Current" regarding this issue the previous Friday. He mentioned that Wendy Cohen could build on her experience with the Institute of Mental Health, and suggest speakers with mental-health expertise, perhaps including Margaret Trudeau and former Senator Michael Kirby. Other board members expressed interest in the idea, and pointed out that others such as Senator Dallaire are keen to get the message out. It was suggested that this could be wrapped up with the Governor General's event, perhaps even to create some sort of fundraising event. It was agreed that we will take this idea up again during the next Board meeting.

The final item on the agenda was a briefing on student work in Ottawa by Chris Baird. Chris began with a discussion of HUCO's efforts to provide opportunities to current Harvard students during the summer and during Harvard's new "January Experience." He noted that Dr. Paul Moroz was going to put something together for student work at CHEO, but that he had not received it yet. Chris also let the board know that there is a posting process to place things on Crimson Careers, and asked board members to consider whether they had any ideas for summer work, and to email any ideas to him. **Action: all board members.** Chris continued with his report, noting that as a result of his outreach to alums at the end of 2010, we had 4 postings up for the January Experience: Ravi Malhotra posted something on legal research; Diana McKay had a Harvard student with her at the Conference Board of Canada, and the other 2 were unknown to Chris. Chris undertook to get lessons learned from Diana MacKay. **Action: Chris Baird.** Finally, Chris noted that applications to Harvard are very high this year; from Ottawa and the surrounding area, there was a jump from just over 20 applicants in previous years to 36 last year, and at the time of the board meeting this year, there were already 35 applications from our region. Chris explained that the Sub-Committee for the UK, Ireland and Canada has its first meeting on February 11, and its final meeting in March. All applicants will hear from Harvard about the success of their applications in mid-April.

When asked whether there were any other issues to discuss, Alain suggested that the Club set up a small task force to plan the next year's AGM. It was suggested that it might be nice to have it at the US Embassy in June, when we hold Part III of the Speaker Series, even though the AGM is usually held in September. In the end, it was agreed that this was too early, particularly since the last AGM was held later than usual, in November. This will be brought up again during the next Board meeting.

Harvard University Club of Ottawa (HUCO)
Annual General Meeting – November 25, 2010
Summary by Kimberly Ellard

Location: The British High Commission, 80 Elgin Street, Ottawa

I. Speaker Series on Timeless Leadership Lessons From World War II – Part I: Great Britain’s Churchill and Canada’s King

- Following a cocktail reception, The British High Commissioner, H.E. Mr. Anthony Joyce Cary, welcomed the audience (80 Harvard alums, family and friends) and made some insightful remarks about both Sir Winston Churchill and Mr. William Mackenzie King.
- Featured speakers, Ron Cohen and Dr. Victor Rabinovich, delivered lively and thought-provoking presentations, respectively, on Churchill and King.
- Professor Galen Perras moderated an animated question period. 41 HUCO members remained for the AGM.

II. Annual General Meeting

- a) *Outstanding Achiever Awards*: Certificates from Harvard Alumni Association (Cambridge, MA) were presented for the first time to the following recipients:
1. Cathy Walker, Neil Greene and Al Wilson (absent) for their significant contribution to Partners In Health projects in Haiti under Harvard University Global Month of Service.
 2. Margaret Moriarty for her long dedication and commitment to Harvard University Club.
 3. Dorothy Vaughan (absent) and Paul Leduc who have volunteered their time and talent to serve the Club for several years.
- b) *President’s Report* (Alain Martin) Refer to President’s Report in the Appendix below.
- c) *Treasurer’s Report* (Chris Baird) Refer to [Treasurer’s Report](#).
- d) *Student Employment Opportunities*. Chris Baird reported on Harvard University’s policy regarding January and Summer 2011 opportunities for students in Ottawa. Dr. Paul Moroz briefed on potential student summer work opportunities at CHEO.
- e) [Harvard University Scholarship Fund](#): In response to a question on the selection of the beneficiaries of Harvard University Scholarship Fund, Alain Martin indicated that the process is at arm’s length conducted by Harvard University without input from HUCO, except that the beneficiary should be from Canada’s Capital region. Alain also indicated that HUCO board would, if the opportunity/need arises, consider supporting candidates from Northern Canada, the First Nations communities or areas in the country, not covered by a Harvard Club.
- e) *Constitution*: A [new Constitution](#) was approved (moved by Ron Cohen & seconded by Melanie Adrian). Changes made to the old constitution updated the document to reflect modern governance and financial practices, and to better represent the club’s mission and purposes. The Club’s heritage was respected, while diversity, inclusiveness, transparency and accountability were enhanced.
- f) *Nomination and Election of New Board (Directors and Officers)*: a 17-member [Board](#) was elected (moved by Barry Klett that the entire roster to be approved and seconded by Lewis Auerbach). The new Board is the most representative of Harvard University in the community, both the College and the schools, and the most diverse ever in terms of gender, age, profession and other demographics.

- g) *Closing Remarks (Alain Martin): Thank you for your cooperation in crafting the Constitution, for your guidance and interest in working together. Both the new Constitution and the diversity of the Board are major milestones in the Club's long-term effort and vision to ensure its vibrancy, inclusiveness and caring/compassion. The Club is yours. If you have not already done so, please join the Club to learn, socialize, nurture friendship bonds and give back to our local community.*

Appendix

President's Report (Key Points Only) Alain Paul Martin

1. Constitution

I wish to thank Penny Collette, Ron Cohen and Kimberly Ellard for the commendable job to bring our Constitution in line with your expressed wishes and HAA guidelines. The new Constitution has a far-reaching mission worthy of our rich heritage, our current efforts and vision of the future.

2. Outstanding Achiever's Award

The aim of this new initiative is to recognize and celebrate outstanding achievement. Currently ad hoc, the process should be structured at arm's length of the Board to ensure objectivity and accountability.

3. Transparency in all interventions

We now publish the minutes of Board meetings, and each event's revenue and expenses.

4. Inter-University Cooperation

We cooperate with MIT, Laval, U of T, Queen's and Concordia. We are reaching out to other alumni groups to work together on opportunities benefiting our respective memberships.

5. Web and Social Media

Paul Leduc volunteered endless hours to build and maintain the Web system. We publish the documentation, when permitted by the speakers. We still need volunteers for social networking.

6. Productivity and Operating Cost

Online registrations eliminated problems associated with cash transactions. The cost of venues at Saint-Paul University is reasonable, permitting us to donate more to worthwhile causes.

7. Social, Cultural and Learning Events

A variety of educational events were delivered successfully, with the help of dedicated volunteers, bringing a substantial contribution to the community. Considering the current and emerging issues facing the world and Canada in particular, a greater focus was placed on the economy and social justice (Bruce Scott, Donella Rapier and Ed Broadbent) and leadership (Mullane and WWII Speakers Series).

Oct. 7, 2009: Astronaut Mike Mullane

Team-Building, Responsibility and Self-Leadership

49 participants including one guest (Saint-Paul University's Rector)

Income: \$957.60 less GST \$47.88. Net Revenue received: \$909.72 less expenses: \$196.37

Income earmarked for Harvard University Scholarship Fund: \$713.35

Plus private donations for the Children's Hospital of Eastern Ontario (CHEO): \$280

Total funds generated for from this event: \$993.35 Volunteer Time: 16 hours

Nov. 26, 2009: Rebecca Cragg

Anthropological Examination of Japanese Culture and Values

19 participants (full house) Registration income: \$378 less GST \$18. Net Revenue received: \$360

Less expenses: Credit Card Fees: \$18.90. Balance of \$341 paid to host to recover her direct labour and ingredient costs (as agreed prior to event). Volunteer Time: 22 hours

Feb. 3rd: Bruce Scott

Overhauling Capitalism and Strengthening the Essence of Democracy

36 participants. Income: \$756 less GST \$36. Net Revenue: \$720

Less expenses: Room rental and audio-visual equipment: \$89.25 + 84.75 = \$174 Credit Card fees \$36.75.

Net income earmarked for Harvard University Scholarship Fund: \$509.25 Volunteer Time: 42 hours.

August 15, 2010: With the Compliments of Diana Mackay (MPP95, HKS)

Summer Splash in Merrickville (south of Ottawa)

For Harvard, Wellesley and MIT Alums, a social and a networking event

Free attendance. Cost covered by Diana Mackay.

**May 13, 2010: Breaking the Cycle of Poverty and Disease in Rich and Poor Countries
Partners In Health: A History of Innovation and Impact**

46 paying participants at \$21

plus 10 guests (volunteers, Canada Without Poverty, PIH, St-Paul and Marriott).

\$966.00 Total Income
(\$196.48) Less Expenses (GST \$46, card fees \$42.85, amphitheatre \$107.63)
= \$769.52 Net Revenue to PIH (from tuition fees)
+ \$3,560.00 Individual Donations to PIH as of May 18, 2010
+ \$12,438.30 Additional donation to PIH of US\$ 12,076.02 @ 1.03, as of June 18, 2010
+ \$35,000.00 Additional donation to PIH, in CAD\$, as of June 23, 2010
= \$51,767.82 Contributions to PIH (from fees and donations)

The following costs were covered by donors:

\$397.41 Corporate donor - 3 meetings: 33 working meals (May 12 and 13)
+ \$520.00 Courtyard by Marriott: Hotel accommodation for speaker
+ \$260.00 Posters: Courtesy of St-Paul University to PIH Haiti
+ \$75.00 Museum of Civilization working-breakfast conference room
= \$1,252.41 Total Cost Paid for by Donors

+ \$51,767.82 Plus Individual Contributions to PIH (see above)

= \$53,020.23 Total \$ Value as of June 23, 2010

(excludes promised donations following PIH incorporation in Canada)

\$53,380 as of November 18, 2010

Volunteer Time: 160 hours (minimum)

November 4, 2010: Ed Broadbent

Economic and Social Rights at Risk: Origin, Evolution and Emerging Trends

Number of Participants:72

64 Paid + 8 Guests from Canada without Poverty

Total \$ without taxes: 1,680		
Gross Income 64 x \$26.25		\$1,680.00
Expenses		
GST	78.75	
Credit Card fees on 63 participants	84.00	
Conference Room rental	127.12	
St-Paul U. Microphone Rental	16.95	
Book to speaker	36.70	\$343.52
Net Income from Participants		\$1,336.48
Private Donations to Canada Without Poverty		
Participant I		\$1,300.00
Participant II		\$50.00
Participant II		\$25.00
DONATION to CANADA WITHOUT POVERTY		\$2,711.48

Volunteer Time: 15 hours

Revenue

\$55,566.11 for 2009-2010 Year: \$56066.61 – (\$90.18 and \$410)

\$2,700.00 from Nov 4, 2010 Ed Broadbent:

\$2,730.00 from Nov. 25, 2010 AGM (estimated)

\$60,996.11 Total

Donations

\$56,166.71 Details: \$53,380.23 (in 2009-2010) + \$2,786.48 (Nov 4)

In addition to the unprecedented charitable donations of \$56,166.71, HUCO transferred \$8,000 to Harvard University Scholarship Fund now valued at \$56,542. This fund is managed by Harvard University.

There was no membership drive in 2009-2010, hence the low membership revenue in 2009-2010. As you know, we brought down the cost of membership from \$55 to \$35 and am pleased that HUCO Board went further to eliminate membership fees for alums attending the AGM.

8. Observations Made after the Approval of the New Constitution and the Election of the Board

The new HUCO Board of Directors is the most representative of Harvard University in our community, both the College and the schools, and the most diverse ever in terms of gender, age, profession and other demographics.

Both the new Constitution and the diversity of the Board are major milestones in our long-term effort and vision to make HUCO vibrant, inclusive and caring.

Alain Paul Martin

President, Harvard University Club of Ottawa

Harvard University Club of Ottawa (HUCO) Board Meeting – November 4, 2010 – Summary by James Baxter

Attendance: James Baxter, Jose Gerst, Alain Martin, Teresa Crockett

Guests: Martha MacDougall, Dave Flavell, Joe Ingram

Item 1 – Margaret Moriarty

Discussion of an award to be bestowed on Margaret Moriarty for her long and dedicated service to HUCO. --- ITEM APPROVED

Follow-Up: Agreed to ask Harvard President's Office to sign award

Item 2 – Special Awards

Awards were also discussed for service to Haiti in its time of need. The proposed recipients are Neil Green and Michael Wilson. --- ITEM APPROVED

Follow-Up: Alain to arrange

Item 3 – Officers

Creation of a new position of HUCO VP for Parent Outreach. There was a further discussion of creating VPs for each of the Harvard schools in order to keep better track of events and developments within the various faculties. --- ITEM APPROVED

Follow-Up: None needed, though good candidates for the school VPs will be sought

Item 4 – The HUCO Name

A long discussion was held to discuss how to make the HUCO name more inclusive of others from farther away, such as Gatineau, Kingston and other parts of Canada where no clubs exist. There was no consensus on what the name could be and it was determined that retaining the identity with Ottawa, Canada's capital city, was important and that the name should not change. --- ITEM APPROVED

Follow-Up: Alain to inform advocates of name change name that there will be none.

Item 5 – Other business and adjournment

There was a broad discussion on the kinds of events HUCO should look to undertake. The group decided to come up with ideas and report at the January meeting. --- ITEM APPROVED

Harvard University Club of Ottawa (HUCO)

Board Meeting – July 12, 2010 – Summary by Adam Goldenberg

Attendance: Chris Baird, Ron Cohen, Penny Collenette, Teresa Crockett, Kimberly Ellard, Adam Goldenberg, Peter Kieran, Alain Martin

Guests: Melanie Adrian, Ruth Hubbard, Bill Horton, Kyle Jones, Alexandre Lazarow

Agenda:

1. **Board governance**

- The Board approved Alain Martin's proposal for 2010-2011 Board's Nominating Committee to be comprised of Ron Cohen and Chris Baird.
- Kimberly Ellard volunteered to join the Constitution Review Team (Ron Cohen and Penny Collenette) originally assigned to propose new HUCO constitution and bylaws.
- Provisions, proposed by Alain Martin, to be examined by the Constitution Review Team:
 - Limit the HUCO President to a 2-year non-renewable term.
 - Create a "Senior VP" position, to automatically succeed the President after 2 years, or in the event the President were unable to complete his/her term.
 - Create a "VP-at-large" position to succeed the Senior VP, in the event that he/she were unable to complete his/her term.
 - Reimbursement of expenses be subject to approval of the Board

2. **Harvard University Global Month of Service**

- Alain Martin provided an update on pending non-profit status for Partners in Health (PIH) Canada.
- Alain Martin updated the Board on efforts to find a summer intern to manage PIH Canada. \$5,000 was made available by HUCO, but no candidate was selected.
- Alain Martin proposed recognizing the two major donors (HBS graduates who donated \$12,438 and \$38,000 respectively), as well as Sheema Khan and her firm, and St. Paul University for their work setting up PIH Canada.
 - *Penny Collenette proposed a \$1,000 threshold for receiving a letter of recognition from the HBS Dean. This was agreed, and Alain Martin will arrange for the letters of recognition.*

3. **HUCO Scholarship Fund**

- Peter Kieran updated the Board on the state of HUCO's scholarship fund, which now has a balance of approximately \$20,000.
- *Peter Kieran recommended that the Board transfer half (\$10K) of the fund's principal to Harvard University. This was approved.*

3a. **HUCO financial reporting**

- Alain Martin, who initiated the posting of the Board meeting minutes and the financial records of each HUCO event, proposed to extend the same degree of transparency to the financial statements of the Club for the benefit of all members.
- Peter Kieran reported that the HUCO fiscal year has been fluid, though the constitution prescribes August as the start/end date. Financial statements are currently distributed at the AGM, and there is no auditing procedure.
- *The Board agreed to revisit this issue at its next meeting.*

4. Outstanding Achiever Award

- Alain Martin proposed an award to recognize outstanding achievers in the community, with nominations vetted by an arms-length selection committee.
- *Kimberly Ellard proposed deferring consideration of this issue, due to shortage of time and details on the subject. The Board agreed.*

5. AGM

- Alain Martin updated the Board on efforts to identify a venue and date for the HUCO AGM.
- Penny Collenette suggested holding the AGM at Chianti's on Elgin St., and said that she would look into the availability of this venue on September 20th. The Board agreed.

5a. Allies At War event

- Ron Cohen updated the group on his conversations with Victor Rabinovich.
 - *Ron Cohen recommended that the Board wait until the date of the AGM is confirmed to proceed with planning this speaking event. The Board agreed.*

5b. US Embassy event

- Alain Martin updated the Board on his conversations with US Embassy staff. The Ambassador's Assistant will contact Alain about the possibility of a reception.

5d. Gala/Governor-General event

- Adam Goldenberg proposed a semi-formal annual gala event, possibly with the new Governor-General as the Guest of Honour.
 - Penny Collenette suggested that the event timing should be determined by the new GG's schedule.
 - Bill Horton will contact Dr. Cynthia Maxwell (Harvard Club of Toronto) about cooperating on an event with the new GG.
 - Bill Horton pointed out that 2011 is the 375th anniversary of Harvard College, and this might be a theme for a gala event.
 - *Penny Collenette and Alain Martin will work to find out if the new GG would be available and interested for such an event, and report back to the Board before planning proceeds. Adam Goldenberg and Melanie Adrian will help as needed.*

5e. Farm outing

- *Alain Martin updated the Board on a family outing on August 15th. The Board agreed to invite Harvard, Wellesley and MIT alums as suggested by the host Diana Mackay.*

6. Inter-university liaison

- Alain Martin proposed a liaison between HUCO and other alumni groups in the region.
- *Melanie Adrian and Kimberly Ellard volunteered to serve as inter-university liaisons, on an interim basis.*

7. J-Term

- Bill Horton reported to the Board on the HAA's efforts to improve programming for undergraduates during the January Term. He said that this is an opportunity for Harvard Clubs to lead the way.

- Melanie Adrian asked if HUCO scholarship funds could be used to subsidize J-Term programming in Ottawa for undergraduates. Peter Kierans said that it would be possible to do so.
- *Adam Goldenberg proposed that the Board investigate programming options, including mini-internships and job shadowing opportunities. The Board agreed to consider this possibility going forward.*

8. **Other business**

- Alain Martin recognized Kimberly Ellard for hosting the Board meeting and providing dinner. He also recognized the guests at the meeting.

Harvard University Club of Ottawa (HUCO)

Board Meeting – April 8, 2010 – Summary by Jose Gerstl

Attendees: James Baxter, Teresa Crockett, Kimberly Ellard, Jose Gerstl, Peter Kieran, Alain Martin, Margaret Moriarty

Guest: Adam Goldenberg

Agenda:

1. Harvard University Global Month of Service
 - a) May 13th Event: Alain Martin briefed on the progress to date. The Board discussed the event agenda, the volunteers to administer and maximize the participation and donations to Partners in Health from selected sponsors and Harvard alums
The Board agreed to invite alums from MIT and other universities.
 - b) Alain outlined the process to incorporate Partners In Health in Canada and get CRA charitable status with the help of Neil Milton of Miltons ip

2. Preparing the next AGM:

The Board agreed to

 - a) Make the AGM the culminating event of the year;
 - b) Focus on increasing membership using the AGM to attract new members and candidates for the Board.
 - c) Invite Dr. Victor Rabinovitch and Ron Cohen for a presentation focusing on Winston Churchill and his rapport with FDR and De Gaulle.
 - d) Tentative date: September 14

3. Alain informally consulted the Board members prior to the meeting to invite Adam Goldenberg to join HUCO
The Board confirmed Adam Goldenberg's as director at large.

Harvard University Club of Ottawa (HUCO)

Board Meeting – Dec. 8, 2009 – Summary by Kimberly Ellard

HUCO Board met at the home of Margaret Moriarty.

Attendees: Chris Baird, James Baxter, Teresa Crockett, Kimberly Ellard, Jose Gerstl, Peter Kieran, Alain Martin, Robin McLay, Margaret Moriarty

1. Current State of HUCO

- *Astronaut Mike Mullane Video Seminar, Oct. 7, 2009:* well attended successful event. Active participation lively interaction between participants and speaker.
Revenue \$909.72 less expenses: \$196.37. Net: \$713.35 earmarked for HUCO Scholarship Fund.
Private donation for CHEO: \$280
- *Anthropologist Rebecca Cragg's Anthropological Examination of Japanese Culture and Values:* Sold-out session accomplishing two objectives: (1) permit Harvard alums to reconnect and (2) examine Japanese culture and its values. Revenue: \$378 less GST \$18, credit card fees: \$18.90. Balance of \$341 paid to host to recover her direct labour and ingredient costs (as agreed prior to event). We therefore broke even and generated new memberships.
- *Financial Update by Peter Kieran* (cf. financial figures distributed): \$5600 in the bank and a \$20,380.44 GIC – approved transfer of \$4000 to Harvard Scholarship Fund
- *Student Learning Opportunities: Actions:* James Baxter to further investigate the Harvard Office Career Services (student training & placement programs) and its summer jobs program which focuses on finding employer opportunities – Alain Martin suggested canvassing CHEO hospital physicians, Ottawa University biomedical/biotech faculty and NRC – James Baxter suggested soliciting fellows in Harvard houses re: non-profit opportunities

2. Membership Drive and Status

- Ongoing – board members thanked Teresa Crockett for the preparation and distribution of alumni list; reviewed and commented on Teresa's well-crafted message targeting new members.
Action: Teresa to incorporate comments, finalize and send out email to grads

3. Upcoming Events

- *Book live video Event Jan/Feb 2010 HBS Bruce Scott's Concept of Capitalism:* Major work of roughly 850 pages being completed – many interviewees, including senior Bank of Canada executives – potential interest in NFB/PBS mini-series – while Prof. Scott unable to visit Ottawa, he will be available through video for interactive session – potential venue MBA Conference Room in the Desmarais Building at University of Ottawa
- *Lunch Event with Mr. David Jacobson, U.S. Ambassador to Canada:* Invited by Alain Martin
- *Book Event R. Cohen's 2007 Bibliography of Winston Churchill's Writings:* BF to Spring 2010
- *Chinese Ambassador to Canada:* Alain Martin suggested exploring potential for inviting Lan Lijun to be a guest speaker

4. Visiting Harvard Faculty Member under HAA Speaker Program

- Members supported Jose Gerstl's suggestion to invite a Harvard faculty speaker

5. Governance and Constitution Status – deferred to next meeting

6. High-Schools

Harvard on-site admissions interviews very targeted due to tight budgets – will include Toronto, Ottawa & Halifax – *Actions*: New principal at Lisgar to be contacted by Board member (Kim Ellard) and Alain Martin will contact Glebe and Franco-Cité, among others, to encourage high-school participation in HUCO events.

7. Inter-University Cooperation: McGill interested in joint events. Alain to follow-up.

Harvard University Club of Ottawa (HUCO) Board Meeting – Sept. 1, 2009 – Summary by Kimberly Ellard

HUCO Board met at the home of Penny Collenette.

Attendees: James Baxter, Ron Cohen, Penny Collenette, Teresa Crockett, Kimberly Ellard, Jose Gerstl, Peter Kieran, Alain Martin, Robin McLay, Margaret Moriarty

Guest: André Potworowski

1. Social, Cultural & Learning Events:

- *Wed. October 7, 2009 astronaut Mike Mullane's video seminar*
 - Alain Martin: turnout 35 to 85 people, invite MIT, U of T and Carleton University alums. Consider media announcement, if Mr. Mullane confirms his availability for a question period.
- *Potential second event in November/December, 2009*
 - Michael Adams (author, and founder of Environics Research Group). *Action:* S. Kahn to speak with him about a lunch session in November.
- *Brainstorming on other possible events*
 - Peter Kieran: Zambian-born economist and author, Dr. Dambisa Moyo (*Dead Aid*). *Action:* J. Baxter to speak with her next week at the Canada 2020 event.
 - Robin McClay: Upcoming Canada School of Public Service speakers (Geraldine Fraser-Molketi on Nov. 5-6, IMF board member Leslie Lipschitz in Dec./Jan.'10). *Action:* Robin McClay to review speakers/topics roster for HUCO's events.
 - Alain Martin: suggests informal social events.
 - Jose Gerstl: \$100-\$150 for dinner & speaker and a mini summit on leadership. Invite HUCO to HBS Global Networking Event Oct 2009. Jose to follow-up.
 - Penny Collonette: author Elaine Karmack (*Primary Politics: How Presidential Candidates Have Shaped The Modern Nominating System*)
 - James Baxter: Introduce topic of "energy" into the Global Networking Event (e.g. arctic research of Danish Professor Reinhardt M. Kristensen, oil sands)
 - Spring 2010 – Herb Gray (Canadian Chair, International Joint Commission of Can/USA)
 - Book event Jan/Feb. '10: HBS Bruce Scott's *Concept of Capitalism* – author interview (Skype). *Action:* James Baxter (Ashbury College) Alain Martin: CIDA (Paul Samson) or Bank of Canada (Mark Carney)
 - HUCO book event – piggyback R. Cohen's 2007 *Bibliography of Winston Churchill's Writings*, with a Churchill-related event (Fall of the Berlin Wall 50th anniversary)

2. Progress Report

- *Constitution:* deferred

- *Membership: Actions:* Each board member to enrol 2 new members by Christmas
- Teresa Crockett to send out a word version of the grad list for members to review
- *Inter-University Cooperation:* (Queens, Laval, U of T, MIT, Carleton) – For now Alain Martin will remain the lead with Jose Gerstl offering to help with U of Ottawa)
- *Community Outreach:* deferred – *Interim Actions:* Alain Martin to liaise with Glebe and Franco-Cité, Lycée Claudel and Kimberly Ellard to liaise with Lisgar regarding participation in Mike Mullane’s session on Oct. 7th.
- *Sponsorships:* deferred
- *Web and Social Media:* James Baxter & Jose Gerstl to seek a webmaster.

3. HUCO Board Secretary

- Members thanked Margaret for her excellent work as secretary and echoed Alain Martin’s appreciation in her continuing on as a board member at large.
- Agreement that in absence of a new secretary, a member at each meeting would be chosen to prepare a meeting summary, with Kimberly Ellard to prepare summary of this meeting.

4. Next Board Meeting: November 26, 2009 at 12 noon

Harvard University Club of Ottawa (HUCO) Board Meeting – July 15, 2009

Location: PricewaterhouseCoopers, 99 Bank Street, Ottawa

Participants: Jim Baxter, Chris Baird, Ron Cohen, Penny Collenette, Theresa Crockett, Kimberley Ellard, Jose Gerstl, Sheema Khan, Peter Kieran, Alain Martin, Robin McLay, Margaret Moriarty

The new HUCO Board met on July 15th and pledged to work actively with members to:

1. Increase the club membership
2. Organize social, cultural and learning events that are inspiring and relevant
3. Nurture strong ties with Harvard community
4. Seek synergy with other alum clubs to accrue greater benefits to our members
5. Demonstrate our genuine commitment to diversity, inclusion and community service
6. Be transparent in all interventions.

Specific Decisions and Responsibilities

- **Transparency**
HUCO members are now welcome to observe board meetings with space permitting. HUCO Board agreed with Alain Martin's initiative to publish the minutes of the AGM and all Board meetings as well as each event's revenue and expense report.
- **Constitution**
Penny Collenette and Ron Cohen agreed to bring HUCO Constitution in line with the membership wishes and Harvard Alumni Association's guidelines. Alain will invite the membership to make suggestions with respect to HUCO mission, values, and governance.
- **Social, Cultural and Learning Events**
Kimberly Ellard, Jose Gerstl and Robin McLay agreed to team up to select, plan and organize events. All directors agreed to lend their support and share the workload. Alain will invite HUCO members to make suggestions.
- **Membership**
Robin McLay and Teresa Crockett agreed to play a leading role along with Jose Gerstl who will help on HBS alums. They can count on the support of other board members, whenever required. Facebook was retained as a communication vehicle and community-building tool.
- **Inter-University Cooperation**
Initiated a couple of years ago by Alain Martin, the cooperation with MIT, Laval, University of Toronto, Queen's and Concordia, will continue. The objective of reaching out to other alumni groups is to work together on joint programming and other opportunities benefiting our respective memberships.
- **Web and Social Media**
Jose Gerstl, Jim Baxter and Teresa Crockett will work with interested Harvard alums to build a dynamic communication platform. They will seek volunteers with an IT and social-media technical background.

Harvard University Club of Ottawa (HUCO)
Annual General Meeting
Summary by Margaret Moriarty, HUCO Secretary and Director
June 18, 2009

Approximately 25 members and their guests convened at the Courtyard Restaurant from 5:30 pm onwards.

Report from the Interim President and Treasurer

- Interim president Peter Kieran reported that the club is currently in transition. He stated that members who had already paid their membership and those who would be signing up at the AGM are eligible to vote.
- All are invited to submit ideas for the club's future.
- A written financial report was distributed, covering the period 2000/01 to 2008/09. The financial health of the club continues to be sound.

Nominating Committee

- The nominating committee, consisting of Paul Samson and André Potworowski, presented the slate of board members for the coming year. Peter Kieran and Margaret Moriarty will continue on the board as treasurer and secretary respectively.
- André mentioned his long association with the board, including in the role of president of the club in the past, and he acknowledged the contributions of past members of the Board, and in particular, Barbara Lukaszewicz, who had played a major role in drafting the constitution of the Club. A copy of this constitution was available for members to consult.
- Recent experience has shown that, for the purposes of having a vibrant club, the current number of board members is inadequate. On motion duly made (Paul Samson) and seconded (Barbara McDougall), it was proposed to increase the number of directors from 10 to 12. The proposal was approved unanimously.
- The Board of Directors for 2009-2010 was approved unanimously as follows:
 - President: Alain Martin,
 - Vice President: Penny Collette
 - Treasurer: Peter Kieran,
 - Secretary: Margaret Moriarty
 - School's Committee Chair: Chris Baird
 - President, HBS Club: Jose Gerstl
 - Directors Jim Baxter, Ron Cohen, Theresa Crockett, Kimberley Ellard, Sheema Khan, Robin McLay

Report from School's Committee

Chris Baird reported that the number of applications to Harvard reached a record high this year. Early admission has been dropped. All candidates are now assessed as part of the regular admission process. The financial aid package has been extended, with a sliding scale of assistance available up to household income of \$180,000. Two candidates interviewed by the Ottawa School's Committee secured admission and there are two on a waiting list. Bill Horton, regional director of HAA,

stressed the importance of the work of the School's Committee and encouraged members to get involved.

Report from the President of Harvard Business School (HBS)

- Alain Martin reported that the HBS Club Canada's Capital Region had a highly successful centennial year, with several memorable events, the chief of which was the event at the National Gallery of Canada with Professor Bruce Scott. The HBS exceeded its goal of raising 10,000 dollars for CHEO and Harvard Medical School. All events were well attended. A list of events was distributed.
- Alain also noted that, starting 2011, each Canadian student admitted to HBS will receive \$20,000 per year, under John McArthur Fellowship. The dual purpose is to enable the recipients to defray part of the costs of the MBA program and to encourage more Canadians to consider HBS.
- David Baird rose to express special thanks to Alain Martin for his efforts during HBS centennial year. Bill Horton, regional director of the HAA, also rose to extend warm thanks to Alain Martin. Both stressed that the success of the centennial year was due in large part to his efforts.
- André Potworowski noted that one of the key responsibilities of the Club President to ensure the survival of the club was the preservation of the membership list and putting in place a smooth succession.
- Alain Martin indicated that each HUCO executive should prepare successors as practiced at HBS Club.
- The evening came to a close at 8:30 pm.