

Cal Poly Humboldt FOUNDATION

Minutes of the DONOR INTENTION & FULFILLMENT COMMITTEE March 7, 2025

Members Present:

Carin Kaltschmidt
Eden Donahue
Mark Johnson
Jordan Kemme
Jack McGurk
Robin Quigley

Members Absent:

Robin Smith

Guests: Kelly Ayala, Ana Davis, Mira Friedman, Kevin Furtado, Sabrina Graham-Martinez, Jenna Hanson, Stacie Lyans, Angie Petroske, Jamie Rich, Guido Setton, Travis Williams, and Teresa Wilmott

A regular meeting of the Cal Poly Humboldt Foundation Donor Intention & Fulfillment Committee was held on Friday, March 7, 2025 at 10:00 AM Pacific Time via Zoom Teleconference.

1. Call to Order/Roll Call

The meeting was called to order at 10:02 AM by Committee Chair Carin Kaltschmidt.

2. Public Comments

There were no public comments.

3. Acceptance of Minutes from September 27, 2024 Meeting

Upon motion duly made (Mark Johnson), seconded (Jack McGurk), and unanimously carried, it was:

RESOLVED, that the Minutes of the September 27, 2024 meeting are accepted.

4. Funding Impact Presentation

Mira Friedman, MSW, Lead for Health Education and Clinic Support for Student Health and Wellbeing Services at Cal Poly Humboldt, provided a presentation on the OhSNAP! Student Food Programs. Started in 2013, Oh Snap's purpose is to increase access to nutritious and culturally appropriate food for all Cal Poly Humboldt students, valuing access, equity, justice, and community engagement. Programs include the Campus Food Pantry, a Weekly Farm Stand (Fall semester), Cooking & Gardening Classes, CalFresh Application Assistance, Pop-up Thrift Stores, Deliveries, and Food Recovery.

All the employees within the program are Cal Poly Humboldt students, many of whom have experienced food insecurity in the past. In addition to providing food, the Pantry provides basic needs supplies, such as toilet paper, toothpaste, dish soap, body soap, etc. However, food is prioritized, so as food prices rise, basic needs provisions are reduced.

The program is currently working on a Health & Human Services grant and is working with the Sponsored Programs Foundation to find more grant opportunities. The program also partners with the campus food service company, Chartwells, to enhance their purchasing power. Fresh fruits and vegetables are purchased from local grocers and farmers, helping support local agriculture.

5. Check 5 Update

Travis Williams, Operations Specialist, guided the committee through documentation covering the randomly selected funds for September 2024 through January 2025. During this timeframe, all gifts were entered and acknowledged in a timely manner. One error was found where a \$3,500 wire came through anonymously. When the donor detail was discovered a correction was made in the donor database, but the money wasn't transferred from the holding account to the correct fund. The error was caused by changing both the donor and the fund at the same time. In the future, we will either do this in steps or work with accounting to move the funds with a journal entry.

6. Current Use Funds

Kevin Furtado, Foundation Business Analyst, provided an update on the Current Use Fund Report (CUFR) and department spending plans. The Current Use Fund report is sent to each college and major business unit (MBU) and is meant as a high-level snapshot showing each current use fund available to each area. It shows cash balance available, year-to-date expenditures, each fund's purpose, and whether the fund is grown by endowment distributions or individual donor support.

Last year was the first iteration of sending reports to campus and asking for spending plans - we are now starting to get more participation. The point of the exercise is to be able to provide more transparency to donors regarding what types of things their funds are supporting and how departments are using funds.

In addition to the CUFR, a new investment strategy of investing current use funds into a money market account (short-term investments) was implemented. Revenues from this investment land in the Foundation's budget as cash available for a rainy day.

It is acknowledged that some funds are easier to spend than others, e.g. unrestricted funds, whereas restricted funds require more creativity to spend, especially if the restrictions don't match the department's current objectives. A fund's criteria can be changed to be more broad through conversations with the original donor or heir and adjustments to the fund agreement. Moving forward, the Development team is being cognizant of these restrictions and talking to donors about potentially broadening the scope of each new gift.

7. Fund Updates

Teresa Wilmott, Associate Vice President for Development, provided an update on the Humboldt First scholarship initiative and the funds being used to support it. This initiative is an integral part of recruitment to help increase local enrollment by providing \$1k per year for 4 years for first-time students or \$2k per year for students transferring from College of the Redwoods. This fund is auto-awarded and is open to students from Humboldt, Del Norte, Mendocino, and Trinity counties. Several endowments have been rolled into Humboldt First to be used for these scholarships and the Development team is working with individual donors to increase funding, specifically in hopes of creating new endowments so that annual pleas would no longer be necessary.

Kevin Furtado, Foundation Business Analyst, provided an update on the Humboldt Loyalty fund. This fund is the main source of unrestricted philanthropic dollars available to University Advancement and the Foundation. Due to large multi-year funding commitments, especially NCAA scholarships, this fund is currently overspent. The Advancement team has had visibility on this and is working on funding strategies to fill the gap, including:

- Fundraising efforts by Development Directors
- Potentially liquidating the quasi-endowment that supports this fund (≈\$35k annually)
- Transitioning Athletics to providing athlete scholarships from alternative funding

8. Other Business

Teresa Wilmott informed the committee that the process to hire a consultant for the next campaign is now complete. This group will help evaluate the previous campaign and help plan for the next one.

9. Adjournment

In the absence of objection, the meeting was adjourned at 11:19 AM.