

# Cal Poly Humboldt FOUNDATION

## MINUTES OF THE EXECUTIVE COMMITTEE

August 11, 2023  
9:00 AM Pacific Time

### ZOOM TELECONFERENCE MEETING

**Members Present:**

Robin Smith  
Jack McGurk  
Jason Carlson  
Kurt Fraese  
Ken Fulgham  
Robin Quigley  
Frank Whitlatch

**Members Absent:**

n/a

**Guests:** Kevin Furtado, Carin Kaltschmidt, Angie Petroske, Jamie Rich, Teresa Wilmott

A meeting of the Cal Poly Humboldt Foundation Executive Committee was held on Friday, August 11, 2023 at 9:00 AM via Zoom Teleconference.

1. Call to Order/Roll Call

The meeting was called to order by Executive Committee Chair, Robin Smith, at 9:00 AM.

2. Public Comments

There were no public comments.

3. Closed Session: Acceptance of Minutes from the June 22, 2023 Meeting

The committee moved into closed session at 9:03 AM to approve closed-session minutes (Agenda Item 3) and to discuss the proposed RVK contract revisions (Agenda Item 4).

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

RESOLVED, that the Minutes of the June 22, 2023 meeting are accepted.

#### 4. Closed Session: RVK Service Agreement Update

Robin Smith, Board and Committee Chair, shared information about the proposed RVK Service Agreement and the resolution passed during the August 4, 2023 Finance & Investment Committee meeting.

The committee returned to open session at 9:09 AM.

#### 5. Committee Chair Reports

Kurt Fraese, Chair of the Donor Intention & Fulfillment Committee, shared that the committee met on August 4 to review the Check 5 Report, receive an update on the Current Use Fund Report and Spending Plans, and hear a Funding Impact Presentation.

It was a well-attended meeting during which the Dean of the College of Professional Studies, Shawna Young, shared the impact on students the Rick M. Gardner Psychology Research Assistantship Fund has made. What particularly stood out from her presentation was the degree to which the department is celebrating and providing feedback to donors.

There were no serious issues to report in the Check 5 process, only minor fixes. Many improvements have been made in the Athletics area due to creating separate funds for each program - they were previously all lumped into one fund.

Lastly, the committee received information about the newly-launched Current Use Funds Report. This report includes all funds except endowments and scholarships and shows how much funding is currently available for use and the guidelines for using it. Campus leaders will receive the report monthly and will report-back to Advancement with bi-annual spending plans and documented usage.

Ken Fulgham, Co-Chair of the Finance & Investment Committee, reported a 7.34% return on investments for fiscal year 2022-23, as reported by RVK. As of the end of that fiscal year (6/30/23) the fund's estimated market value had increased from \$44.56 million (6/30/22) to \$48.09 million. The committee moved to accept the Green Investing Review's recommendations to increase the current "green" allocation of the investment portfolio from 38% to 79% by utilizing four different strategies: deleting some investment managers, adding others, and rebalancing percentage splits between some.

Jason Carlson, Co-Chair of the Finance & Investment Committee, shared that the last committee meeting was well-attended and very busy. In addition to the items mentioned by Ken, the committee moved to recommend the Executive Committee accept the proposed

changes to the RVK contract, received a property update from the AVP of Facilities Management, Mike Fisher, reviewed Q3 financial statements provided by Samantha Puentes, and moved to recommend the Executive Committee accept the proposed FY 2023-24 Foundation budget.

The Green Investing Review is continuing its work updating the language in the Foundation's Investment Policy to consider additional guidelines beyond "negative screens."

Robin Quigley, Chair of the Audit Committee, noted that the annual Audit Committee meeting with the auditors from Moss Adams will be held on Monday, September 11, 2023.

#### 6. Executive Director's Report

Frank Whitlatch, Executive Director of the Cal Poly Humboldt Foundation Board, provided updates on the Boldly Rising Campaign, the Alumni Council meeting, CSU tiers, and property.

Nearly \$42 million of the \$50 million goal has been raised during the campaign so far and Development Directors completed 33 donor visits in July.

Humboldt hosted this year's annual CSU Alumni Council meeting. Twenty-two alumni directors and their representatives, the CSU Alumni Trustee, and others participated in hikes, meetings, and other activities. Frank provided a tour of property acquisitions to Lori Redfearn, the Assistant Vice Chancellor. She sees Humboldt's actions regarding property as a model to the other CSU campuses.

Cal Poly Humboldt has moved up a tier in the CSU system in regard to fundraising, due to our levels of investment returns and alumni participation, among others.

The sale of the Craftsman Mall and associated properties to the state is complete. The Foundation fully recovered the purchase price of the main property and properties to the north, keeping the Foundation and Real Estate Holdings whole. The sale price was increased to include management fees and to account for lost rent while work on the site was initiated before the sale was complete.

#### 7. FY 2023-24 Budget

Executive Director Frank Whitlatch reviewed the proposed FY 2023-24 budget as discussed at the Finance & Investment Committee meeting on August 4, 2023. In general, it is a status quo budget with the exception of two line items:

1. \$150,000 Support to Development – a potential contribution to support salary and benefit expenses of gift officers, dependent on whether the University allocates \$300,000 for the same purpose to provide ongoing support
2. \$100,000 Giving Day Incentive – matching funds to incentivize Giving Day donations (also looking for major donors to match funds)

After discussion and upon motion duly made (Ken Fulgham), seconded (Robin Quigley), and unanimously carried, it was:

RESOLVED, that the Cal Poly Humboldt Foundation Executive Committee accepts the Finance & Investment Committee recommendation to accept the FY 2023-24 Budget as presented.

8. Accept Gift of Closely-Held Stock

Executive Director Frank Whitlatch shared that the current Gift Acceptance Policy requires Board of Directors approval to receive gifts of closely-held stock. The Foundation has been presented with a potential opportunity to receive a gift of this nature. The Executive Committee can take action on behalf of the Board, should the gift move forward.

After discussion and upon motion duly made (Jack McGurk), seconded (Ken Fulgham), with one abstention (Frank Whitlatch), and otherwise unanimously carried, it was:

RESOLVED, that the Cal Poly Humboldt Foundation Executive Committee, in accordance with the Gift Acceptance Policy, grants approval to the Executive Director to accept the gift of closely-held stock as discussed.

9. Strategic Planning Update

Kurt Fraese, Chair of the Donor Intention and Fulfillment Committee and Co-leader of the Strategic Planning effort, shared with the committee that a large volume of input has been gathered and that rather than holding summer meetings, a final, 3-hour culminating session will occur on Thursday, October 19, 2023, the day before the Board of Directors annual meeting. Prior to the meeting, input received will be distributed to Board members and a strategic plan will be drafted during the meeting. The piece will be aspirational, with high-level bullet points so as to avoid a content-heavy document.

10. Other Business

No other business was discussed.

11. Adjournment

Without objection, the meeting was adjourned at 9:58 AM.