

Cal Poly Humboldt FOUNDATION

MINUTES OF THE DONOR INTENTION & FULFILLMENT COMMITTEE MEETING

August 4, 2023
10:30 AM Pacific Time

ZOOM TELECONFERENCE

Members Present:

Kurt Fraese, Chair
Eden Donahue
Jack McGurk
Frank Whitlatch

Members Absent:

Carin Kaltschmidt

Guests: Kevin Furtado, Angie Petroske, Samantha Puentes, Jamie Rich, Guido Setton, Robin Smith, Lise Smith-Peters, Travis Williams, Teresa Wilmott, Shawna Young

The Cal Poly Humboldt Foundation Donor Intention and Fulfillment Committee meeting was held on Friday, August 4, 2023 at 10:30 A.M. Pacific Time via Zoom

1. Call to order/Roll Call

The meeting was called to order at 10:32 AM by Committee Chair Kurt Fraese.

2. Public comments

There were no public comments.

3. Acceptance of Minutes from March 10, 2023 Meeting

Upon motion duly made (Eden Donahue), seconded (Frank Whitlatch), and unanimously carried, it was:

RESOLVED, that the Minutes of the March 10, 2023 meeting are accepted.

4. Funding Impact Presentation

Shawna Young, Dean of the College of Professional Studies, provided a presentation on the Rick M. Gardner Psychology Research Assistantship Fund.

The purpose of the Rick M. Gardner Psychology Research Assistantship Fund, established in November 2021, is to support students who are pursuing a bachelor's degree in Psychology with the intention of pursuing graduate studies, providing \$5,000 to support a one-year research assistantship for each of three students.

The Cal Poly Humboldt Department of Psychology has created an open and transparent application process whereby students apply each year for these assistantship employment opportunities. The current gift is a 5-year commitment of three \$5,000 assistantship positions each year.

To celebrate the impact of this gift, the department created its first annual impact newsletter highlighting the discipline-based practical experience each award recipient has received and shows the importance of relationships between faculty and students.

The Rick M. Gardner Psychology Research Assistantship Fund is a model program that the College of Professional Studies would like to grow, using the CPS Scholars fund and future potential gifts.

4. Check 5 Update

Travis Williams, Operations Specialist, guided the committee through documentation covering the randomly selected funds for March through June 2023.

Expenditures are observed to see if the funds are being used according to the intent of the donors and within the fund's criteria. We also want to see healthy spending habits and gifts being used effectively. Gift details are checked to make sure gifts were acknowledged in a timely manner and entered into the database correctly, according to donor intent and are in the correct fund. After information is gathered and analyzed, comments are provided on irregularities found and steps recommended to resolve discovered issues.

The documentation for the review is stored on our team drive and is available for review by staff and by Cal Poly Humboldt Foundation Board members.

There were a couple of minor corrections identified in this cycle including a \$100 gift that needed to be moved from temporary holding to the Women's Soccer Program. This review is the most comprehensive look we have been able to accomplish thanks to the restructuring of the Athletics funds. All related expenses and transfers were easy to identify and track.

6. Current Use Fund Report and Spending Plans

Travis Williams, Operations Specialist, provided an overview of the Foundation's Current Use Fund Report for campus units.

This new monthly report summarizes the Foundation funds available to each area on campus and includes the fund balances, account activity for the year, and the donor-designated purposes. These donor-supported funds are available for immediate spending. The report will help campus departments effectively plan for and utilize available funding.

The report details current-use, non-scholarship Foundation funds only. Endowed funds are not shown, but the report does show the current-use funds that receive investment earnings from those endowed funds. Scholarship funds, meanwhile, are tracked in different reports as they are distributed through a specific annual process.

Kevin Furtado, Foundation Business Analyst, shared with the committee the progress he and Frank Whitlatch, VP for University Advancement and Executive Director of the Foundation, are making toward meeting with representatives from each campus unit to review the report, develop spending plans (hiring student assistants, purchasing equipment, student travel, etc.), and communicate the need for brief annual reports for each fund. These spending plans and annual reports will help to identify funding opportunities, discover where funding might be able to support specific needs, and provide more detailed information to donors and the Foundation Board about the use of donations. It will also help to improve our short-term and medium-term investment of Foundation funds to expand the resources available.

7. Other Business

No other business was discussed.

8. Adjournment

In the absence of objection, the meeting was adjourned at 11:28 AM.