

# Cal Poly Humboldt FOUNDATION

## Minutes of the DONOR INTENTION & FULFILLMENT COMMITTEE

September 29, 2023  
ZOOM Teleconference Meeting

### Members Present:

Kurt Fraese  
Eden Donahue  
Jordan Kemme  
Jack McGurk  
Frank Whitlatch

### Members Absent:

Carin Kaltschmidt

**Guests:** Kevin Furtado, Stacie Lyans, Angie Petroske, Jamie Rich, Guido Setton, Robin Smith, Lise Smith-Peters, Travis Williams, Teresa Wilmott, Rick Zechman

A meeting of the Cal Poly Humboldt Foundation Donor Intention & Fulfillment Committee was held on Friday, September 29, 2023 at 11:00 AM Pacific Time via Zoom Teleconference.

### 1. Call to order/Roll Call

The meeting was called to order at 11:01 AM by Committee Chair Kurt Fraese.

### 2. Public comments

There were no public comments.

### 3. Acceptance of Minutes from August 4, 2023 Meeting

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

RESOLVED, that the Minutes of the August 4, 2023 meeting are accepted.

### 4. Funding Impact Presentation

Dr. Rick Zechman, Director of Marine Facilities, provided an overview of the Stephen Hillenburg Marine Science Research Award Endowment. The purpose of this award is to

provide research grant awards to support student research projects in the marine sciences (e.g. marine biology, oceanography and marine fisheries). The awarded funds (two to four scholarships annually, in the amounts of \$2-4k) can be used for research supplies, equipment, and services. The initial amount endowed was \$135k.

The award recognizes students conducting creative marine science research who may “think outside the box” in developing and applying innovative approaches to address important ecological and societal questions. Marine science research and creative activity including film, video, and illustration are encouraged to apply. There were 3 recipients of this award in 2022.

Excellent facilities at Cal Poly Humboldt, including the Telonicher Marine Lab and the R/V Coral Sea, allow the donor’s intentions for this endowment to become a reality. Dr. Zechman provided an overview of these facilities and services that include classrooms, wet labs, course offerings, student employment and outreach through the marine naturalist program.

Lastly, Dr. Zechman outlined the process currently underway to replace the R/V Coral Sea with a new vessel, including the polytechnic funding received from the state and the RFP in place.

#### 5. Check 5 Update

Travis Williams, Operations Specialist, guided the committee through documentation covering the randomly selected funds for July and August 2023. There were no significant findings in this round of Check 5. There was a routine correction where a donor was making a recurring gift to a fund that has changed its accounting structure. A correction is in process and we are looking into how it slipped through the cracks and how to prevent it in the future.

#### 6. Other Business

Teresa Wilmott, Associate Vice President of Development, mentioned to the Committee that the Policies, Guidelines & Procedures document is now available on the University Advancement website. The document is a summary of the policies, guidelines, and procedures with regards to donor and alumni engagement and charitable giving at Cal Poly Humboldt. It outlines oversight of solicitation and acceptance of donations on behalf of the University as well as stewardship. It also notes the legal requirements for accepting charitable donations supporting Cal Poly Humboldt.

#### 8. Adjournment

In the absence of objection, the meeting was adjourned at 11:49 AM.