

# Cal Poly Humboldt FOUNDATION

## MINUTES OF THE DONOR INTENTION & FULFILLMENT COMMITTEE MEETING

September 30, 2022  
12:30 PM

### ZOOM TELECONFERENCE

**Members Present:**

Kurt Fraese, Chair  
Philip Anton  
Robin Bailie  
Eden Donahue  
Jack McGurk  
Frank Whitlatch

**Members Absent:**

Jason Carlson  
Carin Kaltschmidt

**Guests:** Gary Blatnick, Ken Fulgham, Stacie Lyans, Angie Petroske, Samantha Puentes, Katharine Reed, John Reiss, Deborah Rice, Jamie Rich, Robin Smith, Lise Smith-Peters, Travis Williams

The Cal Poly Humboldt Foundation Donor Intention and Fulfillment Committee meeting was held on Friday, September 30, 2022 at 12:30 P.M. via Zoom.

1. Call to Order/Roll Call

The meeting was called to order at 12:30 P.M. by Committee Chair Kurt Fraese.

2. Public comments

There were no public comments.

### 3. Acceptance of Minutes from August 5, 2022 Meeting

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

RESOLVED, that the Minutes of the August 5, 2022 meeting are accepted.

### 4. Funding Impact Presentation

Guest speaker, Dr. John Reiss, Professor of Biological Sciences, shared the impact of a very generous gift of half a million dollars to the department to purchase a transmission electron microscope (TEM). He provided a brief history of electron microscopes and an overview of the differences between a scanning electron microscope (shows the details of the outsides of cells) and a transmission electron microscope (shows internal structures of cells).

Biological Sciences currently has an older model TEM with many limitations: software will only run on an old computer and is unable to update, hardware is no longer supported so parts are unavailable, and it uses film to capture images. New TEMs are more reliable, have more user-friendly interfaces, and use digital image capturing, which opens the opportunity for cryo-specimens (thin slices of frozen material).

Currently, 3 graduate student projects depend on TEM technology and a new unit will allow the University to remain one of very few institutions providing TEM training. This translates into students being more prepared for jobs. Marketing materials advertising modern equipment also helps attract and retain students in programs at Cal Poly Humboldt as well as provides opportunities for new grants.

Frank Whitlatch, Executive Director of the Foundation, and the Directors of Development shared that efforts are underway to celebrate this gift and to keep the donors informed about equipment selection and placement. The lab will be named after Dr. Welsh, whose family provided the gift in his honor.

### 5. Check 5 Update

Travis Williams, Operations Specialist, guided the committee through documentation covering the randomly selected funds for August and September 2022.

Expenditures are observed to see if the funds are being used according to the intent of the donors, within the fund's criteria, and that gifts are being used instead of saved for a rainy day. Gift details are checked to make sure gifts were acknowledged in a timely manner and entered into the database correctly. After information is gathered and analyzed, comments are provided on irregularities and steps recommended to resolve discovered issues.

The Check 5 process starts to develop a narrative around how funds are used. Directors of Development can use this narrative to be able to support donors and departments receiving funds.

Travis shared that most funds have a spending authority on campus designated by the Foundation to steward the fund and that expenses are initiated through University Accounting or Financial Aid to make payments. Each fund has a document outlining its uses - some funds can be very narrow in focus, while others, such as department-use funds can be quite broad. For current use funds, it is ideal to see both robust spending partnered with robust giving.

#### 6. Other Business

The Dashboard Subcommittee has yet to assemble and discuss an approach. It was suggested the Annual Donor Report can be used as a starting point.

#### 7. Adjournment

In the absence of objection, the meeting was adjourned at 1:22 PM.