

# HUMBOLDT STATE UNIVERSITY FOUNDATION

## MINUTES OF THE DONOR INTENTION & FULFILLMENT COMMITTEE MEETING

March 4, 2020  
3:00.M.

Humboldt State University  
Nelson Hall West 213

**Present:**

Gary Blatnick  
Kurt Fraese (via ZOOM)  
Frank Whitlatch

**Absent:**

**Guests:**

Lola Alto, Deborah Rice, Jamie Rich and Travis Williams

The HSUF Donor Intention and Fulfillment Committee meeting was held on Wednesday, March 4, 2020, at 3:00 P.M. at Humboldt State University Conference Room NHW 213.

1. Call to order

The meeting was called to order at 3:00 P.M. by Committee Chair Gary Blatnick.

2. Public comments

There were no public comments.

3. Acceptance of Minutes from September 26, 2019 Meeting

Upon motion duly made, seconded and unanimously carried, it was:

RESOLVED, that the Minutes of the September 26, 2019 meeting are accepted.

#### 4. Check 5

Executive Director Frank Whitlatch explained that the Check 5 system was based on one currently used by the Humboldt State University Sponsored Programs Foundation. The objective was to randomly choose 5 funds in which to do an internal audit. The Development and Foundation staffs, in cooperation with the staff of the HSU Associate Director of Auxiliary Accounting, performed an in-depth look at the complete cycle of a donation.

Travis Williams, Director of Annual Giving, guided the committee through documentation covering the six randomly selected funds for the Committee's review. The additional fund was chosen due to one of the original five had no donation revenue and the only expenditure was the distribution from that endowment into a supporting scholarship fund.

The plan moving forward is to randomly audit 5 funds per month and report a summary of those findings to the committee at their regularly scheduled meetings. The back-up documents will be made available to board members when they come to campus as these documents contain sensitive and confidential donor information.

The Committee requested that as summaries are presented any anomalies discovered be highlighted for committee review and a process be created in that the Executive Director, or his delegate, will contact the Deans of the Colleges and Department Chairs, who are authorized signers, to ensure that they are aware that the purpose of that fund is used as the donor intended.

The Committee noted that the thoroughness and responsible way that this new project was presented far exceeded their expectations. They noted the value of being able to assure donors that the Foundation is performing its due diligence to ensure that donor contributions were used as donor's intended.

#### 5. Other Business

There was no other business to report.

#### 6. Adjournment

In the absence of objection the meeting was adjourned at 4:00 PM.