

HUMBOLDT STATE UNIVERSITY FOUNDATION

MINUTES OF THE DONOR INTENTION & FULFILLMENT COMMITTEE MEETING

Sept 26, 2019
10:30 A.M.

Humboldt State University
Nelson Hall West 213

Present:

Gary Blatnick (via ZOOM)
Kurt Fraese (via ZOOM)
Duncan Robins
Frank Whitlatch

Absent:

Duncan Robins

Guests:

Alisa Judge (via ZOOM), Holly Hilgenberg, Peggy Metzger, Deborah Rice and Lola Alto

The Advancement Foundation Donor Intention and Fulfillment Committee meeting was held on Thursday, September 26, 2019, at 10:30 A.M. at Humboldt State University Conference Room NHW 213.

1. Call to order

The meeting was called to order at 10:31 AM by Committee Chair Gary Blatnick. Blatnick noted that Mark Hemphill-Haley had submitted his resignation from the HSU Foundation Board of Directors.

2. Visitor comments

There were no visitor comments.

3. Acceptance of Minutes from May 20, 2019 Meeting

Upon motion duly made, seconded, it was:

RESOLVED, that the Minutes of the May 20, 2019 meeting are accepted as corrected.

4. Departmental Use of Discretionary Funds

Peggy Metger, Director of Financial Aid, was the invited guest speaker. Peggy addressed the positive impact of scholarships for HSU students. She noted that many students are \$8,000 short even after they have received Pell Grants, State funding and personal loans. Many students who have an Estimated Family Contribution (EFC) of \$0 work 2 or more jobs to fill this gap. Holding multiple jobs impacts their ability to attend classes and study which impacts retention. Approximately 55-60% of HSU students fall into this category of need. Peggy agreed to provide the committee with the various categories that we used to explain need vs. aid. Peggy noted the establishment of the Student Adversity Fund which aid students with financial means to take care of unexpected costs that would otherwise tip the balance of whether or not they stay at HSU. The average amount given is \$1,000 with the maximum being \$2,000. The committee would like to establish written policy and procedure so that distribution is clearly outlined.

5. Gift Review/Audit Guidelines

Frank Whitlatch, Executive Director, presented information on the way that the HSU Sponsored Programs Foundation (HSUSPF) reviews their grants and suggested that the committee consider this method in their roles. The HSUSPF selects 5 gifts that they pull, for a deep level review, for each meeting. They call their review the “**Check 5**”. The committee could adopt a similar model. Advancement staff could provide 5 random gifts for each meeting and provide information on the flow of the contribution from acceptance to expenditure. This would provide additional information that would aid the committee in sharing HSU stories and advocating additional support. Staff would continue to invite guest speakers to meetings to share the impact of donations on their students, departments and colleges.

6. Other Business

Frank Whitlatch provided a draft proposal that will be presented to all committees and the full board for possible action. The proposal is to amend the current Contribution Administration Fee Policy to include the following statement:

B. When a donor increases a gift, or makes an additional gift, to cover the Contribution Administration Fee, the amount increased will not be subject to the Contribution Administration Fee.

7. Adjournment

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