

HUMBOLDT STATE UNIVERSITY FOUNDATION

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

October 8, 2019
Nelson Hall West 213

Present:

Laura Fisher (via ZOOM)
Jenny Harris (via ZOOM)
Alisa Judge (via ZOOM)
Manolo Morales (via ZOOM)
Frank Whitlatch

Absent:

Gary Blatnick

Guest:

Lola Alto

A meeting of the Executive Committee of the Humboldt State University Foundation was held on Tuesday, October 8, 2019, at 3:15 P.M., in Room 213 of Nelson Hall West.

1. Call to order

The meeting was called to order by Committee Chair Alisa Judge at 3:17 P.M.

2. Visitor comments

There were no visitor comments.

3. Acceptance of Minutes of the December 14, 2017 and June 28, 2019 meetings

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

RESOLVED, that the Minutes of the December 14, 2017 and June 28, 2019 meetings are accepted.

4. Board Member Recruitment

Executive Director Frank Whitlatch reported that Robin Bailie, Jennifer Keller and Dr. Kenneth Fulgham will be joining the HSUF Board of Directors at the October 18, 2019 meeting. Destiny Mancilla will be joining the Board as a Student Representative with a renewable one year term. Gary Rynearson will be granted a special one-year extension to his current term which was originally scheduled to end in 2019. There is need to recruit for the vacant position of Faculty Representative.

5. Board Member Commitments

The committee reviewed annual contributions made by current board members. Vice Chair Laura Fisher volunteered to call members and remind them of their annual commitment of at least \$1,000 before the end of the year. It was noted that several members make their contributions at the annual Board of Directors meetings in October.

6. Community Outreach Fund

Frank Whitlatch reported that a Community Outreach Fund has been established to support and enhance relationships between HSU and the community. The funds are available for community events, such as dinners, in which HSU will “purchase” a table. These events will be approved by President Jackson.

7. Contribution Administration Fee Policy

Frank Whitlatch presented the proposed updates to the Contribution Administration Fee Policy which had been previously approved at the August 6, 2015 Executive Committee Meeting. Changes would include the removal of the word “Advancement” due to the Foundation’s name change has been formalized.

The second change was the inclusion of Item B under the Policy section. The amendment would read “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.”

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

RESOLVED, that the Executive Committee recommend to the Humboldt State University Foundation Board of Directors approve the revision to the Contribution Administration Fee Policy, originally approved at the August 6, 2015 Executive Committee meeting. The revision includes the acknowledgement of the change of the organizational name from the Humboldt State University Advancement Foundation to the

Humboldt State University Foundation as well as the addition of Policy Item B which states “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:.

8. Use of Discretionary Contribution

Frank Whitlatch presented changes to the existing policy for Use of Discretionary Contributions to better clarify the distinction between discretionary contributions and revenue. The Committee recommended that the percentage rate be eliminated so that in the future the document would not need to be amended if that percentage changed.. The Committee also discussed the inclusion of Section II: Use of Discretionary Revenue guidelines to better explain use of these funds. Whitlatch explained that this is the basic model used by other CSUs and recommended by outside consultants.

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

RESOLVED, that the Executive Committee recommend to the Board of Directors that the amended Guidelines for Use of Discretionary Contributions and Revenue be adopted.

9. KHSU License Transfer

Frank Whitlatch reported that the HSUF holds the license for KHSM which is under the umbrella of KHSU. All other licenses are held by HSU. KHSM is the license for Radio Bilingue. The goal was for the Foundation to hold the license for five years and then transfer to HSU. It would be simpler if all licenses were held by HSU. There is no revenue generated by the ownership of the license.

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

RESOLVED, that the Executive Committee recommend to the HSUF Board of Directors to transfer the KHSM license to Humboldt State University.

10. Other Business

Frank Whitlatch noted that the Development Office is looking to hire 1-2 new gift officers which would be at the management level. They are looking for people with experience who would have a big impact.

He told the Committee that there would be an update on the Memorial Grove at the upcoming board meeting on Oct. 18, 2019. There are also plans to announce scholarships for local students who chose to stay in the area and attend HSU which is being funded by the President’s Loyalty Fund.

7. Adjournment

The meeting was adjourned without objection at 4:08 P.M.