

Advancement | UCF Foundation, Inc.

UCF Foundation Board of Directors

Executive Committee Meeting

Monday, April 1, 2021

Virtual Meeting

MINUTES

IN ATTENDANCE: John Euliano (Chair), Sara Bernard (Secretary), Carrie Callahan (Vice Chair), Dr. Alexander Cartwright (Ex-officio), Tony Director Alan Florez, Moreno (Vice Chair), Matt Assenmacher (Ex-officio), Brian Butler, Eva Tukdarian, Joyce Virga, Kevin Wydra

ABSENT: Trustee Beverly Seay

WELCOME AND CALL TO ORDER

Director Euliano, Chair of the Executive Committee, called the meeting to order at 10:01 a.m. stating that the meeting was covered under the Florida Sunshine Law and the public and press were invited to attend.

ROLL CALL AND QUORUM CONFIRMATION

Roll call was performed and a quorum was confirmed.

CONFLICT OF INTEREST DISCLOSURE

Chair Euliano asked the committee members if there were any conflicts of interest to declare regarding the items of business listed on the agenda. No conflicts of interest were declared by the committee members.

MINUTES

The minutes from the January 14, 2021 meeting were unanimously approved as written.

REPORTS

UCF Board of Trustees Update

Trustee Beverly Seay was unable to attend so there was not an update.

Presidential Report

UCF President Alexander Cartwright shared highlights related to campus activities, recent awards that staff, faculty, and students received, and commencement event information. Cartwright also thanked the Committee and Board members for their generosity during the recent Day of Giving.

Alumni Engagement & Annual Giving Update

Alumni Board Chair, Matt Assenmacher, shared his deep appreciation for the UCF Foundation Board's participation in the 2021 UCF Day of Giving. Assenmacher noted the UCF Foundation Board collectively raised more than \$300,000. Day of Giving resulted in \$835,000 in donations from 3,100 individual donors. Assenmacher also reported that staff is preparing multiple events to be held in Spring and Fall.

UCF Advancement Update

Karen Cochran, Acting Vice President for Advancement and Acting UCF Foundation CEO, provided an update on UCF Advancement's fundraising metrics, upcoming events, and the progress toward establishing a Philanthropy Plan for the upcoming fiscal year.

NEW BUSINESS

(DES-1) Donor Wall Design Selection

Pat Crowley, Associate Vice President for Advancement Communications and Marketing, presented a recommendation for the donor wall design on behalf of the Donor Engagement & Stewardship Committee. Discussion regarding the cost, location, and structural elements of the design occurred.

*A motion was made by **Director Joyce Virga** and seconded by **Director Kevin Wydra** to approve the **donor wall design** as presented.*

The motion passed unanimously.

(DES-2) Donor Relations and Stewardship Policy

Crowley presented a recommendation for a new Donor Relations and Stewardship policy on behalf of the Donor Engagement & Stewardship Committee. It was noted that the proposed policy combined several existing policies into a singular document.

*A motion was made by **Director Joyce Virga** and seconded by **Director Alan Florez** to approve the **donor wall design** as presented.*

The motion passed unanimously.

(GC-1) Committee Advisor Qualifications and Responsibilities

Lauren Ferguson, Director of Foundation Board Relations and Development, presented a recommendation to approve a new Committee Advisor Qualifications and Responsibilities document. Notable changes that would occur upon approval of the document occurred – specifically the

implementation of an annual \$2,500 annual giving expectation and four-year term limits for Committee Advisors.

(GC-2) Elected Director Qualifications and Responsibilities

Ferguson presented a recommendation to approve an amended Elected Director Qualifications and Responsibilities document. The amendments presented were primarily related to formatting; however, additional language related to Florida Sunshine Law was incorporated.

(GC-3) Foundation Board Mentorship Program

Ferguson presented a recommendation to approve a new Foundation Board Mentorship Program document.

*A motion was made by **Director Tony Moreno** and seconded by **Director Carrie Callahan** to approve agenda items **GC-1, GC-2, and GC-3** as presented.*

The motion passed unanimously.

(IC-1) UCF Foundation Endowment Spending Distribution for FY2022

Glen Dawes, Associate Vice President for Advancement and UCF Foundation CFO, presented a recommendation to approve the UCF Foundation Endowment Spending Distribution for FY2022 on behalf of the Investment Committee. The proposed spending distribution was 4%.

*A motion was made by **Director Matt Assenmacher** and seconded by **Director Kevin Wydra** to approve the **UCF Foundation Endowment Spending Distribution for FY2022** as presented.*

The motion passed unanimously.

(IC-2) UCF Foundation Endowment Fee Proposal

Dawes presented a recommendation on behalf of the Investment Committee to approve the reduction of the UCF Foundation's endowment fee by 10 basis points each fiscal year starting on July 1, 2021 and concluding in 2024.

*A motion was made by **Director Eva Tukdarian** and seconded by **Director Joyce Virga** to approve reducing the UCF Foundation's endowment fee from 2.25% to 1.95% over a three fiscal year period.*

The motion passed unanimously.

PUBLIC COMMENT

No public comment was present.

CLOSING REMARKS AND ANNOUNCEMENTS

Director Euliano thanked the Committee for their commitment and time.

ADJOURNMENT

Director Euliano adjourned the meeting at 11:55 a.m.

Approved by Executive Committee on August 10, 2021.

Respectfully Submitted by:


Sara Bernard, *Secretary*, UCF Foundation Board of Directors

Prepared by Lauren Ferguson, Director of Foundation Board Relations and Development