



Executive Committee Meeting Minutes

UCF Foundation Board

November 16, 2021 | 10:00 a.m.- 11:30 a.m.

Hybrid Meeting | UCF Foundation - 12424 Research Pkwy #250, Orlando, FL 32826

Members Present:

Ex-Officio Director Matt Assenmacher, Vice Chair Roslyn Burttram, Vice Chair Brian Butler, Immediate Past Chair John Euliano, Ex-Officio Director John Miklos, Secretary Dana Patton, Director Mark Plaumann, Treasurer Eva Tukdarian.

Members Absent:

President Alexander Cartwright

I. Call to Order and Quorum Confirmation

Chair Carrie Daanen called the Executive Committee 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. A quorum was confirmed.

II. Conflict of Interest Disclosure

No conflicts of interest were disclosed by members of the Executive Committee.

III. Meeting Minutes from August 10, 2021 and September 10, 2021

The minutes from August 10, 2021 and September 10, 2021 meeting were unanimously approved as written.

IV. Reports

DISC-1: UCF Alumni Engagement & Annual Giving Report

Alumni Chair Matt Assenmacher reported on the recent UCF Alumni engagement activities and year-to-date annual giving metrics. Assenmacher noted that 2021 was the 50th anniversary of UCF Homecoming festivities and a number virtual and in person engagement opportunities were available. Assenmacher encouraged the Committee to participate in UCF's Giving Tuesday campaign on November 30, 2021.

DISC-2: UCF Advancement Report

Karen Cochran, Interim Vice President for UCF Advancement and Interim CEO of the UCF Foundation, conveyed a request from Trustee Joseph Conte (UCF BOT) to consider an alumni challenge component as part of the UCF Challenge. The Executive Committee was favorable to this request and discussed how to approach it. Cochran reviewed the progress of the UCF Challenge and answered related questions from the Committee.

V. New Business

GC-1: Corporate Resolution, CBRE Signing Authority

Director Brian Butler voiced concern about electronic money transfers and inquired about the UCF Foundation's risk. Glen Dawes, UCF Foundation CFO, responded that authorizations via email are not made. Jennifer Cerasa added that legal counsel makes a verbal authorization to the title company if there is an upcoming request.

It was noted that the resolution gives authority to CBRE to make wire transfers. Dawes confirmed that this was not in use and the Committee recommended that this verbiage should be removed from the resolution.

Motion:

A motion was made to approve the corporate resolution contingent upon the removal of language allowing CBRE to conduct wire transfers.

The motion was moved by Eva Tukdarian and seconded by Roslyn Burttram. The motion was unanimously approved.

VI. Closing Remarks and Announcements

No closing remarks or announcements were provided.

VII. Adjournment

Chair Daanen adjourned the meeting at 11:24 a.m.

Minutes approved by the Executive Committee on February 2, 2022.

Respectfully Submitted by:



Dana Patton '93, *Secretary*

UCF Foundation Board of Directors