



Executive Committee Meeting Minutes  
UCF Foundation  
August 8, 2023 | 3:00 p.m. – 3:30 p.m.  
Virtual Meeting

**Members Present:**

Brian Butler, *Chair*, Stuart Heaton, *Vice Chair*, Carrie Daanen, Trustee Caryl McAlpin, Dana Patton, Eva Tukdarian, Alumni Chair Linh Dang

**Members Absent:** Roslyn Burttram, *Vice Chair*, Jessica Blume, Provost Johnson

**I. Welcome and Call to Order**

Chair Brian Butler called the meeting to order at 3:04 p.m., stating that the meeting was covered under the Florida Sunshine Law and the public and press were invited to attend. Roll call was performed, and quorum was confirmed.

**II. Conflict of Interest Disclosure**

No conflicts of interest were declared by committee members.

**III. Minutes**

Minutes from the May 1, 2023, Executive Committee meeting were unanimously approved as written.

**IV. New Business**

**A.EC-1 UCF Foundation, Inc. Corporate Resolution**

Richard Welsh, *Senior Associate General Counsel*, University of Central Florida provided the scope of the meeting to discuss and amend a portion of the UCF Foundation, Inc. Corporate Resolution, that was previously approved December 15, 2022.

Joseph Mera, *Director, Financial Planning & Analysis*, UCF Advancement & Partnerships explained that this amendment, requested by the banks, will align with the systematic changes in Workday. The proposed changes specify the roles listed in the resolution rather than the specific individuals.

**Motion:**

Vice Chair Heaton made a motion to approve the amended UCF Foundation Corporate Resolution as proposed. Director Daanen seconded the motion. Discussion was had to review and clarify the purpose of the amendment. The motion was unanimously approved.

**V. Closing Remarks and Announcements**

Chair Butler reminded attendees of the upcoming UCF Foundation Board

Leadership Retreat on August 31, 2023, from 10:00 a.m. –1:00 p.m.

**VI. Adjournment**

Chair Butler adjourned the meeting at 3:15 p.m.

Approved by Executive Committee on **October 26, 2023**.

Respectfully Submitted by:

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Brian Butler, *Chair*, Executive Committee

Prepared by: Ronney Demosthene, *Coordinator, Foundation Board Relations*,  
UCF Advancement & Partnerships