



New Board Member Orientation Minutes
UCF Foundation
August 18, 2023 | 2:00 p.m. – 4:00 p.m.
Virtual Meeting

Members Present:

Brian Butler, *Chair*, Rob Kantor, Laurette Koellner, John Mahony

Members Absent:

I. Welcome and Call to Order

Chair Brian Butler called the meeting to order at 1:55 p.m and provided opening remarks. Chair Butler thanked the new board members for embarking on their philanthropic service to the university.

II. Conflict of Interest Disclosure

No conflicts of interest were declared by committee members.

III. Minutes

No minutes were called to review.

IV. New Business

A. Executive Leadership Introductions

An video was played to introduce Rod Grabowski, CFRE, *Senior Vice President*, UCF Advancement & Partnerships *Chief Executive Officer*, UCF Foundation, Inc., Gina Sholtis, *Senior Associate Vice President of Development*, UCF Advancement & Partnerships and Rachel Schaefer, *Associate Vice President, Chief of Staff and Campaign Director*, UCF Advancement & Partnerships.

B. Governance Structure & Board Member Responsibilities

Janelle Hom '10MA, *Director, Foundation Board Relations*, UCF Advancement & Partnerships, provided an overview of the UCF Foundation Board governance structure and board member responsibilities. Hom reviewed process for board referrals, mentorship program, and resources available to board members.

C. Legal Considerations

Richard Welsh, *Senior Associate General Counsel*, University of Central Florida, provided an introduction to the legal services team, the scope of their work, and considerations for Foundation Board business. Welsh shared that several policy revisions would be coming before the Foundation Board in the coming months and encouraged members to reach out with questions.

Director Kantor inquired about NIL activities. Welsh shared the changing landscape of NIL and why that was important to the UCF Foundation.

D. Finance & Administration Overview

Joseph Mera '04, *Director, Financial Planning & Analysis*, UCF Advancement & Partnerships, provided an overview of finance, real estate holdings, administration, and a review of the endowment.

Director Koellner asked which company handles the UCF Foundation's annual audit. Mera shared the RFP process and how CliftonLarsonAllen has handled the audit for the past several years.

E. UCF Advancement & Partnerships Operations Overview

Becky Fullmer, *Associate Vice President, Advancement Operations*, UCF Advancement & Partnerships, provided an overview information technology systems, records and gifts, prospect development, and donor experience.

F. UCF Alumni Engagement and Annual Giving

Heather Junod '98, *Associate Vice President, Alumni Engagement & Annual Giving*, UCF Advancement & Partnerships, provided an overview of data related to alumni geographical and demographics, the levels of alumni engagement, and how engagement is measured. Junod also outlined components of annual giving.

G. UCF Development Overview

Shannon Duvall, *Assistant Vice President, Regional Development & University Initiatives*, UCF Advancement & Partnerships, shared an outline of Advancement & Partnership's divisional goals, a high-level explanation of the Pegasus Partner program, historical attainment figures, and an overview of campaign planning.

Hom noted that questions around Pegasus Partner prospects would be directed to Grabowski.

V. Closing Remarks and Announcements

Janelle Hom '10MA, *Director, Foundation Board Relations*, UCF Advancement & Partnerships, provided the closing remarks.

Chair Butler reminded attendees about the upcoming UCF Foundation Leadership Retreat on Thursday, August 31st at the Center for Distributed Learning.

VI. Adjournment

Chair Butler adjourned the meeting at 4:06 p.m.

Approved by Executive Committee on [date].

Respectfully Submitted by:

Dana Patton '93, *Secretary*, UCF Foundation Board of Directors

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