



UNIVERSITY OF CENTRAL FLORIDA

Foundation, Inc.

UCF Foundation Board of Directors Executive Committee

Oct 26, 2023, at 2:30 PM EDT to 3:00 PM EDT
Hybrid Meeting

Members Present:

Brian Butler, *Board Chair*, Roslyn Burttram, *Vice Chair*, Jessica Blume, Carrie Daanen, Dana Patton, and Provost Michael Johnson

Members Absent:

Caryl McAlpin, Thuy Linh Dang, Stuart Heaton, Eva Tukdarian

I. Welcome and Call to Order

Chair Butler called the meeting to order at 2:23 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

A. Minutes from the August 3, 2023, Executive Committee meeting were unanimously approved as written.

IV. Discussion

A. **DISC-1: Policy Update for UCF Foundation Board Consideration**

Joseph Mera '03, *Director of Financial Planning & Analysis*, UCF Advancement & Partnerships, shared two policies reviewed by the Finance & Facilities Committee and recommended for approval to the full Foundation Board. The UCF Foundation Mobile Device Policy was amended to increase non-compensatory allowance for the use of a mobile device for business purposes. The UCF Foundation Purchases of \$150,000 or Greater Policy, an increase from \$75,000, outlines the need for competition when the expected purchase is to exceed set threshold. These items were provided to ensure Executive Committee members were aware and understood these items ahead of the full Foundation Board meeting.

B. **DISC-2: Executive Committee Charter Review**

Janelle Hom '10MA, *Director*, Foundation Board Relations, UCF Advancement & Partnerships, presented the current Executive Committee Charter to committee members to review the scope of their authority and responsibilities.

V. Information

Chair Butler referenced the informational items included in the board packet. No questions or comments were presented from any committee members.

A. INFO-1: Executive Committee Annual Plan

VI. Closing Remarks and Announcements

No closing remarks were presented.

VII. Adjournment

Chair Butler adjourned the meeting at 2:43 p.m.

Approved by the Executive Committee on **December 7, 2023**.

Respectfully Submitted by:



Brian Butler
01/23/2024 14:46 EST

Brian Butler H'22, *Chair*, Executive Committee

Minutes prepared by: Debra Farish, *Executive Assistant*, UCF Advancement & Partnerships