



UNIVERSITY OF CENTRAL FLORIDA

Foundation, Inc.

UCF Foundation Board of Directors Donor Engagement & Stewardship Committee Charter Expansion

Ad Hoc Workgroup

March 19, 2024, at 3:00 PM EDT to 4:00 PM EDT
Virtual Meeting

Members Present:

Marc McMurrin, *Committee Chair*, Tandreia Bellamy, Jessica Blume, Roslyn Burttram

Members Absent:

John Mahony, Chris Ristau

I. Welcome and Call to Order

Marc McMurrin '01, *Chair*, Charter Expansion Ad Hoc Workgroup, called the meeting to order at 3:02 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 workgroup members.

III. Minutes

Minutes from the March 1, 2024, Charter Expansion Ad Hoc Workgroup meeting were unanimously approved as written.

IV. Discussion

Lynnette Heard, *Senior Consultant and Senior Fellow*, AGB Consulting, presented the following item:

A. DISC-1: AGB Peer Review Discussion

Heard shared the key findings from the benchmarking process results involving peer institutions. The review focused on comparing the governance structures of peer institutions with similar scope and purpose to the UCF Foundation Donor Engagement & Stewardship Committee. Key areas examined included board size, committee structures, and engagement strategies. The purpose of the comparison was to gauge how the UCF Foundation's Donor Engagement & Stewardship Committee compares to its peers and to develop a strategy tailored to its unique context. To maintain impartiality, the comparison was conducted blindly, with the identities of the institutions redacted.

Workgroup members engaged in a discussion regarding the results of the benchmarking process review, sharing their thoughts on the findings and exploring potential ways to implement them.

Chair McMurrin directed board staff to begin drafting a revised charter based on

workgroup's feedback. The draft should be ready for review by the next meeting.

V. Information

The following informational items were provided to the workgroup. No questions or comments were offered by workgroup members.

- A. INFO – 1: Donor Engagement & Stewardship Committee Charter
- B. INFO – 2: Charter Expansion Project Timeline and Scope

VI. New Business

The Charter Expansion Ad Hoc Workgroup members agreed to schedule an additional meeting after the April 25, 2024, meeting, to formulate their final recommendation to the UCF Foundation's Donor Engagement & Stewardship Committee. The additional meeting of the Charter Expansion Ad Hoc Workgroup is scheduled for May 9, 2024.

VII. Adjournment

Chair McMurrin adjourned the meeting at 3:53 p.m.

Approved by the Donor Engagement & Stewardship Committee Charter Expansion Ad Hoc Workgroup on **April 25, 2024**.

Respectfully Submitted by:

Marc McMurrin '01, *Chair*, Charter Expansion Ad Hoc Workgroup

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