



Donor Engagement and Stewardship Committee Meeting Minutes  
UCF Foundation Board  
September 1, 2022 | 9:00 a.m. – 11:00 a.m.  
Virtual Meeting

**Members Present:**

Roslyn Burttram, Karen Manglardi, Janet Schwartz, Melissa Tomasso

**Members Absent:**

Tandreia Bellamy, Cathy Engelman, Mike Hinn, Marc McMurrin, Dianne Owen

**I. Welcome and Call to Order**

Chair Roslyn Burttram called the Donor Engagement and Stewardship Meeting to order at 9:01 a.m. Roll call was performed and quorum was not met.

**II. Conflict of Interest Disclosure**

No conflicts of interest were disclosed by members of the Donor Engagement and Stewardship Committee.

**III. Meeting Minutes from the May 10, 2022, Donor Engagement and Stewardship Committee Meeting**

Meeting minute approval from the May 10, 2022, Donor Engagement and Stewardship meeting will be postponed to the April 28, 2023, Donor Engagement and Stewardship Meeting due to quorum not being met.

**IV. New Business**

**DISC-1: Establishing Individual Committee Member Engagement Plans**

Becky Fullmer shared the Individual Member Engagement Plans. A survey will be sent to committee members in regards to activities and engagement options for FY23.

**DISC-2: FY23 Donor Engagement & Stewardship Work Plan**

Becky Fullmer shared a recap of FY2022 Donor Relations goals and focus areas. One goal is high performance Donor Relations operations designed to celebrate donors and inspire philanthropy at all levels. Becky also shared Experience and Engagement activities based on The Four Pillars.

**V. Closing Remarks**

Chair Burttram shared information about the Board Member Mingle which is a social event that occurs the night before the Full Board Meetings. There are 3 opportunities to host these events this year (October 20, 2022, April 13, 2023, and June 1, 2023). Should any members be interested please contact Lauren Ferguson.

**VI. Adjournment**

Chair Burttram adjourned the meeting at 9:42 a.m.

Approved by Donor Engagement and Stewardship Committee on **May 11, 2023**.

Respectfully submitted by:



Roslyn Burrtram  
06/01/2023 16:44 EDT

---

**Roslyn Burrtram**  
**Chair, Donor Engagement and Stewardship Committee**

Prepared by: Kelly Young, *Coordinator*, Foundation Board Relations

DRAFT