



Donor Engagement and Stewardship Committee Meeting Minutes
UCF Foundation Board
May 10, 2022 | 4:00 p.m. – 4:30 p.m.
Virtual Meeting

Members Present:

Roslyn Burttram, Loretta Corey, Mike Hinn, Diane Mahony, Marc McMurrin, Dianne Owen, Joyce Virga

Members Absent:

Cathy Engelman, Janet Schwartz

Vice Chair Virga left the meeting at 4:15 p.m.

Director McMurrin joined at 4:10 p.m.

Director Mahoney joined at 4:12 p.m.

I. Welcome and Call to Order

Chair Roslyn Burttram called the Donor Engagement and Stewardship Meeting to order at 4:05 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 a quorum was confirmed.

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 January 25, 2022, Donor Engagement and Stewardship Committee

The minutes from the January 25, 2022, Donor Engagement and Stewardship committee were unanimously approved as written.

IV. New Business

DISC-1: Donor Engagement & Stewardship Committee Meeting Structure

Chair Burttram shared a new Donor Engagement and Stewardship meeting structure, including a move to a frequency of two meetings per fiscal year and plans to work toward more efficient uses of committee time.

DES-1: Amended Donor Engagement & Stewardship Committee Charter

Motion:

Dianne Owen made a motion to approve the amended Donor Engagement & Stewardship Committee Charter as presented. Loretta Corey seconded the motion. The motion pass unanimously.

V. Closing Remarks and Announcements

No closing remarks were made.

VI. Adjournment

Chair Burttram adjourned the meeting at 4:18 p.m.

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

Respectfully Submitted by:



Roslyn Burttram
06/01/2023 16:45 EDT

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

Prepared by: Pat Potashner, *Executive Assistant III*, UCF Advancement & Partnerships