



UNIVERSITY OF CENTRAL FLORIDA

Foundation, Inc.

UCF Foundation Board of Directors Executive Committee

October 23, 2024, at 3:25 PM to 4:25 PM EDT
Hybrid Meeting

Members Present:

Brian Butler, *Chair*, Jessica Blume, *Audit Committee Chair*, Roslyn Burttram, *Vice Chair*, Carrie Daanen, *Immediate Past Chair*, Carol Hendren, *Alumni Board Chair*, Stuart Heaton, *Vice Chair*, Dana Patton, *Secretary*

Members Absent:

Provost Michael Johnson, Trustee Caryl McAlpin, Eva Tukdarian, *Treasurer*

I. Welcome and Call to Order

Brian Butler H'22, *Executive Committee Chair*, called the meeting to order at 3:25 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

Minutes from September 23, 2024, Executive Committee meeting were unanimously approved as written.

IV. Discussion

Janelle Hom '10MA, *Director, Foundation Board Relations and Advancement, UCF Advancement and Partnerships*, presented the following item:

A. DISC-1: Achieving the Gold Standard UCF Foundation Board

Hom reviewed the key categories for the UCF Foundation Board Gold Standard Program: operations, engagement, and philanthropy. The Executive Committee was asked to discuss potential leadership strategies to support the implementation of the program to drive aggregate board success.

Directors discussed some of the challenge points that were experienced in the Fiscal Year 2023 – 2024 outcomes. Peer accountability for the completion of annual disclosure forms was recommended. The Directors asked Hom to provide attendance reports to each committee chair after each meeting so that they could assist in following up with absent members for additional accountability. Directors also emphasized the importance of ensuring the gold standards, especially attendance and philanthropy, are communicated clearly and directly throughout the recruitment process. While individual philanthropic accountability will be in

the hands of board staff and the gift officers, the committee expressed excitement for board-wide education and programming, especially around the Millican Society and the philanthropic referral process. Engagement opportunities for geographically diverse board members were also highlighted as a priority focus in the gold standard plan.

B. DISC-2: Open Discussion

Chair Butler presented the following item:

The floor was opened to any items top of mind for Executive Committee members. No additional items were brought forward by members of the committee.

Chair Butler shared that effective October 31, 2024, he would be stepping down as Board Chair due to personal matters but would still remain on the board to see out his term. Rodney Grabowski, *Senior Vice President*, UCF Advancement and Partnerships, and *Chief Executive Officer*, UCF Foundation, Inc., explained that per the bylaws, the Vice Chairs have chair authority in the interim period. An election for a new chair would take place no later than the next scheduled meeting on January 16, 2025. Committee members offered their thanks, support, and appreciation for Chair Butler's leadership.

V. New Business

No new business was presented.

VI. Adjournment

Chair Butler adjourned the meeting at 4:25 p.m.

Approved by the Executive Committee on **January 16, 2025**.

Respectfully Submitted by:

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

Minutes prepared by: Janelle Hom '10MA, *Director, Foundation Board Relations and Advancement*,
UCF Advancement and Partnerships