



UNIVERSITY OF CENTRAL FLORIDA

Foundation, Inc.

UCF Foundation Board of Directors Board Enrichment Program Webinar

Optional Education Webinar

September 12, 2024, at 3:30 PM to 4:00 PM EDT

Members Present:

Brian Butler, *Chair*, Jessica Blume, Stuart Brown, Roslyn Burttram, *Vice Chair*, Steve Curley, Paul Gregg, James Harhi, John Mahony, Mark Plaumann, Jeremy Sloane

I. Welcome and Call to Order

The Board Education Webinar was called to order at 3:00 p.m.

II. Sunshine Law and Important Legal Considerations for the UCF Foundation Board

Richard Welsh, Senior Associate General Counsel, University of Central Florida led discussion on the following item. A brief overview of the legal and gift administration department's scope of work was provided, which includes contracts, gift administration, and real estate transactions. Welsh provided an overview of the Florida Sunshine Law's purpose, providing transparency and confidence in the functions of public bodies. Key components include public meetings, the ability to inspect documents related to board business, and reasonable notice of meetings with minutes promptly recorded.

Welsh also reviewed public records exemptions for Direct Service Organization (DSO) records; all records are confidential and exempt, including donor records. The exemption does not apply to the management letter, audit report, expenditure of state funds, and records related to expenditure of private funds for travel. However, all documents presented at public meetings are available through inspection via a public records request.

Closing Remarks and Announcements:

Janelle Hom, Director of Foundation Board Relations and Advancement, UCF Advancement and Partnerships, announced the next educational webinar, Legal Hot Topics, would take place on September 26. The Foundation Finance Deep Dive has been rescheduled for October 17.

III. Adjournment:

The meeting was adjourned at 3:04 p.m.

Approved by the UCF Foundation Board of Directors on **October 24, 2024**.

Respectfully Submitted by:

A handwritten signature in black ink that reads "Dana Patton". The signature is written in a cursive, flowing style.

Dana Patton
2024-11-01 01:37 UTC

Dana Patton '93, *Secretary*, UCF Foundation Board of Directors

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