



Foundation, Inc.

UNIVERSITY OF CENTRAL FLORIDA

Governance Committee Meeting Minutes

Thursday, January 16, 2025 | 12:15 p.m. – 1:15 p.m.
Morgridge International Reading Center
4143 Andromeda Loop, Orlando, FL 32816

Members Present:

Roslyn Burttram, *Committee Vice Chair*, Brian Butler, Carrie Daanen, *Committee Chair*, James Harhi, Stuart Heaton, *Committee Vice Chair*, Dana Patton, Heather Pigman, and Kevin Wydra

Members Absent:

Kevin Miller, Dianne Owen

I. Welcome and Call to Order

Carrie Daanen '92, *Chair*, Governance Committee called the meeting to order at 12:19 p.m., stating 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 disclosed by the committee members.

III. Approval of Meeting Minutes

Director Burttram made a motion to approve the minutes from the October 23, 2024, Governance Committee. Director Wydra seconded the motion. The minutes were unanimously approved as written.

IV. Action

Rodney Grabowski, *Senior Vice President*, UCF Advancement and Partnerships, and *Chief Executive Officer*, UCF Foundation, Inc., presented the following item:

A. **GC-1: Emeritus Director Nomination**

Grabowski highlighted the exceptional impact that Loretta Corey H'17 P'08 '11 '15 (Foundation Board Director 2014 – 2022) has made for the University through philanthropy, engagement, and service. He noted Loretta's commitment spanning two (2) decades has positively impacted philanthropy and the lives of students.

Motion: A motion was made by Director Butler to recommend approval of Loretta Corey as an Emeritus Director to the UCF Foundation Board of Directors on their non-consent agenda. Vice Chair Burttram seconded the motion. The motion passed unanimously.

V. Reports

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

A. DISC-1: Board and Committee Advisor Participation Snapshots

Hom provided a review of Elected Director and Committee Advisor participation through reported metrics of meeting attendance, philanthropic investments, and recruitment referrals. A historical review was also provided, showing four (4)-year trends for Elected Directors and three (3)-year trends for Committee Advisors. Hom noted that committee meeting attendance was strong for both Elected Directors and Committee Advisors.

B. DISC-2: Board Peer Referral Tracking Update

Hom reviewed the current status of active referrals. 99 individuals are in active triage. Hom noted work in place to build upcoming committee advisor engagement opportunities, gift officer cultivation, and slating for future recruitment cycles. Director Wydra inquired whether advisors were being brought forward as Elected Director candidates, which was confirmed by Hom.

C. DISC-3: UCF Foundation Board Gold Standard Progress Reporting

Hom confirmed that all metric points had been achieved in the operations category. The engagement and philanthropic categories include many moving targets that could not be finalized until the end of the fiscal year; peer accountability was encouraged to achieve those metrics. Vice Chair Burttram requested that reminders for individual engagement plans be sent. Director Butler encouraged 100% participation in Day of Giving, which was achieved in the previous fiscal year. Hom encouraged directors to consider making 1 (one) introduction as a philanthropic referral.

VI. Discussion

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

A. DISC-4: Review of Nominee Pool Composition

Hom reviewed the current board composition and upcoming term rotations. Talent needs for the upcoming recruitment cycle include investment (especially institution investment), finance, facilities, and audit skillsets.

Chair Daanen inquired about the ability to visit with alumni during their travels. Hom encouraged directors to reach out to the board office with their destinations and timing; connections with fellow alumni could be arranged.

Director Patton inquired about geographically diverse engagement. Grabowski shared that new strategy for regional alumni engagement will play a key role moving forward.

B. DISC-5: Board Officer Nomination Process Outline

Officer elections will take place this coming Spring. The current officer terms are set to expire on June 30, 2024. Hom outlined the process for nomination and timing.

DISC-6: Committee Advisor Term Rotations

Hom provided an overview of upcoming committee advisor term rotations. The committee will have five (5) advisors up for term renewal at the end of the current fiscal year. Board staff will collaborate with the relevant committee chairs to gather recommendations for term renewals.

Chair Daanen presented the following item:

C. DISC-7: Board Mentorship Program Progress

Chair Daanen reviewed the current mentorship pairings for both Elected Directors and Committee Advisors. No questions were brought forward by committee members.

IX. Information

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

A. INFO-1: Board Enrichment Program

B. INFO-2: Who Is Missing From Your Board? AGB Trusteeship Article

X. New Business

No new business was submitted at this time.

XII. Adjournment

Chair Daanen adjourned the meeting at 1:14 p.m.

Approved by the UCF Foundation Governance Committee on **April 2, 2025**.

Respectfully Submitted by:

Carrie Daanen '92, *Chair*, Governance Committee

Minutes Prepared By: Debra Farish, Executive Assistant, UCF Advancement and Partnerships