

# DEVELOPMENT COMMITTEE MEETING

Wednesday, November 18, 2020  
2:40 p.m. – 3:40 p.m. EDT

#877-884-1929 | Code: 7170789

## Agenda

- I. **Call to Order**
  - II. **Roll Call**
  - III. **Conflict of Interest Disclosure**
  - IV. **Approval of Minutes**
    - a. October 8, 2020, Development Committee Meeting
    - b. November 5, 2020, Development Committee Meeting
  - V. **Consultant Discussion & Reference Update (Chair Lisa LaBoo)**
  - VI. **Nondisclosure Agreement (Attorney David Self)**
  - VII. **Yearend Review (Chair LaBoo)**
  - VIII. **Quorum Challenges (Chair LaBoo)**
  - IX. **Discuss Items for Board Approval (Chair LaBoo)**
    - a. Consultant Recommendation
    - b. Endowment Policy
  - X. **Final Remarks/Next Steps**
  - XI. **New Business**
  - XII. **Other Items**
  - XIII. **Adjournment**
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### **FAMU Foundation Board of Directors**

#### **Vision**

*To be a global leader in the transformation of lives, one scholar at a time.*

#### **Mission**

*We will assist the University in achieving its mission by raising and stewarding contributions through exceptional management, investment, and administration of assets received.*

# DEVELOPMENT COMMITTEE MEETING MINUTES

Florida A&M University Foundation Board of Directors

Thursday, October 8, 2020 | 4 p.m. – 5 pm.

Teleconference

## Committee Members Present

Dir. Lisa LaBoo, *Chair*

Dir. John Crossman, *Vice Chair*

Dir. Alfreda Blackshear

Dir. Gregory Clark

Dir. Marcelia Freeman

Dir. Shawnta Friday-Stroud

Dir. Maurice Gilbert

Dir. Thomas Jones, Jr.

Dir. Carmen Cummings Martin

Dir. Akunna Olumba

Dir. Tirrell Whittley

## Committee Members Not Present

Dir. Elaine Armster

Dir. Hosetta Coleman

Dir. Clifton Goins, IV

Dir. Laurence Humphries

Dir. T.J. Rose

Dir. G. Scott Uzzell

## Guests Present

Dir. Jemal Gibson

Dir. Monica Williams Harris

Dir. Erica Hill

Dir. Lanetra King

Mr. David Self, *Associate Gen. Counsel, FAMU*

Dir. Pia Woodley

## Staff Present

Ms. Shelia Fields, *University IT Office*

Ms. Kristen Florence

Ms. Kimberly Hankerson

Ms. Juanita Johnson

Mrs. Gena Palmberg

Mrs. Audrey Simmons Smith

Mr. Eric Swanigan

Mrs. Brandi Tatum-Fedrick

Mrs. Sabrina Thompson

Ms. Angie Wiggins

## **I. Call to Order & Roll Call**

The meeting was called to order at 4:02 p.m. by Chair Lisa LaBoo. Ms. Angie Wiggins offered the roll call and determined a quorum was present.

## **II. Conflict of Interest Disclosure**

Chair LaBoo requested that Committee members disclose any conflict of interest with items on the agenda; none were disclosed.

## **III. Approval of Minutes**

### **a. August 13, 2020, and September 10, 2020, Development Committee Meeting**

Director Alfreda Blackshear motioned for approval; Director Carmen Cummings Martin seconded the motion. The motion passed, unanimously.

## **IV. RFP Process and Development of Interview Questions**

Chair LaBoo provided a recap of the process used to search for a consultant to assist the Board.

- The RFP/Scope of Work was posted to the Foundation website with a due date of September 4, 2020. Three proposals were received: Alexander Haas, Sweeney Philanthropy, and TJ Marie Consulting.
- The timeline for the process was outlined:
  - Thursday, October 15 – Consultant Interviews

- Thursday, October 29 – Deadline for consultants to re-submit proposals
- Thursday, November 5 – Development Committee Meeting to discuss re-submitted proposals
- Thursday, November 19 – Board presentation
- The Committee discussed their initial thoughts of the proposals and developed a list of questions that they will ask each participant.
- Chair LaBoo and Director Akunna Olumba offered the following questions and gave a deadline of Tuesday, October 13, to add additional questions.
  - Please provide 1 example of cases that you have worked on regarding a Florida University Foundation where you helped to implement new strategies to improve and streamline how they run and operate their Foundation and it had a major or positive improvement in overall operations for the Foundation. (Vice Chair LaBoo)
  - From the research that you have completed thus far regarding the FAMU Foundation, what are the greatest areas of opportunity to increase the effectiveness, efficiency and overall improvement of our board? (Vice Chair LaBoo)
  - You provided an excellent proposal, however there were items that we are not covering in the RFP such as Office of Advancement fundraising. We are focusing on the Foundation and the full scope of how we operate our board...such as our bylaws, committees, and budget. With that said, our budget is 25K. Are you interested in scaling back your proposal to focus on our primary needs? (Vice Chair LaBoo)
  - Have they had experience structuring boards in Florida under specific Florida laws? (Director Olumba)

#### **V. Pod Cast Exposure**

Director Monica Williams Harris and her husband hosted an HBCU Podcast on Saturday, September 26, with Dr. Larry Robinson, Director Gregory Clark and Vice Chair Lisa LaBoo. Director Harris shared that the purpose of the podcast was to raise awareness about HBCUs and giving, specifically through the creation of endowments. The podcast was able to reach over 7,000 people. Director Harris shared that there are other opportunities to have participants from FAMU on the podcast and she will follow-up with Ms. Kim Hankerson to discuss.

#### **VI. Final Comments**

Although it is not on the agenda, an update was provided regarding the amount raised to date by Board members and this Committee:

- Social Media: \$11,952.00 (August amount: \$850; September amount: \$150)
- Board Support: \$265,882.75
- Endowment support: \$104,446.16
- 2nd Endowment: \$25,000.00
- Total raised to date: \$407,208.91

#### **VIII. New Business | Other Items**

None were presented.

#### **IX. Adjournment | Minutes Submitted By**

The meeting was adjourned at 5:02 p.m. by Chair Lisa LaBoo. Ms. Kimberly Hankerson prepared the minutes.

# DEVELOPMENT COMMITTEE MEETING MINUTES

Florida A&M University Foundation Board of Directors

Thursday, November 5, 2020 | 4 p.m. – 5 pm.

Teleconference

## Committee Members Present

Dir. Lisa LaBoo, *Chair*

Dir. John Crossman, *Vice Chair*

Dir. Elaine Armster

Dir. Alfreda Blackshear

Dir. Gregory Clark

Dir. Hosetta Coleman

Dir. Marcelia Freeman

Dir. Shawnta Friday-Stroud

Dir. Maurice Gilbert

Dir. Carmen Cummings Martin

Dir. Akunna Olumba

Dir. Pia Woodley

## Committee Members Not Present

Dir. Clifton Goins, IV

Dir. Laurence Humphries

Dir. Thomas Jones, Jr

Dir. T.J. Rose

Dir. G. Scott Uzzell

Dir. Tirrell Whittley

## Guests Present

Dir. Monica Williams Harris

Mr. David Self, *Associate Gen. Counsel, FAMU*

## Staff Present

Ms. Shelia Fields, *University IT Office*

Ms. Kristen Florence

Ms. Kimberly Hankerson

Ms. Juanita Johnson

Mrs. Gena Palmberg

Mrs. Audrey Simmons Smith

Mr. Eric Swanigan

Mrs. Brandi Tatum-Fedrick

Mrs. Sabrina Thompson

Ms. Angie Wiggins

## **I. Call to Order & Roll Call**

The meeting was called to order at 4:02 p.m. by Chair Lisa LaBoo. Ms. Angie Wiggins offered the roll call and determined a quorum was present.

## **II. Conflict of Interest Disclosure**

Chair LaBoo requested that Committee members disclose any conflict of interest with items on the agenda; none were disclosed.

## **III. Approval of Minutes**

### **a. October 15, 2020, Development Committee Meeting**

Director Alfreda Blackshear motioned for approval; Director Carmen Cummings Martin seconded the motion. The motion passed, unanimously.

## **IV. Review of Process**

Chair LaBoo provided a recap of the process used to search for a consultant to assist the Board.

- A proposal was received from Alexander Haas, Sweeney Philanthropy, and TJ Marie Consulting. All three proposals were more than the \$25,000 budget.
- A Development Committee Meeting was held to discuss the proposals.
- Consultant interviews were held with the Development Committee on October 15.
  - Since all proposals were over the budget, at the end of the interviews, the consultants were asked if they would be interested in resubmitting their proposals by October 29.
    - All agreed and resubmitted their proposals by the due date.
- The revised proposals and individual interviews were discussed during this meeting.

**V. Discuss Revised Proposals**

Committee members discussed the three consultant interviews and proposals. After discussion, a roll called vote was administered.

**VI. Vote on Proposal**

Committee members were advised to state the name of the three consultants who is their top choice. Due to the lack of a quorum, a second vote was conducted. During the second vote, Alexander Haas received six votes; TJ Marie received two votes; one Committee member abstained from voting.

<b><u>Director</u></b>	<b><u>Vote (#1)</u></b>	<b><u>Vote (#2)</u></b>
Lisa LaBoo	Alexander Haas	Alexander Haas
John Crossman	Alexander Haas	Alexander Haas
Elaine Armster	Absent during vote	Absent during vote
Alfreda Blackshear	Alexander Haas	Alexander Haas
Gregory Clark	Alexander Haas	Alexander Haas
Hosetta Coleman	Absent during vote	TJ Marie
Marcelia Freeman	Abstained	TJ Marie
Shawnta Friday-Stroud	N/A	N/A
Maurice Gilbert	Alexander Haas	Alexander Haas
Clifton Goins	Absent	Absent
Laurence Humphries	Absent	Absent
Thomas Jones, Jr.	Absent	Absent
Carmen C. Martin	Alexander Haas	Alexander Haas
Akunna Olumba	Absent during vote	Absent during vote
T.J. Rose	Absent	Absent
G. Scott Uzzell	Absent	Absent
Tirrell Whittley	Absent	Absent
Pia Woodley	Abstained	Abstained

The motion below followed the vote.

**Motion:**               **I move that the Development Committee submit the recommendation of Alexander Haas to the full board.**

**Moved By:**            Director John Crossman

**Seconded By:**       Director Maurice Gilbert

*The motion passed, unanimously.*

**VII. Final Remarks | Next Steps**

Chair LaBoo advised that the next step would be to schedule a time to check references. She inquired of the process. Director Shawnta Friday-Stroud shared that one committee person can conduct the reference check; however, if two or more Directors are on the call, the meeting will need to be publicly noticed. Director Monica Williams Harris requested that when the recommendation of Alexander Haas is presented to the Board, to also present the other two consultants.

**VIII. New Business | Other Items**

None were presented.

**IX. Adjournment | Minutes Submitted By**

The meeting was adjourned at 4:54 p.m. by Chair Lisa LaBoo. Ms. Angie Wiggins prepared the minutes.



**FAMU Foundation Board of Directors  
Fall 2020 Board Meeting**

# **Nondisclosure Agreement**

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# **Endowment Policy**

# **FAMU Foundation Board Member Volunteer Non-Disclosure Agreement**

The FAMU Foundation Board Member Volunteer Non-Disclosure Agreement is intended for Board members who perform hours of service for the FAMU Foundation, without promise, expectation or receipt of compensation for services rendered (a "Volunteer"). Although Board members may perform tasks on behalf of the Foundation, the FAMU Foundation and the University cannot depend on laws that protect employee breach of confidentiality. Therefore, no donor information will be shared with Board Members without written consent from the donor to ensure compliance with Florida Statutes 1004.28(5) and other applicable state and Federal law.

This Volunteer Non-Disclosure agreement (the "Agreement") is made between the Florida Agricultural and Mechanical University (FAMU) Foundation ("Foundation") and \_\_\_\_\_, FAMU Foundation Board Member ("Volunteer") and is effective through the Volunteer's Board term. Volunteer is performing services for the Foundation without promise, expectation or receipt of compensation for services rendered, and in the process may be exposed to Confidential Information regarding donors, gifts, financial information or other Foundation business. The Foundation is committed to maintaining confidential donor information, as well as other information which is confidential pursuant to Florida Statutes 1004.28(5) and other applicable state and Federal law. Thus, this Agreement is intended to prevent the unauthorized disclosure of Confidential Information.

## **1. Confidential Information**

"Confidential Information" is proprietary information relating to Foundation's business and donors including but not limited to: business and financial records, donor lists, intellectual property, proprietary data, security measures, new donor products or services, forecasts or any other proprietary organization information that, if disclosed, could affect the operation of Foundation. Volunteer agrees to treat all such information whether provided to them in an oral, printed, electronic or other format. Such information should not be discussed or distributed to a third party without written authorization from Foundation and care should be taken to dispose of copies of any information in a secure manner such as shredding.

## **2. Non-Disclosure**

Without Foundation's prior written consent, Volunteer will not: (a) disclose Confidential Information to any third party; (b) make or permit to be made copies or other reproductions of Confidential Information; or (c) make any commercial use of Confidential Information. More specifically, Volunteer (either during or after his or her term) shall not disclose or use information not available to members of the general public and gained by reason of their position as Board Member for his or her personal gain or benefit or for the benefit of any other person or business entity. Such information shall be used solely for the benefit of the FAMU Foundation.

**3. Return of Confidential Materials**

Upon Foundation’s request, Volunteer shall immediately return all original materials provided by Foundation and any copies, notes or other documents in Volunteer’s possession pertaining to Confidential Information.

**4. Term**

This Agreement and Volunteer’s duty to hold Confidential Information in confidence shall remain in effect during and after their term as a Board Member.

**6. General Provisions**

**(a) Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.

**(b) Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both parties.

**(c) Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

**FAMU Foundation Board Member (Volunteer):**

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Typed or Printed Name)

\_\_\_\_\_ (Date)



**Florida A&M University (FAMU) Foundation, Inc.**

**Endowment Report Policy**

**Adopted:**

**I. Purpose**

To establish a timeline for Endowment Reports to be mailed.

**II. Policy**

An endowment report will be sent annually, during the fall, at the conclusion of each fiscal year. The endowment report will include the endowment balance, endowment market value and earnings of respective endowments.

DRAFT