

EXECUTIVE COMMITTEE MEETING MINUTES

Florida A&M University Foundation Board of Directors

Monday, March 2, 2020 | 3 p.m. – 4 p.m.

Teleconference

Committee Members Present

Dir. Jemal Gibson, *Chair*

Dir. Lisa LaBoo, *Vice Chair*

Dir. Alfreda Blackshear, *Secretary*

Dir. Alan Robertson, *Treasurer*

Dir. Shawnta Friday-Stroud, *Exec. Director*

Committee Members Not Present

Dir. Belvin Perry, Jr., *FAMU Trustee*

Dir. Larry Robinson, *University President*

Guests Present

Dir. Gregory Clark

Dir. Monica Williams Harris

Dir. Kenneth Neighbors

Mr. David Self, *University Attorney*

Staff Present

Ms. Kim Hankerson

Ms. Juanita Johnson

Mrs. Gena Palmberg

Mrs. Brandi Tatum-Fedrick

Ms. Angie Wiggins

Call to Order and Roll Call

The meeting was called to order at 3 p.m. by Chair Jemal Gibson. Ms. Angie Wiggins called the roll and confirmed that a quorum was present.

Conflict of Interest Disclosure

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

Board Chair Comments

Chair Gibson's comments included the items listed below.

- Fall 2020 Board Retreat - successful strides made around the mission statement
- new meeting structure
- continued challenges with reaching committee meeting quorums

FAMU Foundation Committee Updates

a. Development Committee Monthly Meetings

Vice Chair Lisa LaBoo provided an update on her visit at USF. She advised that they are very successful in their fundraising, practices, policies, and procedures, and she provided a few take-a-ways from her meeting as they relate to the FAMU Foundation.

- Compliance is needed regarding the CASE reporting standards and management guidelines. The Foundation Board's involvement is important.

- USF Conflict of Interest and Confidentiality Information Policy: the FAMU Foundation should develop a similar policy. This would give the Board the transparency required to continue to fundraise.
- Transparency regarding an endowment: the FAMU Foundation should evaluate how this is being handled at USF.
 - A discussion followed regarding transparency, and donor consent “opt in or out.”
 - **Attorney David Self advised that he would follow up with General Counsel D. Denise Wallace regarding donor disclosure/Florida Statue.**
 - **Director Kenneth Neighbors stated that he and Dr. Friday-Stroud are working with the General Counsel’s office regarding donor written consent.**
- Matching Donations or Matching Donor Practices: it is imperative that when money is donated to the FAMU Foundation and it is noted that there are matching dollars, to be proactive to meet company deadlines.
- A consultant is needed to evaluate the Board to determine how to be more proactive, efficient, and effective. USF was able to successfully conduct a \$600M campaign and increased their number of development officers.

Dr. Shawnta Friday-Stroud was requested to advise the Board of the next AGB leadership meeting, and various other upcoming conferences.

b. Bylaws Committee

Dr. Friday-Stroud’s update included the item listed below.

- Revised language for the Advisory Board: The Bylaws Committee has tabled their recommendation of Option 2 to the Board to readdress some of the issues with the language. Another revision will be prepared for review prior to the next Bylaws Committee Meeting.

c. Finance Committee

Dr. Friday-Stroud’s updated included the items listed below.

- A discussion was held regarding the FAMU Board of Trustees’ (BOT) request to satisfy the settlement agreement for Athletics.
 - Staff was requested to provide responses to questions from the Finance Committee and visiting directors on the call, and to put together options for where the funds can be taken from.
 - A joint meeting will be scheduled between the Finance and Investment Committees to review the recommendations prior to a meeting of the Board.
- The Finance Committee chair requested that staff review the Robert’s Rules of Order with respect to meeting minutes; reduce and have more brevity.

New Business

a. New Meeting Structure

Chair Gibson's comments included the items listed below.

- He will meet with staff to determine how to make the General Board Meetings more productive versus just informational updates.
 - will use the General Board Meetings for more strategic or educational purposes
- The Board Liaison was requested by Chair Gibson to contact chairs of committees for an update on action items from the Board Retreat.

b. CASE and Partnership for Philanthropic Planning (PPP) Reporting and Recognition Guidelines

Dr. Friday-Stroud provided an overview of the CASE recording requirements and the PPP and their reporting. She advised that there are two different ways of reporting:

1. IRS and accounting principles
2. recognizing donors for their gifts at the time that they give and how they give

c. Spring 2020 Board Meeting – location update

Dr. Friday-Stroud advised that the Spring 2020 Board Meeting will be held in Atlanta, GA, at the W Hotel, on May 20-21.

- revising the format to have more strategic engagement sessions

d. FAMU NAA Convention – Board participation update

The Annual Convention will be held in June in Tallahassee, FL, and will coincide with the FAMU BOT Meeting.

- The Foundation was unable (without penalty) to move the Spring 2020 Board Meeting from Atlanta to Tallahassee, as requested.
- Chair Gibson and staff are working to make it possible for Board members who would like to attend the Convention to be able to do so.

Other Item

Dr. Friday-Stroud shared that President Larry Robinson has called an emergency meeting around the coronavirus and measures that are being taken at the University and around the state and country.

Adjournment

The meeting was adjourned at 4 p.m. by Chair Jemal Gibson.

Minutes Prepared by

Ms. Angie Wiggins