

EXECUTIVE COMMITTEE MEETING MINUTES

Florida A&M University Foundation Board of Directors

Monday, June 1, 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*
Dir. Belvin Perry, Jr., *FAMU Trustee*
Dir. Larry Robinson, *University President*

Guests Present

Dir. Chan Bryant Abney
Dir. Hosetta Coleman
Dir. Maurice Gilbert
Dir. Monica Williams Harris
Dir. Erica Hill

Dir. Akunna Olumba
Mr. David Self, *University Attorney*
Dir. Twuanna Munroe Ward
Dir. Tirrell D. Whittley

Staff Present

Ms. Shelia Fields, *Information Technology, FAMU*
Ms. Kristen Florence
Ms. Kim Hankerson
Ms. Juanita Johnson
Mrs. Gena Palmberg

Ms. Audrey Simmons Smith
Mr. Eric Swanigan
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.

Approval of Minutes

March 2, 2020, Executive Committee Teleconference

Director Belvin Perry, Jr., motioned for approval; Director Alfreda Blackshear seconded the motion. The motion passed, unanimously.

Board Chair Comments

Chair Gibson's comments included the items listed below.

- Although the Board of Directors Meeting was virtual, it was effective and efficient. Board members were requested to provide thoughts or ideas on how to make the meeting more effective or efficient. The next Board Meeting could possibly be virtual due to the pandemic.
- Chair Gibson offered his sentiments regarding the civil unrest occurring in the country today as the University find ways to move forward and to keep students on campus safe. President Larry Robinson brought to the Committee's attention his statement released this past weekend regarding this matter.

Spring 2020 Board of Directors Meeting

a. Development Committee – Vice Chair Lisa LaBoo

Vice Chair LaBoo advised that the Committee has been working to achieve the goals established at the Board Retreat, as well as the additional initiatives to improve the Board and help to achieve the new vision and mission. The most current initiative is the FAMU Foundation Scope of Work (SOW).

- A draft SOW was developed based on the development survey results.
- The SOW was reviewed by the FAMU General Counsel's office prior to the draft being submitted at the May Board Meeting.
- The Board approved moving forward with the RFP process.
- Chair Gibson approved Vice Chair LaBoo's request for an Ad Hoc Committee to review, edit, and update the draft SOW.
- The first Ad Hoc Committee Meeting is scheduled for June 8 at 4PM.

b. Board Workshop – Chair Gibson Retreat follow up

Great progress has been made by the Committees in terms of opportunities that will enhance the Board's engagement, effectiveness, and efficiencies. A few items remained that need to be addressed by Committee Chairs this summer.

• Board Governance and Stewardship (BG&S) Committee

Nominees for Honorary Board or Advisory Board

- This Committee is requested to create the process to start receiving names of people that the Board would be interested in putting on the Honorary Board or the Advisory Board. This can be the same process that is sent out through the BG&S Committee for people to join the Board.
- Present a strategic way for optimizing Board seats. Assess the strengths that are on the Board for when there are openings, the Board can determine what type of capabilities and talent is needed to bring in people to match the needs of the Board.
 - Have a plan prepared to be voted on this summer and acted upon this November. Do the assessment of needs this summer to better leverage people in November.
- Develop criteria for assessing the Board Chair and Directors. Prepare an assessment on their level of engagement, participation, meeting give/get requirements, etc. This provides a formal record of reviewing participation on the Board. Bring this assessment to the Board for approval.

• Development Committee

Legislators

- Develop a strategy for legislators and impact the Board might have in that area. Vice Chair LaBoo advised that communication was sent to the Board asking for contacts.
 - President Robinson suggested that this be coordinated with the University's Governmental Affairs team.

- This Committee was requested to revisit the gathering of information on who Board members know in the political space and then determine how to leverage that going forward.
- Staff to circle back to the Board for their connections, and to release the current contacts to the University's Governmental Affairs team.
 - ❖ Staff to forward a "stand alone" email request to the Board at a time when it can stand out by itself and be followed up on.

Give/Get Requirement – Should it Increase

- Vice Chair LaBoo advised that when this section was developed regarding fundraising goals it included a section for Directors, but have not specifically been addressed. She will make this a part of the agenda for the next Development Committee Meeting.
 - She suggested making modifications regarding hard and soft credits; better understanding is needed regarding both.
 - President Robinson advised that for the "get" piece to work more effectively, to have the University provide the Board with key initiatives which are the priorities for that given time.
 - ❖ To ensure that the Foundation is aligning with the University, Chair Gibson requested that staff coordinate with President Robinson to receive University key initiatives and to share those with the Board with some level of frequency (quarterly or by semester).
 - ❖ Prepare bullet and talking points and consistently give Board members tools and talking points to be effective in their asks.
 - Vice Chair LaBoo inquired of the participation numbers regarding Board giving.
 - ❖ Chair Gibson requested that staff find a way to automate the give/get (met or not met) and to have something "rolling" to see where Board members are throughout the course of the year. Director Shawnta Friday-Stroud responded that staff would do so.
- c. **FAMU Foundation Bylaws Revisions/Next Steps – Dr. Shawnta Friday-Stroud**
Director Friday-Stroud advised that at the Spring 2020 Board Meeting, the Board voted on changes to the Bylaws. Per regulation, those changes have to be submitted to the FAMU Board of Trustees (BOT) to be approved and to become official. The revised Bylaws will be presented during the BOT Meeting in August.

New Business

Chair Guidance for Committees

This guidance was provided during the Board Workshop discussion.

Other Items

Tool Kit

- Director Alfreda Blackshear inquired if new Board members received the Tool Kit that was provided to the Board.

- Chair Gibson advised of the discussion to potentially hold a webinar for new Board members this summer to take them through the Tool Kit and to advise them of expectations and their commitment on the Board.
 - He further stated to have a standing protocol that at one of the two Board Meetings to have an orientation for onboarding as a standing operating procedure or protocol. Invite tenured Board members.
 - The Chair requested that a meeting be scheduled with him, Director Friday-Stroud, and the Board Coordinator to layout the format. Afterwards, circle back to the Executive Committee, and then to the Board.

SOW/RFP

- Director Hosetta Coleman inquired about the SOW and the names of the members on the Ad Hoc Committee.
 - The names of committee members were provided by Vice Chair LaBoo. She advised that numerous meetings were held discussing the SOW; therefore, once the Ad Hoc Committee finishes with the modifications, it will go back to the Board.
 - Chair Gibson suggested that since the Ad Hoc Committee is Development Committee oriented, to present the SOW to the Development Committee, first, to sign off on it.

Board Assessment Survey

- In November, Chair Gibson would like to do the Board Assessment Survey over again.
 - Prior to November, revisit to benchmark where progress has been made/need to be made.
 - Staff to think about when a good time is to administer the survey and get the results back in enough time to discuss in November.
 - Director Friday-Stroud advised that the Survey could go out in October to allow time to prepare the analysis for the Board Meeting in November. Chair Gibson requested that it go out the beginning of October to allow time to receive responses.

Action Items (see content above for details)

Board Governance and Stewardship Committee

Nominees for Honorary Board or Advisory Board

- Create the process to start receiving names of people that the Board would be interested in putting on the Honorary Board or the Advisory Board.

Optimize Board Seats | Board Assessment

- Present a strategic way for optimizing Board seats.
- Develop criteria for assessing the Board Chair and Directors.

Development Committee

SOW/RFP

- Chair Gibson suggested that since the Ad Hoc Committee is Development Committee oriented, to present the SOW to the Development Committee, first, to sign off on it.

Legislators

- Develop a strategy for legislators and impact the Board might have in that area; coordinate with the University's Governmental Affairs team.
 - Staff to circle back to the Board for their connections.
 - Staff to forward a "stand alone" email request to the Board.

Give/Get Requirement

- Make this item a part of the agenda for the next Development Committee Meeting.
- Staff to share University key initiatives with the Board with some level of frequency.
- Participation numbers regarding Board giving, automate the give/get; have something "rolling" to see where Board members are throughout the course of the year.

New Board Members/Onboarding

- Schedule a webinar for new Board members this summer to take them through the Tool Kit and to advise them of expectations and their commitment on the Board.
 - At one of the two Board Meetings, have an orientation for onboarding.
 - Schedule a meeting to layout the format.

FAMU Foundation Board

Board Assessment Survey

- Redo Board Survey; revisit to benchmark where progress has been made/need to be made. Send out in Oct. to allow time to prepare the analysis for the Board Meeting in Nov.

Adjournment | Minutes Prepared by

The meeting was adjourned at 4 p.m. by Chair Jemal Gibson. Ms. Angie Wiggins prepared the minutes.