

DEVELOPMENT COMMITTEE MEETING MINUTES

Florida A&M University Foundation Board of Directors
Thursday, September 10, 2020 | 4 p.m. – 5 p.m.
Teleconference

Committee Members Present

Dir. Lisa LaBoo, *Chair*

Dir. John Crossman, *Vice Chair*

Dir. Alfreda Blackshear

Dir. Gregory Clark

Dir. Hosetta Coleman

Dir. Shawnta Friday-Stroud

Dir. Maurice Gilbert

Dir. Carmen Cummings Martin

Committee Members Not Present

Dir. Elaine Armster

Dir. Marcelia Freeman

Dir. Clifton Goins, IV

Dir. Laurence Humphries

Dir. Thomas Jones, Jr.

Dir. Akunna Olumba

Dir. T.J. Rose

Dir. G. Scott Uzzell

Dir. Tirrell Whittley

Guests Present

Dir. William Bryant

Dir. Jemal Gibson

Dir. Monica Williams Harris

Dir. Larry Robinson

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

Staff Present

Ms. Christina Compere

Mrs. Quiana Cunningham-Lowe

Ms. Juanita Johnson

Ms. Kimberly Hankerson

Mrs. Audrey Simmons Smith

Mr. Eric Swanigan

Mrs. Brandi Tatum-Fedrick

Mrs. Sabrina Thompson

Mrs. Gena Palmberg

Ms. Angie Wiggins

I. Call to Order & Roll Call

The meeting was called to order at 4:01 p.m. by Chair Lisa LaBoo. Mrs. Audrey Simmons Smith offered the roll call. A quorum was not 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, Development Committee Meeting Minutes

The minutes were acknowledged. A quorum was not present for voting purposes.

IV. Discussion Items

A. **Consultant Report RFP**

Chair LaBoo stated that three proposals had been received from Alexander Haas, Sweeney Philanthropy, and TJ Marie. She advised that a matrix would need to be developed to evaluate the three proposals. The items below were discussed.

- Chair LaBoo suggested that the Development Committee used the same matrix that the Investment Committee used in their RFP process; modifications needed.
- At the October 8 Development Committee Meeting, the three proposals and matrix will be discussed, along with the development of a listing of interview questions.
- The next step would be to finalize the questions and to schedule a 30-minute Zoom meeting for interviews.
 - October 15 is the target date for interviews.
 - Allow 15-minutes after each interview to discuss the presentations.
- Dir. Shawnta Friday-Stroud suggested that the Committee should think about who and how questions will be asked allowing sufficient time for responses.
- Following the interviews, Chair LaBoo suggested that the Committee meet on October 29 to discuss the reviews and scores.
- Dir. Larry Robinson reminded the Committee that the score sheets of each Consultant will become public record. He advised that it might be possible to determine the highest rated based upon consensus.
 - Attorney David Self confirmed that documents would be subjected to disclosure in the public records provisions in the Florida Statutes.

B. **Podcast Exposure**

- Director Monica Williams Harris shared that during the month of October, her podcast will be dedicated to Historically Black Colleges and Universities (HBCUs). She advised that the podcast could be used the week before the FAMU National Alumni Association's (NAA) fundraiser on October 3 to build energy around the fundraiser.
- Chair LaBoo inquired if this campaign would have an appeal code. Ms. Kimberly Hankerson responded that one can be included.

C. **Endowment Policy**

- Ms. Hankerson reported that a policy will be established to create a timeline for endowment reports to be mailed. The endowment report will be sent annually in the fall at the conclusion of each fiscal year. The endowment report will include the endowment balance, the market value, and earnings of perspective endowments.
- Chair LaBoo gave an update on Board member fundraising efforts.

Raised	\$ 11,805.00
Endowment Support	\$104,422.15
Board Support	\$265,882.75
Most recent endowment	\$ 25,000.00
Total Raised to date	\$407,109.00

81% of goal which is \$505,000.00

D. Other Announcements/Updates

- Dir. John Crossman reported that on Tuesdays at 12:30 p.m., he hosts a luncheon with the new Dean of the FAMU College of Law and local business partners (capped at eight participants). He advised to forward to him the contact information for potential donors in the Central Florida area.
- Dir. Clark gave an update on the FAMU NAA's Fundraising event that includes an NAA General Meeting; Athletic and SGA updates; Founder's Day Address; a symposium; and a two-hour birthday party.

VIII. New Business

No new business.

Adjournment

The meeting was adjourned at 4:45 p.m. by Chair Lisa LaBoo.

Minutes Submitted By

Mrs. Audrey Simmons Smith