

EXECUTIVE COMMITTEE MEETING MINUTES

Florida A&M University Foundation Board of Directors

Tuesday, September 8, 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. Lorin Crenshaw

Dir. John Green

Dir. Monica Williams Harris

Dir. Thomas Jones, Jr.

Dir. Carmen Cummings Martin

Dir. Kenneth Neighbors

Staff Present

Ms. Shelia Fields, *Information Technology, FAMU*

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

June 1, 2020, Executive Committee Teleconference

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

Board Chair Comments

Chair Gibson advised Committee members and staff to stay safe during the pandemic and social unrest. He requested that President Larry Robinson, Ph.D., provide an update on the transition back into the classrooms. President Robinson's highlights are listed below.

- Third week back and close to the final numbers for student enrollment.
 - Over 9,000 students – six percent down from where the University was a year ago this time. They budgeted for a 10 percent decline; well within those numbers.
- They planned for only single-room occupancy in dorms. The number of students who opted out of coming back to campus was well below the 1900 rooms that would have otherwise been available for them. The University is around 1300-1400 students residing in residence halls as a result, they are moving students out of Truth Hall and Paddyfoote. They kept these facilities open to accommodate the single room strategy.
- Approximately 85 percent of courses are offered remotely.

- The University hosts a community-based COVID-19 testing site; seeing rise in the number of people interested in coming to the site. As of this morning, 41,600 people have been tested; average 500 persons per day. The Florida State University-Civic Center site has closed; therefore, many FSU students are coming to the FAMU site for testing.
- The number of cases on campus have been manageable thus far.
- He commended Director Shawnta Friday-Stroud and her team for several initiatives underway for some level of support during the pandemic.

June 1, 2020, Executive Committee Meeting – Action Items

a. Board Governance and Stewardship Committee (BG&S) – Dir. Larry Robinson, Ph.D.

Nominees for Honorary and Advisory Boards

The roles and responsibilities provided below have already been established. They were brought before the Executive Committee for informational purposes.

Honorary Board Member

- Term of appointments
- How they may be appointed (by Chair or Board)
- List as Honorary members | no voting privileges
- May participate in discussions per the request of the Board, but not entitled to vote on Board matters
- Chair Gibson requested that a third column, “recommended by,” be added.
- No financial commitment requested

Advisory Board Member

- Defines who they are
- The Board would leverage skills and networks in facilitating a pool of persons with appropriate experience
- Add a third column, “recommended by”
- This pool viewed as potential future Board members
 - keep engaged, interested, and aware of what is happening on the Board
 - benefit from their expertise in specialized areas of concern
- Restrictions
 - no Board voting privileges
 - will not be vested in any fiduciary decision-making authority
 - not required to attend Board meetings

Chair Gibson requested that the BG&S Committee establishes a timeline and a process for when the Committee will want requested names from the Board. Director Robinson suggested that staff refine the documentation presented today and send a notice from Chair Gibson to the Board giving the Board until October 15 to identify persons for the Honorary and Advisory Boards. This will allow time for a BG&S Committee Meeting the first week in November, in advance of the Fall Board Meeting in November.

Chair Gibson requested that staff draft a “letter of interest” document for Honorary Board members and one document for the Advisory Board. This introductory document

would include Foundation Board expectations, FAMU highlights, and the specifications as outlined in the Foundation Bylaws.

Board Skills Assessment

Staff received Board Skills Assessment Forms from 14 of the 31 Board members. Staff will re-send the form to the remaining Board members for completion.

b. Development Committee – Vice Chair Lisa LaBoo

Scope of Work/RFP

- Launched on August 3; deadline September 4
- Three proposals received
 - Alexander Haas | Sweeney Philanthropy | TJ Marie
 - They will be forwarded today to the Development Committee to review in preparation for the September 10 Development Committee Meeting.

Legislators | Celebrity Hit Squad | Whale Hunt

- The names of legislators received from Board members were forwarded to the University's Government Relations Director.
- Staff is working with Board members on two celebrities, and whales.
- They are working with individuals who are setting up endowments with FAMU.
 - One group is increasing their endowment from \$25K to \$100K; submitted a \$25K check to start their endowment.

c. Various – Director Shawnta Friday-Stroud, Ph.D.

Board Participation Numbers/Automate Give-Get Process

- Staff will institute sending out quarterly statements to Directors starting the end of this month.
 - It coincides with calendar vs. fiscal year.
 - The amounts raised by Directors as a whole is shared during the Development Committee meetings.
 - It is categorized not just by financial contributions, but also in terms of engagement.
- Chair Gibson stated that he would like to establish a recognition system amongst the Board to recognize members for give-get contributions and metrics, etc.

New Board Members/Onboarding – Webinar

- She is scheduled to meet with Chair Gibson to follow up on the Webinar process.
- Currently, new Board members receive a packet of information (will include the toolkit); briefing from Dr. Friday-Stroud; and participate in various trainings held with all Board members.

Board Assessment Survey

- Staff will send the survey for 2020 to the Board the beginning of October. The survey will be the same as the one from 2019 to compare the results of how Board members feel from the previous survey and the upcoming survey after having held various Board engagements and activities.
 - The survey will be forwarded to the Board along with the nominating correspondence with a return deadline of October 15.

Fall 2020 Foundation Board Meeting – Preparation – Chair Gibson

In regard to the Spring 2020 Board Meeting, Chair Gibson asked Directors for their feedback. They are to advise if there was anything that worked well or what could be done better.

- The Fall 2020 Board Meeting will be structured similar to the Spring 2020 Board Meeting.
- Vice Chair LaBoo requested that the meetings be held over two full days versus compacting the meetings into two shorter days.

New Business

None

Action Items

- Nominees for Honorary and Advisory Boards
 - Chair Gibson requested that a third column be added for "recommended by."
 - Chair Gibson requested that the BG&S Committee establishes a timeline and a process for when the Committee will want requested names from the Board.
 - Director Robinson suggested that staff refine the documentation presented today and send a notice from Chair Gibson to the Board giving the Board until October 15 to identify persons for the Honorary and Advisory Boards.
 - Chair Gibson requested that staff draft a "letter of interest" document for Honorary Board members and one document for the Advisory Board.
- Board Skills Assessment
 - Staff received Board Skills Assessment Forms from 14 of the 31 Board members. Staff will re-send the form to the remaining Board members for completion.
- Scope of Work/RFP
 - The three proposals that were received will be forwarded today to the Development Committee to review prior to the September 10 Development Committee Meeting.
- Board Participation Numbers/Automate Give-Get Process
 - Staff will institute sending out quarterly statements to Directors starting the end of this month.
 - Chair Gibson would like to establish a recognition system amongst the Board to recognize members for give-get contributions and metrics, etc.
- New Board Members/Onboarding – Webinar
 - Chair Gibson and Director Friday-Stroud to meet to follow up on the Webinar process.
- Board Assessment Survey
 - Staff will send the Board Assessment Survey to the Board the beginning of October with a completion deadline of October 15.

Adjournment | Minutes Prepared By

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