

EXECUTIVE COMMITTEE MINUTES

Florida A&M University Foundation Board of Directors

Wednesday, March 20, 2019

3:30 p.m. – 4:30 p.m.

Teleconference



Committee Members Present

Dir. Jemal Gibson, *Chair*

Dir. Lisa LaBoo, *Vice Chair*

Dir. Alfreda Blackshear, *Secretary*

Dir. Wanda Ford, *Treasurer*

Dir. Shawnta Friday-Stroud, *Executive Director*

Dir. Belvin Perry, Jr., *Trustee*

Committee Member Not Present

Dir. Larry Robinson, *University President*

Guest President

Mr. Harold Knowles, *Foundation General Counsel*

Foundation Staff

Ms. Juanita Johnson

Ms. Angie Wiggins

Call to Order & Roll Call

The meeting was called to order at 3:30 p.m. by Chair Jemal Gibson. Ms. Angie Wiggins offered the roll call and confirmed a quorum.

Conflict of Interest Disclosure

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

Welcome & Board Chair Vision

Chair Gibson welcomed members of the Executive Committee to the first meeting which offered an opportunity to begin thinking about the direction of the Board. He shared his mission of what he would like to accomplish including the following items:

- Within one year the Board would finalize a vision and a mission of the Board of Directors; and
- The overall mission is to increase the engagement, effectiveness, and efficiency of the Board.
 - Engagement: Continuously improve and maintain high levels of the Board's morale, connection, and culture.
 - Effectiveness: Training, knowledge, and performance – measure results.
 - Efficiency: Processes and systems that assist with functioning better – quorums, etc.

Executive Committee Discussion Items

A. Board Assessment

1. Chair Gibson, Dr. Larry Robinson, Dr. Shawnta Friday-Stroud and staff attended the AGB 2019 Foundation Leadership Forum in January. An item discussed at the forum was a board assessment. Chair Gibson located a similar board assessment that he and Dr. Friday-Stroud

will tweak and forward to this committee for input. Once feedback has been received, it will be converted into an assessment tool and forwarded to the Board for input.

2. The results should reveal where the Board stands in terms of engagement, effectiveness, and efficiency.

B. May 2019 Board Meeting Agenda

1. Alter? Maximize?

The Board Meeting Agenda was reviewed to maximize time and to incorporate in opportunities for Board engagement. Board engagement will occur during the Thursday, May 16th, Foundation Breakfast, and the Friday, May 17th, General Board Meeting. Chair Gibson requested that every FAMU Foundation Board Meeting includes an activity, etc., that enhances Board engagement and effectiveness.

2. Engagement/Team Building

The Chair is seeking opportunities (during social engagements) to build the culture and connect Board members. Due to the tight schedule for this spring Board Meeting, one option to create an engagement opportunity is during the NAA President's Inaugural Welcome Reception on Thursday, May 16th, 5:30-8p.m. *Future meetings, plan for teambuilding or engagement.*

3. Development/Training Activities

a) **Recruitment/Hudson** - Chair Gibson referenced presentations that were given at an event earlier this year by Dr. Friday-Stroud and Dr. William Hudson. The presentations included both training and knowledge. A combination of both of their presentations could help the Board be more effective in engaging others.

b) **Director Engagement Activities/Opportunities** - Suggested items to leverage during engagement activities include the following:

- Staff to provide talking points to the Board to engage potential donors;
- Offer options for Board members to choose from to engage donors;
- A process or training on how to engage donors is needed – streamline the process to make it easy and fun;
- Dr. Friday-Stroud engaged deans on how to fundraise. This training will also be provided to the Board;
- Vice Chair Lisa LaBoo was requested to share tips on the fundraiser that she hosted; and
- Encourage and recognize Board members for their participation which connects back to University Advancement and the University's strategic plan.

c) **Onboarding New Directors** – If not possible to carve out an hour at this Board Meeting for an onboarding orientation, staff to provide resources and tools to all Board members. Dr. Friday-Stroud and staff to update the Board member orientation presentation and include with Board Meeting materials. In addition, Dr. Friday-Stroud will incorporate some of the orientation details into the presentation during the General Board Meeting.

Committee Succession Plan Update

This item was tabled until the next meeting.

Open Discussion / New Business

- **WebEx** – Chair Gibson plans to incorporate in Webexes due to limited time at Board Meetings and to maintain a connection as a Board.
- **Quorums** – Vice Chair LaBoo suggested that a calendar be developed to include the Board Meetings and committee meetings. Chair Gibson stated that committee chairs should be asked to set a yearly schedule.
- **Director Meetings** – Regarding the new Senate Bill 4, meetings of two or more directors must be publicly “noticed” on the University’s calendar of events.
- **Effective Communication** – Due to time constraints during this committee meeting, Chair Gibson and Dr. Friday-Stroud to discuss offline how to leverage emails (quantity received from staff, etc.). Per Dr. Friday-Stroud, this item could also be added to the board assessment survey for Board input.
- **Sunshine Law** – Chair Gibson requested additional training on the do’s and don’ts. Attorney Harold Knowles will put together a FAQ on the Sunshine Law and will obtain Attorney Shira Thomas’ Senate Bill 4 presentation. Attorney Thomas will schedule one-on-ones with Executive Committee members to discuss this law.

Action Items

1. Dr. Friday-Stroud to coordinate with Dr. Hudson regarding their combined presentations – convert into an interactive workshop for the Board.
2. Dr. Friday-Stroud and staff to include onboarding orientation materials with the Board Meeting materials. Incorporate some of the materials into the General Board Meeting presentation.
3. Activities, etc., are to be held at every FAMU Foundation Board Meeting to enhance Board engagement and effectiveness.
4. Dr. Friday-Stroud and staff to work with committee chairs to develop a yearly calendar of meetings.
5. Attorney Knowles to provide an FAQ on the Sunshine Law.
6. Attorney Thomas to speak one-on-one with Executive Committee members.
7. Eric Swanigan to check into WebEx capability.

Adjournment

The meeting adjourned at 4:32 p.m. by Chair Jemal Gibson.

Minutes Prepared By

Ms. Angie Wiggins