

Board of Directors Meeting

Friday December 4, 2020

12:30-2:30pm

Video/Teleconference

MINUTES

# Call to Order

Mario Perez called meeting to order at 12:33pm.

Perez gave a quick announcement of a role change for Kyle Bishop-Gabriel. She will continue her work for the Foundation but will now also be supporting the VP for Advancement.

# Public Comment Period

No public comments/requests were made.

# Consent Agenda

*(see 12.4.20 meeting packet)*

Perez called for motion to approve for following consent agenda items:

* September 18, 2020 Board Minutes
* Quarterly Financial Statements
* 19/20 Philanthropic Activity Data Summary Slides
* Board Make Up Sheet
* Graystone Quarterly Performance Report
* 19/20 NACUBO Endowment Survey Talking Points

Motion: To approve all listed items on meeting agenda.

Action: Board unanimously approved.

# University President’s Report

Sakaki provided a University updated to the Board on the following topics:

* The CSU Board of Trustees announced a new Chancellor Elect – Joe Castro.
* Planning for Spring 2021 persists as campus leadership navigates through the current times. SSU will continue to be primarily remote instruction through the Spring semester along with continued remote work for most of the staff and faculty.
* Sakaki recently participated in the CSU London Alumni zoom conference. SSU had seven alumni register for the event out of the total 150 CSU Alumni registered. Each campus hosted break out rooms to have an opportunity to engage with their Alumni. The CSU has hopes of resuming their live conference again in 2022.
* Sakaki and other campus administrators recently participated in groundbreaking for the Stevenson Hall remodel. The building will be renovated and refreshed to into a 21st century academic learning environment. The renovation is slated to reopen Fall 2022.
* The Commencement Committee continues to work through details to recognize both 2020 and 2021 graduates. They are reviewing many different ceremony styles to give the best recognition possible to the graduates as safely as possible. Ceremony dates have been set for both groups as following: 2020 Graduates – May 15-16, 2021 & 2021 Graduates – May 22-23, 2021.

Sakaki opened the floor to Board members for follow-up questions.

# Special Presentation

Perez introduced Tiffany O’Neil, Senior Director of Alumni Engagement and Annual Giving as well as Board member Joseph Huang who both co-presented to Board an overview of Sonoma State University’s Alumni Association and Annual Giving program.

Huang presented on the Alumni Association and the current activities supporting engagement with SSU Alums as well as current SSU students.

O’Neil followed Huang to present information on SSU’s Annual Giving program. She reported on gifts from the past 2 years under the program as well as the type of donors giving to the program. She concluded on the program’s future goals and strategies to increase donations to the program.

# Committee Reports

*(see 12.4.20 meeting packet)*

*Audit Committee*

No report. Audit committee concluded in September and will resume again this spring for the 20/21 annual audit.

Philanthropy Committee

Perez shared with Board the Philanthropic Activity presentation that was reviewed at the most recent meeting. The presentation gave an in depth look at the history of giving to SSU up to current date. Also covered was a breakdown of Alumni Giving and Board Giving as well as current Endowment market value and 10 year history.

The report was discussed among the committee and gave a good representation of where SSU currently stands in fundraising efforts allowing the committee to begin strategies in how to move forward.

One topic the Committee will continue discussion about is working into a full giving Board and what giving requirement would best fit the Board and be acceptable to primarily new Board members and going forward.

Governance Committee Report

David Felte reported to Board on discussions from last Committee meeting. He noted the committee reviewed the current make-up of the Board and identified gaps in diversity where the Board would benefit adding.

Felte noted that the Committee will be taking a pause for next quarter to allow the Philanthropic Committee time to determine a giving rate for new Board members as this will need to be taken into consideration when recruiting new Board members.

Committee wants to address the desire to create a more diverse board without hindering any individuals joining because they can’t meet the giving requirement and will work with Philanthropy Committee to come up with solutions.

Investment Committee Report

Michael Sullivan shared with the Board the last quarterly Graystone performance report. The Endowment portfolio had a return of 5.8%. Recent asset allocations that starting take place late last year into the beginning of the year have rolled out and portfolio has performed well and made back any losses at the beginning of the year.

Sullivan also shared the Endowment Talking Points for 19/20 which highlights data reported to the NACUBO Study of Endowments. The NACUBO survey results will be released last January and a presentation will be shared with the Board at the next meeting in March.

Executive Committee Report

Hannah gave a quick update to the Board about the sale of the Foundation Townhomes and the current status of the sales.

# Action Items

*(see 12.4.20 meeting packet)*

Hannah did a brief review of the Confidentiality Policy & Agreement. The Board was introduced to the policy at the last Board meeting and several Committee members have already signed. All Board members will be required to sign.

Hannah requested a motion to approve the policy.

Motion: To approve and finalize Donor Confidentiality Policy & Agreement.

Action: Board unanimously approved.

# University Advancement Report

*(see 12.4.20 meeting packet)*

Perez did a quick review of the first quarter Philanthropic Productivity Report for the Board.

He noted a couple of fundraising initiatives that have taken place recently:

* University Advancement recently completed a “Thank A Thon” of personalized calls to thank Donors for donations made this past year.
* The Annual Giving program has been working diligently with the different Schools across campus to mail out targeted school based solicitations.
* Athletics fundraising has generated good activity given the absence of sport competitions.

# Student Update

Emily Miller provided a quick report to the Board on current AS activities. She noted the following:

* Student basic needs has been a top priority and AS has been assisting in addressing those needs. She noted that 550 Lobo Pantry bags have provided food for students with food insecurity. Help with grants and transitional housing have also been provided for students in need.
* Associated Students Present have wrapped up their final programming for the Fall and ended with a movie fest and video game tourney.

# New Business / Announcements / Adjournment

Hannah confirmed the next Board meeting schedule for Friday March 19, 2021.

Meeting adjourned at 2:30pm.

Redacted Signature – Kyle Bishop-Gabriel

Redacted Signature – Ian Hannah

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*Minutes Approved by: Minutes Prepared by:*

Ian Hannah Kyle Bishop-Gabriel

*Chief Operating Officer & Advancement/Foundation Analyst, SSU*

*Secretary, SSUF*

Record of Attendance

December 4, 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | *First* | *Last* | Attendance |
| 1 | Ms. | Jeannette | Anglin | Present *(video)* |
| 2 | Mr.  | Terry  | Atkinson | Present *(tele)* |
| 3 | Dr. | Jean Bee | Chan | *Absent* |
| 4 | Ms. | Anita | Christmas | Present *(video)* |
| 5 | Mr.  | David | Felte | Present *(video)* |
| 6 | Mr. | Tom | Gillespie | Present *(tele)* |
| 7 | Mr. | Ian | Hannah | Present *(video)* |
| 8 | Mr.  | Joseph | Huang | Present *(video)* |
| 9 | Mr.  | Tom | Isaak | *Absent* |
| 10 | Ms.  | Melissa | Kadar | Present *(video)* |
| 11 | Mr. | Dan | Libarle | *Absent* |
| 12 | Ms.  | Joyce | Lopes | Present *(video)* |
| 13 | Ms. | Emily  | Miller | Present *(video)* |
| 14 | Dr. | Andréa | Neves | Present *(video)* |
| 15 | Mr. | Randy | Pennington | *Absent* |
| 16 | Dr. | Mario | Perez | Present *(video)* |
| 17 | Mr. | Irwin S. | Rothenberg | Present *(video)* |
| 18 | Dr. | Judy | Sakaki | Present *(video)* |
| 19 | Dr.  | Lynn  | Stauffer | Present *(video)* |
| 20 | Mr. | Michael | Sullivan | Present *(video)* |
| 21 | Mr. | Brent | Thomas | Present *(video)* |
| 22 | Mr.  | Robert | U’Ren | Present *(video)* |
| 23 | Ms. | Amanda | Visser | Present *(video)* |

Members Present 19

 Members Absent 4

 Board Quorum 13 *Article IV, Section 6, Bylaws*

Staff/Guests Present:

Ms. Kyle Bishop-Gabriel *– Advancement Operations/Foundation Analyst, SSU*

Ms. Tiffany O’Neil – *Sr. Director of Alumni Engagement & Annual Giving*