



**MINUTES OF THE
DONOR ACCOUNTABILITY COMMITTEE
MEETING**

**October 2, 2017
2:00 P.M.**

**Humboldt State University
Nelson Hall West 213**

Present:

Gary Blatnick
Craig Wruck

Absent:

Mark Hemphill-Haley

Guests:

Duncan Robins
Lola Alto

The Advancement Foundation Donor Accountability Committee meeting was held on Monday, October 2, 2017, at 2:00 P.M. at Humboldt State University Conference Room NHW 213.

1. Call to order

The meeting was called to order at 2:09 PM by Committee Chair Gary Blatnick.

2. Visitor comments

There were no visitor comments.

3. Acceptance of Minutes from April 7, 2017 Meeting

Upon motion duly made, seconded and unanimously carried, it was:

RESOLVED, that the Minutes of the April 7, 2017 meeting are accepted as corrected.

4. Guidelines for the Use of Discretionary Funds

Executive Director Craig Wruck presented a draft of a document for the Committee to review. He noted that these are not policies but guidelines meant to provide help and direction for those charged with making decisions about the use of discretionary funds. The

Committee discussed the use of the term “discretionary” rather than the accounting term “unrestricted” in order to avoid confusion and to reinforce that such funds must be used in accordance with donors’ expectations.

Upon motion duly made, seconded and unanimously carried, it was:

RESOLVED, that the Guidelines for the Use of Discretionary Funds are recommended to the Board of Directors.

5. Annual Use of Funds Reminder

Wruck reported to the Committee on the annual reminder to the campus regarding the use of contributed funds. The authority to expend Foundation funds is delegated to various University employees. Foundation policy holds these “signing authorities” responsible for ensuring that expenditures are in keeping with the purpose of the account and that donor intent is honored. He presented a memorandum which is distributed at least annually to signing authorities and noted the need for continuing education to ensure proper use of donor funds.

The committee discussed the discretionary use of donor designated funds (temporarily restricted funds) to pay expenses that cannot be paid for from State funds including hospitality expenses such as meals, small personal gifts including condolence flowers and gift cards which can be used as cash. While the use of charitable funds for such purposes is governed by Federal and State laws as well as policies and procedures of both the California State University and Humboldt State University, there is nevertheless significant discretion as to specific expenditures.

The Committee requested a periodic report to help it understand the scope of such expenditures, to explore ways in which the Committee can ensure that donor intent is being followed, and to develop ways to communicate with donors that their contributions have been used as intended. Staff will develop a plan to produce such reports.

6. Other Business

The Committee discussed the possibility of a name change. The phrase “donor accountability” may suggest an intention to hold donors accountable when the objective is to hold the University and Foundation accountable to donors.

Duncan Robins accepted an invitation to become a member of the committee after his term as Board Chair expires at the October Board of Directors Meeting. The Committee expressed its desire to recruit non-board members as well.

The meeting was adjourned at 2:52 PM