



**MINUTES OF THE  
DONOR INTENTION & FULFILLMENT  
COMMITTEE MEETING**

**January 25, 2018  
2:30 P.M.**

**Humboldt State University  
Nelson Hall West 213**

**Present:**

Mark Hemphill-Haley (via ZOOM)  
Kurt Fraese (via ZOOM)  
Duncan Robins  
Craig Wruck

**Absent:**

Gary Blatnick  
Averie Middleton

**Guests:**

Lola Alto, Ceva Courtemanche, David Kalb (via ZOOM), Jason Ramos (via ZOOM), Jamie Rich, Kimberley Pittman-Schulz, Travis Williams and Aaron Wythe.

The Advancement Foundation Donor Accountability Committee meeting was held on Thursday, January 25, 2018, at 2:30 P.M. at Humboldt State University Conference Room NHW 213.

1. Call to order

The meeting was called to order at 2:30 PM by Executive Director Craig Wruck.

2. Visitor comments

There were no visitor comments.

3. Acceptance of Minutes from October 2, 2017 Meeting

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

RESOLVED, that the Minutes of the October 2, 2017 meeting are accepted.

#### 4. Athletics Fund Drive Contributions and Pledges

Executive Director Craig Wruck reported that 280 validated pledges have been made to the Athletics fall fund drive campaign and that a total of \$243,675 has been received to date. He reported that the Great Northern Athletic Conference has pledged up to \$80,000 toward the total goal of \$500,000 provided that at least \$420,000 is raised from others. Wruck reminded the Committee that the Foundation cannot refund charitable contributions and that honoring donor intent is key to maintaining trust in the Foundation.

#### 5. Centennial Grove Fund

Wruck shared a campus map and conceptual plan for the Centennial Grove project and reviewed the history. Centennial Grove was a component of the planned Centennial Campaign which was approved by the Board of Directors in a March, 2012 resolution that described the Grove as, "An existing redwood grove near the athletics complex will be landscaped and transformed into a space for honoring individuals associated with the University." The Centennial Campaign expected to raise several hundred thousand dollars for the Centennial Grove project and a preliminary plan and drawings were developed for a project of that size and scope. However, only \$15,967.64 was raised for the Grove and work was never started. The funds have been held by the Foundation awaiting an appropriate use.

The University has decided to designate the area as a campus location for the installation of memorials to students and others who have lost their lives with the vision that, over time, the area would become a focal point for campus memorials. Standards are being developed to guide the selection and placement of memorials in the designated area. Although the costs of the full project as initially envisioned have mushroomed, the University believes that, with careful planning, the funds raised through the Centennial Grove fundraising effort will provide for a modest beginning on the project which can be expanded over time.

After discussion of the Centennial Grove campaign and the University's modified plans there was consensus that proposed revised project is an appropriate use of the contributions and that the Executive Director should report this to the Board of Directors.

#### 6. Departmental Expenditures of Discretionary Funds

Wruck presented a print out of the general ledger for the Biology Department as an example of the level of detail which could be made available regarding the use of contributed funds. He reminded the committee that each individual expenditure is approved by an authorized signer who is charged with ensuring that the expenditure is in keeping with the restricted purpose of the contributed funds.

There was discussion regarding the amount of detail the Committee requires. The sense of the Committee was that it need not duplicate the function of the Foundation's audit firm, but that it would be beneficial to randomly select funds and invite those involved with the expenditures to meet with the Committee to discuss the ways in which the funds were used. The Committee expressed special interest in hearing stories about how students benefit from

contributed funds which would help educate the Committee and allow it to ask questions about how additional funds can be raised. It was discussed that funds with unusually large accumulated balances should be reviewed in order to understand why some funds go unused. The Committee asked that it be emphasized that these reviews are not meant to be punitive but collaborative in nature.

7. Internal Corrections

Wruck presented an example of the accounting and data base entries required to correct an error in gift recording. The example illustrated the several steps that were taken to document the error and correction. Travis Williams, Director of Annual Giving, noted that his team takes corrections very seriously. Donor intent is always the guiding principle and when errors occur the Philanthropic Services and the Financial Services teams work together to ensure all contributions are accurately recorded and that corrections are documented.

8. Other Business

There was discussion of a new name for the Committee, one more descriptive of the work the Committee hopes to accomplish. After discussion of several alternatives, it was agreed that Donor Intent and Fulfillment Committee better fits the intended role.

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

RESOLVED, that the Committee recommends that the Board of Directors to amend the name to the Donor Intent & Fulfillment Committee.

9. Adjournment

The meeting was adjourned at 3:18 PM