

Advancement | UCF Foundation, Inc.

BOARD OF DIRECTORS Donor Engagement and Stewardship Committee Meeting Minutes

March 31, 2021
3:00 pm – 4:0 pm

LOCATION:	Virtual Meeting
ATTENDEES:	Joyce Virga, <i>Chair</i> , Diane Mahony, <i>Vice Chair</i> , Roslyn Burttram, Cathy Engelman, Marc McMurrin, Dianne Owen, Dana Patton
ABSENT:	Loretta Corey
STAFF:	Patrick Crowley, Lauren Ferguson, Chris Meister, Annie O'Donnell, Kelly Travis
GUEST:	Janet Schwartz (Parent and Philanthropy Council Member), Ben Romaker (Eleven Fifty Seven), Henry Carrouth (Eleven Fifty Seven)

Chair Joyce Virga called the Donor Engagement and Stewardship Committee meeting to order at 3:02 p.m. and stated that the meeting was covered under the Florida Sunshine Law, and the public and press were invited to attend. A quorum was confirmed. Chair Virga asked the committee members if there were conflicts of interest to declare regarding the items of business listed on the agenda; no conflicts of interest were declared.

Review of the Meeting Minutes

A motion was made to approve the October 1, 2020 meeting minutes by Diane Mahony and seconded by Roslyn Burttram. The motion passed unanimously.

Overview of Stewardship Initiatives

Chair Virga welcomed, Annette Billingsley, the new Director of Donor Relations for UCF Advancement. Billingsley explained the stewardship strategy for the UCF Foundation including the hiring staff to assist with the implementation of these strategies.

Donor Wall Update and Design Selection

Chair Virga shared that available funding was identified to establish the previously discussed donor wall. The proposed location for the donor wall is situated outside the new entrance of the John C. Hitt Library. The donor wall will recognize donors that have given \$1 million or more in their lifetime with these types of gifts:

- Gifts-in-Kind, based on appraised value;
- Irrevocable planned gifts;
- Outright gifts including cash, stock, and property;
- Corporate matching gifts.

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Henry Carruth and Ben Romaker from design company, Eleven Fifty Seven, presented three designs to the Committee. The Committee discussed the pros and cons of each design and selected Design #1.

A motion was made by Roslyn Burttram and seconded by Dianne Owen to approve Design #1 and recommend approval to the Executive Committee. The motion passed unanimously.

Annual Committee Charter Review

There were no recommended changes to the charter.

Donor Relations and Stewardship Policy

Pat Crowley, Associate Vice President, UCF Advancement, presented a proposed Donor Relations and Stewardship policy to the Committee. The proposed policy defined the UCF Foundation's donor relations functions and responsibilities. It was noted that the proposed policy was a compilation of several existing policies and streamlines content from these existing documents into a single policy.

A motion was made by Dianne Owen and seconded by Diane Mahony to approve the Donor Relations and Stewardship Policy and recommend approval to the Executive Committee. The motion passed unanimously.

As there was no public comment, Chair Virga adjourned the meeting at 4:02 p.m.

Respectfully submitted,



Joyce Virga 06/18/2021 16:10 EDT
Joyce Virga '98, Chair

Donor Engagement and Stewardship Committee
UCF Foundation, Inc.

Prepared by: Chris Meister, UCF Foundation

Approved on: May 11, 2021