

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
ANNUAL MEETING OF THE BOARD OF DIRECTORS

MINUTES

September 29, 2020

8:30-8:45a.m.

ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Dale Oliver
Peter Alstone
Taylor Bloedon
Carly Marino
Jeff Kane
Amber Gaffney
C.D. Hoyle
Jason Ramos
Frank Whitlatch
Amelia Towse
Samantha Diel

MEMBERS ABSENT: Tom Jackson
Jenn Capps
Jason Meriwether
Katia Karadjova

OTHERS PRESENT: Kacie Flynn, HSU SPF
Erika Wright, HSU SPF
Leslie Rodelander, HSU SPF
Binta Wright, HSU SPF
Sally Hang, HSU SPF
Sam Caudill, HSU SPF
Sarah Long, Accounting
Denise Bettendorf, Accounting
May Patiño, Anthropology

I. Call to Order

Dale Oliver called the meeting to order at 8:31 a.m.

II. Seating of New Board Members

Dale Oliver welcomed five new Board members: Jenn Capps (Provost/Vice President of Academic Affairs), Taylor Bloedon (Faculty, Kinesiology & Recreation Administration), Amber Gaffney (Faculty, Psychology), C.D. Hoyle (Faculty, Physics & Astronomy), and Samantha Diel (Graduate Student)

Action Item: Peter Alstone m/s Jeff Kane “Motion to formally seat those five named to the Board.” 9 Ayes, 1 Abstention. Motion carried.

III. Nomination and Approval of 2020-2021 Vice President of the Board

Action Item: Carly Marino m/s Jeff Kane “Motion to approve Peter Alstone as the 2020-2021 Vice President of the Board.” 8 Ayes, 2 Abstention. Motion carried.

IV. Nomination and Approval of 2020-2021 Secretary of the Board of Directors

Action Item: C.D. Hoyle m/s Peter Alstone “Motion to approve Amber Gaffney as the 2020-2021 Secretary of the Board.” 8 Ayes, 2 Abstention. Motion carried.

V. Nomination and Approval of 2020-2021 Treasurer of the Board of Directors

Action Item: Amelia Towse m/s C.D. Hoyle “Motion to approve Carly Marino as the 2020-2021 Treasurer of the Board.” 8 Ayes, 2 Abstention. Motion carried.

VI. Nomination and Approval of 2020-2021 Committee Membership & Chairs

Action Item: Peter Alstone m/s Jeff Kane “Motion to approve the slate of the 2020-2021 Committee Membership & Committee Chairs as outlined in revised Attachment A.” Motion carried unanimously.

VII. Annual Managerial Report

Kacie Flynn presented the Annual Managerial Report as outlined in revised Attachment B. Sponsored Programs Foundation (SPF) had a total of 844 unique employees working on grants and contracts. Of those employees, 359 were students who benefited from the learning experience of working on research projects as well as receiving \$1.3 million in wages and \$1.9 million in grants scholarships and stipends.

For fiscal year 2019/20 Sponsored Programs grant and contract revenue was \$32.1 million. This is an increase of \$4.4 million from prior year. The cash reserve policy calls for SPF to build up an operating checking account of \$5 million in order to pay for expenses on grants and contracts prior to being reimbursed from the funders. Sponsored Programs is currenting building up this new reserve target through a gradual ‘set-aside’ of 20% of the annual year-end net income.

SPF ended the year with a positive net balance of \$656 thousand after covering all required expenses. This amount will be considered by the Board of Directors later today for distribution in accordance with the IDC distribution policy.

The Humboldt State University 2015-2020 Strategic Plan had called for 25% growth in annual grant revenue by 2020, which meant achieving an annual revenue of \$22.2M. To meet that goal Sponsored Programs needed to grow (on average) 4.6% per year for 5 years. Sponsored

*SPF Board of Directors Annual Meeting
September 29, 2020
Page 3*

Programs has achieved and surpassed this goal from the 2015 base year with 81.1% growth over the last five years.

Action Item: Carly Marino m/s Peter Alstone “Motion to accept the Annual Managerial Report.” Motion carried unanimously.

VIII. Annual Board of Directors Report

Dale Oliver presented the Annual Board of Director’s report as outlined in Attachment C. SPF accomplished multiple goals in 2019-2020 to support and advance research, scholarship, and creative activity. The Incentives Committee recommended funding 12 faculty members a total Incentives Award of \$59,295.

The Board approved Sponsored Program’s annual operating budget last May. The planned operating revenue for Fiscal Year 2020-21 is \$2,290,200, and the proposed operating budget is \$1,987,200. There is a 20% ‘reserve set-aside’ budgeted for Fiscal Year 2020-21, as SPF is currently building up its reserve to the new \$5 million goal identified in the reserve policy.

Finally, the Board allocated \$1,067,876 from Indirect Costs recovered during 2018-19 to the campus in support of research.


Action Item: Jeff Kane m/s C.D. Hoyle “Motion to accept the Annual Board of Director’s Report.” Motion carried unanimously.


IX. Annual Financial Report and Auditor’s Report

The Financial & Auditor’s Report as outlined in Attachment D was reviewed and accepted by the Audit Committee a few weeks ago, per the bylaws. It was subsequently forwarded to the Chancellor’s Office by the September 18th deadline and is being included today as informational only; no action need be taken. Dale Oliver will recap the details in the Audit Committee Report during the business meeting that follows.

X. Adjournment at 8:51 a.m.

Respectfully Submitted,

DocuSigned by:

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Dale Oliver, President

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Amber Gaffney, Secretary