

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

September 29, 2020

8:45-10:00 a.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
Jason Meriwether

MEMBERS ABSENT: Tom Jackson
Jenn Capps
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
Sherie Gordon, Chief of Staff

I. Call to Order

Dale Oliver called the meeting to order at 8:51 a.m.

II. Time Certain 8:45- 9:00 am: Open Forum for the Campus Community

There were no guest speakers present.

III. Research Presentation: May Patiño (Anthropology), La Comida Nos Une

May Patiño is a Lecturer in the department of Anthropology and a coordinator for the Humboldt Food Policy Council. In collaboration with Dr. Susan Marshall (Forestry & Wildland), and Dr.

Chris Hopper (Kinesiology & Recreation), they recently received a 4-year USDA HSI grant in the amount of \$250,000. The goals of this project are to 1) Enhance and expand pathways for entry into food & agriculture careers and graduate programs through curriculum transformation including the creation of a food studies minor; 2) Deepen hispanic students' connections to the campus, food systems-related academic programs, and the local food system community including community placed agriculture related internships; 3) Facilitate collaboration between faculty from all three colleges to promote the agricultural enterprise across disciplines; and 4) Increase economic vitality and sustainability of regional food system industry including addressing local food industry value chain issues.

IV. Review and Approval of Minutes of May 12, 2020 Board Meeting

Action Item: Jeff Kane m/s Carly Marino "Motion to approve the Minutes of the May 12, 2020 Board Meeting." 6 ayes. 4 abstentions. Motion carried.

V. Executive Committee Reports

Dale Oliver gave a brief recap of the meeting that took place in August, as outlined in Attachment F. The Executive Committee held a closed session with SPF retained legal counsel to discuss potential litigation. Updates will be brought back to the full Board as matters progress. They also met to nominate officers and committee vacancies, as approved in the Annual Meeting of the Board of Directors.

Action Item: Amelia Towse m/s Jeff Kane "Motion to accept the Executive Committee Report." Motion carried unanimously.

VI. Audit Committee Report

Dale Oliver gave a brief recap of the meeting that took place in September, as outlined in Attachment G, as well as the results of the Audit report. Moss Adams reported a "clean opinion" on the financial statements, stating there are no issues to be brought forward. With regards to the Internal Control & Compliance audit, there were no instances of noncompliance or other matters noted at the financial level.

Action Item: C.D. Hoyle m/s Carly Marino "Motion to accept the Audit Committee Report." Motion carried unanimously.

VII. Finance Committee Report

Jeff Kane gave a brief recap of their meeting that took place in last week as outlined in Attachment H. Accounting presented the 4th Quarter Financial Report ending June 30, 2020. For the year-end, the effective IDC rate was 8.9% which is a 1.4 point decrease from the prior year. From a percentage standpoint this is a decrease, but the total indirect revenue has actually increased \$56 thousand from the prior year.

Invoiced and unbilled Accounts Receivables (AR) of the Research Foundation totaled \$12.3 million, which was a \$657 thousand increase from the prior year. At the end of the 4th Quarter,

there were 605 active projects with a total award portfolio of \$110 million. Comparatively, at this point in FY 18/19 there were 566 active projects with a total award portfolio of \$88 million.

The committee reviewed the current Indirect Cost Revenue Distribution policy and proposed distribution. After first setting aside 20% of the available balance towards the reserve, there is \$656,822 remaining for consideration today.

Action Item: Amelia Towse m/s C.D. Hoyle “Motion to accept the Finance Committee Report.” Motion carried unanimously.

VIII. Proposal for Indirect Cost Revenue Distribution

Kacie Flynn reviewed the current policy and presented the proposed distribution of the \$656,822 Indirect Cost Revenue in following with the Board approved policy. This in included in the revised Attachment I. The Finance Committee has unanimously recommended distributing the full amount back to the campus community.

Action Item: Carly Marino m/s Jason Ramos “Motion to recommend following the Indirect Revenue Distribution Policy as presented to the Board of Directors for approval.” Motion carried unanimously.

IX. Equipment Transfer to HSU for the Quarter Ended June 30, 2020


Kacie Flynn reviewed the proposed equipment transfer items as outlined in Attachment J and gave a brief recap of the process for transferring equipment purchased on HSU SPF grants and contracts.


Action Item: Jeff Kane m/s Jason Meriwether “Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Humboldt State University for the quarter ended June 30, 2020.” 10 Aye, 1 Abstention. Motion carried.

X. Other

XI. Adjournment at 9:24 a.m.

Respectfully Submitted,

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Dale Oliver, President

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Amber Gaffney, Secretary