

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

**MINUTES**

September 24, 2019  
8:30-9:00a.m.  
Corbett Conference Room, SH 222

**MEMBERS PRESENT:** Alison O’Dowd  
Peter Alstone  
Brian Mistler  
Dale Oliver  
Chih-Wei Hsu  
Jason Meriwether  
Frank Whitlatch  
Harold Zald  
Katia Karadjova  
Jeff Kane

**MEMBERS ABSENT:** Tom Jackson  
Alex Enyedi  
Carly Marino  
C.D. Hoyle  
Jason Ramos  
Renee Byrd

**OTHERS PRESENT:** Kacie Flynn, HSU SPF  
Nalee Yang, HSU SPF  
Lynne Sandstrom, Accounting  
Doug Dawes, VP for Administration & Finance  
Sherie Gordon, Chief of Staff  
Nick Lam, Research Scientist

**I. Call to Order**

Alison O’Dowd called the meeting to order at 8:35 a.m.

**II. Seating of New Board Members**

Alison O’Dowd welcomed six new Board members: Tom Jackson (University President), Jason Meriwether (Vice President Enrollment Management), Frank Whitlatch (Vice President Advancement), Katia Karadjova (Library), and Jeffrey Kane (Forestry & Wildland Resources)

**Action Item:** Harold Zald m/s Peter Alstone “Motion to formally seat those six named to the Board.” Motion carried unanimously.

**III. Nomination and Approval of 2019-2020 Vice President of the Board**

**Action Item:** Dale Oliver m/s Harold Zald “Motion to approve Alison O’Dowd as the 2019-2020 Vice President of the Board.” Motion carried unanimously.

**IV. Nomination and Approval of 2019-2020 Secretary of the Board of Directors**

**Action Item:** Jason Meriwether “Motion to approve Brian Mistler as the 2019-2020 Secretary of the Board.” Motion carried unanimously.

**V. Nomination and Approval of 2019-2020 Treasurer of the Board of Directors**

**Action Item:** Brian Mistler m/s Katia Karadjova “Motion to approve Carly Marino as the 2019-2020 Treasurer of the Board.” Motion carried unanimously.

**VI. Nomination and Approval of 2019-2020 Committee Membership & Chairs**

**Action Item:** Peter Alstone m/s Harold Zald “Motion to approve the slate of the 2019-2020 Committee Membership & Committee Chairs as outlined in Attachment A.” Motion carried unanimously.

**VII. Annual Managerial Report**

Kacie Flynn presented the Annual Managerial Report as outlined in Attachment B. Sponsored Programs Foundation (SPF) had a total of 960 unique employees working on grants and contracts which is a decrease of 104 employees from the previous year. Of the 960 employees, 324 were students who benefited from the learning experience of working on research projects as well as receiving \$842 thousand in wages and \$2 million in grants scholarships and stipends.

For fiscal year 2018/19 Sponsored Programs grant and contract revenue was \$27.7 million. This is an increase of \$2.6 million from prior year. This is an all-time high revenue level for SPF. The cash reserve policy calls for SPF to build up an operating checking account of \$4 million in order to pay for expenses on grants and contracts prior to being reimbursed from the funders. Sponsored Programs maintained the operating fund at \$4 million throughout the fiscal year. SPF ended the year with a positive net balance of \$1.1 million 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.

**Action Item:** Harold Zald m/s Jason Meriwether “Motion to accept the Annual Managerial Report.” Motion carried unanimously.

**VIII. Annual Board of Directors Report**

Alison O’Dowd presented the Annual Board of Director’s report on behalf of Alex Enyedi as outlined in Attachment C. SPF accomplished multiple goals in 2018-2019 to support and advance research, scholarship, and creative activity. The Incentives Committee recommended funding eight faculty members for \$25,610 in assigned time and travel plus \$16,000 in summer salary, totaling \$41,610. Recipients of these awards used their assigned time to develop proposals for submission to external funding agencies or organizations to further HSU’s strategic goals and objectives.

The FY 2018-19 operating budget was approved at \$2,400,115. In May 2019 the SPF Board of Directors approved the addition of 1 new Post-Award Grant Analyst. The recruitment is set to begin in fall 2019 with an expected start date of spring 2020. The Sponsored Programs Foundation continues to follow its five-year business plan and budget plan for 2015-2020.


**Action Item:** Dale Oliver m/s Harold Zald “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 deadline and is being included today as informational only; no action need be taken. Alison O’Dowd will recap the details in the Audit Committee Report during the business meeting that follows.

**X. Adjournment at 8:45 a.m.**

Respectfully Submitted,

  
Alison O’Dowd, Vice President

  
Brian Mistler, Secretary