HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

September 24, 2019
9:00-10:00a.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 8:45 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: Nick Lam, Schatz Energy Research Center
    Nick Lam is a The Clean Cooking Nepal Project is examining the welfare impacts of
    interventions that increase household access to biogas and electric cooking appliances. To do
    this, the study has enrolled over 1600 households living in semi-urban areas outside of the capital
    city of Kathmandu, deploying surveys and low cost sensors to measure energy use
    characteristics. The effect of interventions on energy consumption, appliance use, exposure to air
    pollution, air quality, and blood pressure are being measured to assess the potential benefits of
    larger scale energy initiatives and to inform related implementation strategies. This research is
being conducted in collaboration with LEADERS Nepal, University of Houston, RTI International, and Mountain Air Engineering. It is supported by funding from the Clean Cooking Alliance and the Norwegian Government.

IV. Review and Approval of Minutes of May 14, 2019 Board Meeting

Action Item: Dale Oliver m/s Peter Alstone “Motion to approve the Minutes of the May 14, 2019 Board Meeting.” 9 ayes. 1 abstention. Motion carried.

V. Audit Committee Reports
Alison O’Dowd gave a brief recap of the meeting that took place in September, as outlined in Attachment F, 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: Jason Meriwether m/s Jeff Kane “Motion to accept the Audit Committee Report.” Motion carried unanimously.

VI. Executive Committee Report
Kacie Flynn gave a brief recap of the Executive Committee Meeting that took place in September, as outlined in attachment G. The Executive Committee met to nominate officers and committee vacancies, as approved in the Annual Meeting of the Board of Directors.

Action Item: Dale Oliver m/s Harold Zald “Motion to accept the Executive Committee Report.” Motion carried unanimously.

VII. Finance Committee Report
Harold Zald gave a brief recap of their meeting that took place in September as outlined in Attachment H. Accounting presented the 4th Quarter Financial Report ending June 30, 2019.

For the year end, the effective IDC rate was 10.3% which is 1.1-point decrease from the prior year. At the end of the 4th Quarter, the cash reserve exceeded the current reserve of $4 million by $1,067,876. At the end of the 4th Quarter there were 566 active projects with a total award portfolio of $87.8 million. Through the end of fiscal year 18/19, SPF submitted 253 proposals requesting $48.7 million in Funding. SPF received 194 new awards totaling $36.4 million. The Finance Committee conducted their annual review of the reserve policy. The committee did not recommend any changes to the policy at this time.

Action Item: Dale Oliver m/s Jason Meriwether “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 $1,067,876 Indirect Cost Revenue in following with the Board approved policy. The Finance
Committee unanimously recommended distributing the full amount back to the campus community. Discussion ensued.

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

**IX. Fall Survey**
Kacie Flynn explained that SPF usually sends out a Customer Satisfaction survey every two years to our faculty, staff, and student researchers. This fall, SPF will be sending out the survey and will share those results with Board members at the March meeting.

**X. Other**
This year’s annual P.I. Research Celebration will be held on Wednesday, October 9, 2019, at HumBrews in Arcata from 4:30-6:30 pm. All members of this board as well as the research community at HSU are welcome to attend.

**XI. Adjournment at 9:35 a.m.**

Respectfully Submitted,

Alison O’Dowd, Vice President

Brian Mistler, Secretary