

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 4<sup>th</sup> 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 4<sup>th</sup> Quarter, the cash reserve exceeded the current reserve of \$4 million by \$1,067,876. At the end of the 4<sup>th</sup> 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