

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
FINANCE COMMITTEE MEETING

MINUTES

April 29, 2019
10:00-11:30 a.m.
SBS 345

MEMBERS PRESENT: Lisa A. Rossbacher
C.D. Hoyle
Carly Marino
Harold Zald
Jason Ramos

MEMBERS ABSENT: Alex Enyedi

OTHERS PRESENT: Kacie Flynn, SPF
Nalee Yang, SPF
Denise Bettendorf, Accounting
Sylvia Shively, Accounting
Douglas Edgmon, Accounting
Lynne Sandstrom, Accounting

I. Call to Order

C.D. Hoyle called the meeting to order at 10:03 a.m.

II. Review 3rd Quarter Financial Statements

Denise Bettendorf of Financial Services presented the 3rd Quarter Financial Report ending March 31, 2019. For the first nine months, the effective IDC rate was 11.9% which is the same from the prior year. Thus far, SPF has earned 76% of their total budgeted operating revenue. If this trend continues, it would put the foundation on track to meet the budgeted goals for the year. Invoiced and unbilled Accounts Receivables (AR) of the Research Foundation totaled \$6.5 million, which was a \$0.3 million decrease from the prior year. At the end of the 3rd Quarter, there were 522 active projects with a total award portfolio of \$80.8 million. Comparatively, at this point in FY 17/18 there were 462 active projects with a total award portfolio of \$82 million.

Kacie Flynn presented the Pre-Award metrics with year to date comparative data on routed proposals and new awards. In the first nine months, the foundation submitted 187 proposals requesting \$39.2 million in funding. Of those proposals, 118 (63%) were \$25K or greater. In that same time, SPF received 140 new awards totaling \$30.5 million. Of those new awards, 81 (58%) were \$25K or greater (Strategic Plan Objective 4.3 – Increase Grants over \$25,000 by 30%).

III. Review Sponsored Programs Foundation FY 19/20 Operating Budget

Kacie Flynn presented the proposed budget for general operating revenue and expenses. The total operating revenue for FY 18/19 was approved at \$2,400,115. The proposed operating revenue for FY 19/20 is \$2,287,600. The total operating expenditures for FY 18/19 was approved at \$1,658,566. The proposed operating budget for FY 19/20 is \$1,775,081. The budget includes the addition of one new Post-Award Staff to accommodate increased workload. The Grant Analyst (GA) Portfolio has increased from 323 to 522 active projects over the last 8 years with no adjustment in staffing.

Discussion ensued regarding the continuation of capping the Business Management Services Agreement. The SPF Board of Directors voted in 2018 to cap cash payments for existing campus services at \$700K. In continuing with that cap, any calculated campus expenditures above this amount would be paid by the documented Exchange of Value (EOV) available in that year.

Action Item: Carly m/s Harold “Motion to recommend the proposed Fiscal Year 2019/2020 General Operations Budget to the Board of Directors for approval.” 4 ayes. 1 abstention. Motion carried.

IV. Discuss Line of Credit Renewal with Redwood Capital Bank

Kacie explained that though the current \$4 million reserve is sufficient for daily operations, a large number of awards and subcontracts have pushed us near that limit. HSU SPF maintains a \$2 million line of credit with Redwood Capital Bank as a safety net in the event the foundation needs to process a large invoice. Kacie proposed renewing HSU SPF’s line of credit with Redwood Capital Bank, which has a maturity date of October 15, 2019.

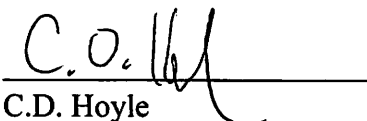
Action Item: Jason m/s Harold “Motion to recommend renewing the \$2 million line of credit with Redwood Capital Bank for another two years.” Motion carried unanimously.

V. Other

VI. Adjournment

The meeting adjourned at 10:51 a.m.

Respectfully Submitted,


C.D. Hoyle