CAL STATE EAST BAY EDUCATIONAL FOUNDATION
BOARD OF TRUSTEES

MINUTES

December 4, 2013


Guests Present: Marco Aguilera, CSEUB Student

Staff Present: Debbie Chaw, Laurette Cardadeiro

I. Welcome Remarks
Chair Evelyn Dilsaver started the Cal State East Bay Educational Foundation Board meeting at 4:07 pm.

II. Student Speaker
Ara Serjoie made a special introduction of guest speaker, Marco Aguilera, peer leader and mentor in the Educational Opportunity Program. Mr. Aguilera shared his personal education journey with the board citing both struggles and accomplishments.

III. Approval of Meeting Minutes
September 28, 2013 Board Meeting: The board reviewed the September 28, 2013 board meeting minutes.

MINUTE ACTION: that the board approves the minutes from the September 28, 2013 meeting.

Motion by: Patrick Devine Seconded by: Gary Wallace Motion: Passed

IV. Board Chair’s Report
Chair Evelyn Dilsaver and Ara Serjoie led a discussion related to the board recruitment process; the committee responsible for the process; and roles and responsibilities of board members. Board members provided feedback and input to the proposed documents. It was agreed that the board recruitment materials should state that board members should make a “leadership” gift commensurate with their giving capacity and in alignment with the minimum amount stated in the bylaws (which currently is $1K.) Since board governance was being covered by the Executive Committee, Foundation president Ara Serjoie proposed to change the name of the committee responsible for board recruitment from Governance Committee to Nominating Committee. After
further discussion and on motion duly made, seconded, and unanimously carried, the following Minute Action was taken:

MINUTE ACTION: that the board approves changing the name of the Governance Committee to the Nominating Committee.

Motion by: Mahla Shaghafi Seconded by: Carolyn Aver Motion: Passed

The board discussed the frequency and timing of board and committee meetings. A draft of the 2014 meetings schedule was reviewed. A show of hands indicated that morning board meetings was preferred.

V. President’s Report
President Leroy M. Morishita reported that CSU employees received salary increases for fiscal year 2013/14 and discussed the CSU’s FY 2014/15 budget submitted to the governor.

VI. Gift Fee Policy
Ara Serjoie led a discussion related to the Foundation’s 5% gift fee policy and .75% annual endowment administrative fee policy, which had been brought up at prior board and executive committee meetings. An analysis of the impact of fee changes to the Foundation’s operating budget was also presented. After further discussion, on motion duly made, seconded, and unanimously carried, the following Minute Action was taken:

MINUTE ACTION: that the board approves 1) eliminating the 5% gift fee on gifts to endowments and 2) increasing the annual endowment administrative fee from .75% to 1%, effective immediately.

Motion by: Carolyn Aver Seconded by: Marvin Remmich Motion: Passed

VII. Fundraising Results
Marvin Remmich reported on the status of the campaign which was currently at $21.6M as of 11/15/13. He stated that a joint meeting of the Executive Committee and Campaign Steering Committee to discuss and review campaign goals is scheduled for January 13. He invited others to attend, if possible.

VIII. Investment Summary
Treasurer Brad Wells reviewed the investment summary report for October 31, 2013.

IX. Board/Staff Prospect Visits Update
Due to time restraints this section was skipped.

X. University Advancement Plan – Draft
Ara Serjoie provided a draft overview of his UA Plan with specifics related to the Annual Fund and Alumni Relations.
XI. **End-of-Year Appeals and Reports**
Ara Serjoie reviewed the samples of recently sent end-of-year letters and appeals to employees, donors and alumni.

**ADJOURNMENT**
There being no further business to discuss, Chair Dilsaver adjourned the meeting at 6:08 p.m.

Dated: December 4, 2013

[Signature]

Marvin Remmich, Secretary

Recorded by Laurette Cardadeiro, Executive Assistant to the Vice President

**Action Items Noted:**
1) The board asked for a fundraising comparison analysis of amounts raised, sources of funds, etc., of comparable CSU campuses. (Owner: Serjoie/Chaw)
2) A board member asked for information related to directors and officers liability insurance. (Owner: Wells/Chaw)