

**San Francisco State University Foundation Board**  
**Development Committee**  
**Zoom meeting**  
**October 12, 2022**  
**Minutes**

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Members Present: John Gumas (Chair), Amy Chan; Dana Corvin; Nancy Fudem; Judy Marcus; Neda Nobari; Patty Siguenza, Camilla Smith, Jeffrey Jackanicz (ex-officio)  
Staff: Anjali Billa, Connie Bryan  
Members Absent: Marsha Rosenbaum; David Simon

**I. Call to Order**

The meeting was called to order at 3:06pm. John, et al, acknowledged Camilla Smith's exemplary service as past Development Committee chair. J. Jackanicz, et al, thanked John for agreeing to chair the Committee.

**II. Motion to approve March 7 Joint Committee on Directors/Development Committee meeting minutes**

John provided committee members an opportunity to make a motion to approve the March 7 Joint Committee on Directors/Development Committee meeting minutes. A motion to approve and a second was received. The motion passed.

MINUTE ACTION: that the Committee approve the March 7 Joint Committee on Directors/Development Committee meeting minutes.

Motioned by: Camilla Smith    Seconded by: Amy Chan    Motion: Passed

**III. Philanthropic Progress Report**

Jeff and Anjali led the Committee through review of the latest Philanthropic Progress Report citing 48% or \$9.6M of the \$20M goal raised to date.

Key takeaways:

- Foundation Board Directors will send hand-written thank you notes (maybe on a rotation basis) to major donors in response to their recent gifts (Foundation Board staff will provide stationery, donor names, and requisite details/suggested messaging, etc.). Details on selection criteria, process etc. will be worked out by the Foundation staff and presented to the committee.

**IV. Revised Board Giving Policy**

Jeff spoke to the Board giving survey results that showed a majority of Directors preferred moving the suggested Board annual giving threshold incrementally to \$5,000 (\$2,500 in 2023 and \$5,000 in 2024). It was clarified that for Foundation giving, gifts are counted per calendar year (as opposed to fiscal year), and would include purchasing tables, event support, etc., (all of which would be counted toward the yearly gift total.

Key takeaways:

- Foundation Board staff will keep Directors abreast of progress toward 100% in Board giving and will apply additional practices throughout the year to encourage and remind Directors to give.

Jeff suggested that the Committee entertain a motion to revise the Board giving guidelines.

John provided members an opportunity to make a motion to change the Board giving guidelines to a staggered move toward \$5,000 with a \$2,500 threshold set for calendar year 2023, a \$5,000 threshold set for calendar year 2024, and a December 31 deadline for each of those years. A motion to approve and a second was received. The motion passed.

MINUTE ACTION: that the Committee approve changing the Board giving guidelines.

Motioned by: Camilla Smith    Seconded by: Amy Chan    Motion: Passed

**V. Board End of Year Giving Letter**

Anjali shared a draft of this year’s Foundation Board end-of-the-year ask letter and gift statement/summary. All agreed that sending the letter a couple of weeks before Thanksgiving would be optimum timing. The letter will come from Neda and John.

- In addition to the letter, Foundation Board staff will send an individual email to each Director with a link to click to donate online as well to provide an additional and easier way to give.
- Foundation staff will provide updates to Neda and John so that they can follow up to remind Directors to give before the December 31 deadline.

**VI. Science Replacement Building Update**

Jeff and Anjali updated Committee members on the Science and Engineering Innovation Center and the associated fundraising progress. Jeff shared that the last beam was placed last week and that the project is ahead of schedule and under budget at present. Fundraising for equipment for the building is underway and with some initial success. The fundraising team is busy building new relationships with companies in the surrounding area that might be potential partners in this work.

**VII. Adjournment**

The meeting was adjourned at 3:58pm.

Respectfully submitted:

DocuSigned by:  


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01/20/2023 | 4:07 PM PST

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John Gumas  
Chair, SFSU Foundation Board Development Committee

\_\_\_\_\_  
Date

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John Gumas  
 jgumas@gumas.com  
 Security Level: Email, Account Authentication (Optional)

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Sent: 1/20/2023 10:17:33 AM  
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 Signed: 1/20/2023 4:07:33 PM

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Jamie Oppenheim  
 jamieoppenheim@sfsu.edu  
 Director of Communication, Foundation and Alumni Engagement  
 San Francisco State University  
 Security Level: Email, Account Authentication (Optional)

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 Freeform Signing

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/20/2023 10:17:33 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	1/24/2023 9:25:48 AM
Signing Complete	Security Checked	1/24/2023 9:26:12 AM
Completed	Security Checked	1/24/2023 9:26:12 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>• Allow per session cookies</li></ul>

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