

**San Francisco State University Foundation Board  
Development Committee Meeting**

**November 3, 2021**

**Minutes**

---

Members Present: Camilla Smith (Chair), Amy Chan, Dana Corvin, David Simon, Judy Marcus, Patty Siguenza, Jeff Jackanicz

Staff: Anjali Billa, Connie

Members Absent: John Gumas, Marsha Rosenbaum, Nancy Fudem, Neda Nobari

**I. Call to Order**

C. Smith called the meeting to order at 2:06 pm.

**II. Approval of Minutes**

The committee reviewed the minutes from the October 1, 2021 meeting. On motion duly made, seconded, and unanimously carried, the following Minute Action was taken:

MINUTE ACTION: that the committee approves the minutes for the October 1, 2021 meeting, as prepared.

Motioned by: Dana Corvin      Seconded by: Amy Chan      Motion: Passed

**III. Fundraising Update**

J. Jackanicz and A. Billa shared recent philanthropic progress and giving reports and highlighted major gifts, upcoming appeals, and reported that October was a high contact month for directors of development (DoD) with nearly every DoD logging more than 20 contacts.

D. Corvin asked about staffing in each of the colleges. There are four vacancies, yet Development is functioning well despite these open positions.

**IV. Fundraising toolkit Word and Powerpoint feedback**

J. Jackanicz and A. Billa reported on the excellent feedback Committee members provided which included using more student-focused language. The intention is to roll out the toolkit power point first at the December Board meeting and follow it with the Word document at the Board Retreat. D. Simon suggested not using “why SF State” phrasing in the deck and instead frame it so as to suggest that a reader should already be aware that SF State should be supported. D. Corvin pointed out that we should have a consistent way to refer the University.

Action item:

Incorporate Committee members' suggestions (including those shared separately via email) in the toolkit power point and Word documents.

**V. Board giving letter update**

J. Jackanicz and A. Billa reported that Committee members' feedback was incorporated into the Board giving letters, that they were in Committee Chair Smith's hands to be signed, and then will be signed by Board Chair Brandon. Extensive Board giving discussion ensued yielding key points about Board giving expectations, Board member capacity, and instituting clear, well thought-out, and consistent communication and policy.

The intention is to present Board giving policy to the entire Board in an appropriately measured way. That policy would be discussed and decided upon by members of both the Development and Committee on Directors committee members in a joint meeting. It would then be presented to the Executive Committee before being shared with the entire Board.

Action item:

J. Jackanicz and A. Billa will formulate a series of modular Board giving options to present for consideration and discussion during a joint Committee on Directors/Development Committee meeting. We will plan to have this joint meeting in early 2022.

**VI. Science replacement building update**

J. Jackanicz and A. Billa provided both background and updates on the Science replacement building project, and highlighted that fundraising is targeted to finishings, enhancements, furniture, etc., as the State fully funded the \$150M required to build the structure.

**VII. Adjournment**

**The meeting was adjourned at 3:04 pm.**

Respectfully submitted:

---

Camilla Smith  
Chair

---

Date