

Thursday, May 13, 2021

3:00 pm to 5:00 pm

Zoom Meeting Conference: <https://csudh.zoom.us/j/99843371612>

Dial: +1 669 900 6833 (US Toll) or +1 253 215 8782 (US Toll)

Meeting ID: 998 4337 1612

## **EXECUTIVE COMMITTEE MEETING MINUTES**

Members Present: Tranitra Avery, Dr. Cornelia Brentano, Gil Ivey, Del Huff, Deborah Wallace, and Dana Ward

Members Absent: None

Guests: Brian Bonvechio (Merrill Lynch), Amanda Dodd (Director Human Resources and Payroll), Ed Fimbres (Dining Manager), Jinna Matzen (Business Operations Manager), Cherisse Ross (Controller), Andrea Ratoza (Merrill Lynch), and Robert Sesnon (Interim CFO).

### I. Roll Call

Meeting was held via the virtual platform, Zoom. Members and guests could be heard clearly. Quorum met.

### II. Call to Order – Chair Del Huff

Meeting called to order at 3:05 PM

### III. Approval of Meeting Agenda

Wallace moved, and Ward seconded. Motion carried.

### IV. Approval of Previous Meeting Minutes

- March 15, 2021

Ivey moved, and Wallace seconded. Motion carried. Minutes of March 15, 2021 approved.

- April 12, 2021

Ward recommended that the minutes under item IV. "Action Items" be revised to include "an amount not to exceed twenty-five thousand dollars." The committee agreed. Staff agreed to the change.

The committee moved to revise the minutes to state "the committee unanimously voted to hire Benefit Financial Services Group *for an amount not to exceed twenty-five thousand dollars (\$25,000).*"

Ivey moved, and Ward seconded pending correction. Motion carried. Minutes of April 12, 2021 approved with the addition of "*not to exceed twenty-five thousand dollars (\$25,000).*" The April 12, 2021 minutes were revised and posted on Foundation website.

V. Public Comment

No members from the public were present.

VI. Financial Reports

a) Invited Guest: Merrill Lynch

- Investment Review as of March 31, 2021

Bonvechio presented the following documents to the committee: an Investment Progress Review Q1, 2021 document, and an Executive Summary Chart Book, *The Road Ahead: Recovery, Reopening, Rotation*. Bonvechio's presentation included information on market phases from 2009 to current along with predictions of recovery into 2022, equities through periods of rising inflation, asset class strategy, portfolio performance, and asset allocations. The committee thanked Bonvechio for his thorough analysis. Ratoza discussed the Environmental, Social, and Governance (ESG) portfolio that CSUDH Foundation currently maintains. Ratoza stated her excitement that this was a part of Foundation's RFP and that Merrill Lynch endeavors to help the committee navigate the ESG path to align with the values and mission of the CSUDH community. Ratoza further discussed Foundation's desire to be good corporate citizens and responsible investors, noting that Merrill Lynch has invested Foundation funds in alignment with this objective. Ratoza then explained that Merrill Lynch would like the opportunity to continue discussing this ESG path with the Executive Committee and the entire Board of Directors to ensure that Merrill understands what areas of ESG are most important to them. Ratoza ended her report by stating that Merrill wanted to be good partners of CSUDH and assist students, staff, and faculty in whatever ways they can. The committee accepted Ratoza's ESG report and welcomed more information on this subject and collaboration on ESG paths at future committee and Board meetings.

b) Accounting

- Statement of Operations as of March 31, 2021

Sesnon provided a Statement of Operations to the committee and discussed different Foundation divisions, income statements per division, and a summary of operations. The committee accepted Sesnon's report and presentation.

VII. Discussion Topics

a) Accounting

- Proposed FY21-22 Budget

Sesnon presented three different budget scenarios, each 10-11 pages in length. Sesnon explained that the first pages of the budget scenarios assume students would be on campus at twenty-five percent of normal, followed by the pages for fifty percent, and lastly, budget projections covering seventy-five percent. The committee accepted this information and discussed campus reopening dates and capacity.

b) Starbucks

Avery updated the committee on the desire of campus stakeholders and students to have a licensed Starbucks location on the University campus, noting that this was now a possibility that Foundation could explore again with the construction of new buildings. Avery disclosed that the new proposed location would be a café on the first floor of the newly constructed Instruction and Innovation building set to open in the Summer of 2021. Avery further stated that Starbucks has agreed to transfer the previously paid thirty thousand dollar license fee to this new location. Avery concluded her report letting the committee know that she was working on a Proforma with staff and Starbucks to present numbers to the Committee and Board to approve a plan to move forward. The committee discussed the proposed cost and timeline.

VIII. Action Items

a) Retirement Governing Body Delegation

*Executive Committee action will be brought to the full Board of Directors for ratification on June 17, 2021.*

Dodd presented a committee charter to the Executive Committee, reminding the committee that previous to this new proposal, they were deemed the correct body to govern Foundation's retirement plan due to permanent staff positions not being in place. Dodd further stated that with permanent staff now hired, she and the advisors felt that the governing body should be staff. Dodd recommended that the Retirement Plan Committee be composed of the Executive Director, Chief Financial Officer, Director of Human Resources and Payroll, and the Controller. The committee accepted this information and agreed with the new direction, but felt they needed more details on the Executive Committee's role of when and how the proposed committee would report to them.

Action NOT APPROVED. The Executive Committee requested that the proposed resolution, FY2021- 08, and the accompanying "Committee Charter" be revised to detail the role of the Executive Committee, specifically when and how the Executive Director should report to the Executive Committee on items delegated to her/him/them.

IX. Other Items

None

X. Adjournment

Huff moved to adjourn, Ward seconded. Motion Carried. Meeting adjourned at 5:21 PM