

## **Development Committee Meeting Minutes**

**Date:** Thursday, August 21, 2025  
**Time:** 1:00PM  
**Location:** Boyd Conference Room, Conley Hall

**Members Present:** Anthony Tolley (virtual), Randall Price, Mike Hastings, Deirdre Guyton

**Absent:** Rebecca Peterson, Chair

**Guests:** Josh Grubb, Darrell Malamisura, Cathy Deeb, Dr. Darrin Martin, Charlie Cole

### **1. Call to Order:**

The meeting was called to order by Dr. Darrin Martin.

### **2. Introduction of Advancement Services Assistant**

Dr. Guyton introduced Izabella Kiser, Advancement Services Assistant.

- Izabella is updating the Banner advancement database, ensuring donor records are accurate for stewardship and tracking.
- Automated thank-you letters are now generated and mailed promptly after donations.
- Seven years of donor history were entered, identifying new top donor prospects.
- PCI is assisting with an updated alumni directory, expected next year.

### **3. Foundation Budget 2025–2026**

Dr. Guyton presented the budget and scholarship allocations:

- Total scholarships for 2025–26: \$174,960.42
  - \$81,960 from endowment
  - Coronado Coal projected: \$20,000
  - Cleveland Cliffs projected: \$8,000
  - Massie: \$10,000
  - Betty Shrader bequest: \$50,000 over five years (annual \$10,000 to Nursing/Allied Health)
  - Jason Whited Scholarship: \$5,000 annually for five years

### **4. Financial Report for July**

The Report of Financials for July 2025 is attached.

- Reviewed accounts: Annual account, Alumni Growth, Master Plan, endowed and administrative funds, FCB Holdings.
- Donations received from the Shott Foundation and Cole Family Foundation were deposited in the Master Plan fund.

### **5. Fiscal Year End (FYE) 2025**

- Scholarships and obligations have been paid out to the University.

- Foundation approved and disbursed a **loan of \$400,000 to the University.**

## 6. Loan to the University

- Loan terms:
  - \$400,000 total, to be repaid over **four years** at **\$100,000 annually**, beginning June 30, 2026.
  - **No interest** included.
- Discussion:
  - Some members recommended **semesterly (\$50,000) or monthly (\$8,000) repayment** to ease financial burden and encourage fiscal discipline.
  - Concern raised about whether a **no-interest loan** is permissible; suggestion to confirm compliance.
  - Agreement that the University must remain committed to timely repayment to maintain Foundation confidence.

## 7. Other Business

- **Prospect Development:**
  - Committee discussed strategies to segment alumni by profession (e.g., engineering graduates) to increase targeted giving.
  - Wealth screening of **11,000 alumni records** is underway with AlumniFinder.
  - Emphasis placed on **relationship building** with donors, not just transactional asks.
  - Mr. Cole suggested consideration of a **monthly giving program** (e.g., \$11/month model like Tunnel to Towers) to engage younger alumni.
  - The committee discussed producing an **annual donor impact report** to improve transparency and stewardship.
- **Next Steps:**
  - Future agendas will include a **strategy component**, not just financial reporting.
  - Focus on **prospect cultivation, donor stewardship, and board engagement.**
  - Members encouraged to review minutes carefully before the Board meeting to reduce duplication of discussion.

## 8. Adjournment

The meeting concluded at 1:48 PM.

*Minutes submitted by: Donna Linkous, Executive Secretary*