

**Florida Agricultural and Mechanical University  
Board of Trustees**



**Direct Support Organizations Committee Meeting  
October 31, 2016  
2:00 p.m.  
Teleconference**

**Committee Members:** Thomas Dortch - Chair  
Bettye Grable, Kelvin Lawson, Craig Reed, Jaylen Smith

**AGENDA**

- I. Call to Order Chair Thomas Dortch
- II. Roll Call Ms. Angie Wiggins

**ACTION ITEMS**

- III. Approval of September 14, 2016, DSO Committee Minutes Chair Dortch
- IV. Acceptance of DSO Budgets (in accordance with IMM No. 2003-01, 8) Mr. George R. Cotton, Sr.  
A. FAMU Foundation, Inc. Vice President, University Advancement  
B. FAMU National Alumni Association Executive Director, FAMU Foundation  
C. FAMU Rattler Boosters, Inc.

**INFORMATIONAL ITEMS**

- V. Update on Divisional Activities Vice President George Cotton, Sr.  
1. FY 2016-17 University Advancement Updates  
2. DSO Updates  
    A. National Alumni Association  
    B. FAMU Foundation, Inc.  
    C. FAMU Rattler Boosters
- VI. New Business Chair Dortch
- VII. Adjournment

**Florida Agricultural and Mechanical University  
Board of Trustees**



**ACTION ITEM**

**Direct Support Organizations Committee  
Monday, October 31, 2016  
Agenda Item: III.**

**Item Origination and Authorization**

Policy \_\_\_\_\_ Award of Bid \_\_\_\_\_ Budget Amendment \_\_\_\_\_ Change Order \_\_\_\_\_  
Resolution \_\_\_\_\_ Contract \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

**Action of Board**

Approved \_\_\_\_\_ Approved w/ Conditions \_\_\_\_\_ Disapproved \_\_\_\_\_ Continued \_\_\_\_\_ Withdrawn \_\_\_\_\_

**Subject:** Approval of DSO Committee Meeting Minutes (September 14, 2016)

**Rationale:** In accordance with the Florida Statutes, a governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

**Attachment:** DSO Committee Meeting Minutes (September 14, 2016)

**Recommendation:** Approve the minutes of the September 14, 2016, DSO Committee Meeting.

**Florida Agricultural and Mechanical University  
Board of Trustees**



Direct Support Organizations Committee Meeting Minutes  
September 14, 2016

**Trustee Thomas Dortch, Chair**

The meeting was called to order at 3:16 p.m. by Committee Chair Thomas Dortch. Ms. Angie Wiggins called the roll, and the following committee members participated: Trustee Bettye Grable, Trustee Kelvin Lawson, Trustee Craig Reed (*telephonically*), and Trustee Jaylen Smith. A quorum was established.

***Approval of the February 10, 2016, Committee Minutes***

The Committee reviewed the minutes from the February 10, 2016, Direct Support Organizations (DSO) Committee Meeting. Trustee Lawson moved approval of the minutes, and the motion was seconded by Trustee Grable. The motion carried.

**Vice President George Cotton, Sr., provided updates on Divisional Activities:**

• **A snapshot was presented on fundraising:**

- A recap of FY 2015-16 fundraising was presented. The year ended at appx. \$6.4M in cash contributions, representing a fundraising record, and an 11% increase over prior giving year. The average gift amount was \$1,300 compared to \$1,000 last year, a 38% increase.
- First quarter of FY 2016-17, current giving is at \$831K as of September 14. The University is on target to hit the \$6.5M goal for this fiscal year.
- There is currently \$1,700,000 in pledged pipeline gifts; those committed to the University to be received within the next 30 days. This includes the \$1M annual installment from John and Sandi Thompson of their \$5M pledge.

• **DSO Updates:**

**DSO Budgets**

Once the budgets have been approved by their respective governing boards, they will be presented to the FAMU Board of Trustees for acceptance.

**Motion:** By Chairman Dortch:

I move that the Board of Trustees approve language that the DSO Budgets should reflect fiscal prudence, and when annual reports are completed, DSO's have to provide justification as to why they exceed 25%. At that point, the Board of Trustees can decide any action it wants to.

**Moved by:** Trustee Dave Lawrence

**Seconded by:** Trustee Kelvin Lawson



**Florida Agricultural and Mechanical University  
Board of Trustees**



**National Alumni Association (NAA)**

- The FAMU NAA continues to be the fundraising anchor at the University, raising over \$700K at the NAA Convention in May. Checks are continuing to come in from the convention.
  - The NAA has awarded more than \$128K to help over 220 FAMU students register for Fall 2016 classes and remain in school.
- Mrs. Carmen Cummings Martin has returned to lead the Office of Alumni Affairs. New partnerships have been initiated, and alumni across the country are being engaged to develop regional fundraising efforts.
- The FAMU NAA Northeast Regional Conference was held August 12-13 in Philadelphia, PA. Trustee Craig Reed served as the keynote speaker.

**FAMU Foundation, Inc.**

- The FAMU Foundation endowment stands at roughly \$113M compared to \$121M one year ago.
- The Foundation is currently accepting proposals for a new fund manager. The RFP deadline closes September 15 for responses; proposals will be reviewed within the next 30 days with the Foundation Board selecting the new manager. A new outsourced CIO/fund manager should be in place by the end of December.

**FAMU Rattler Boosters**

University staff were assigned to work with the Rattler Boosters to bring a positive resolution to outstanding issues. As recently as September 13<sup>th</sup>, the Boosters presented a check to the FAMU Foundation for \$30,000 to be presented to FAMU Athletics. Since last fiscal year, Athletics is owed \$130,000 from the Boosters.

After discussion with the DSO Committee and several members of the Board of Trustees, Vice President Cotton and Athletic Director Milton Overton, the following motion was made and unanimously voted on to be recommended to the Board for approval:

**Motion:** By Chairman Dortch:

I move that the Board of Trustees approve language that first, the Rattler Boosters will have until October 31<sup>st</sup> to come in complete compliance, including documents, transfers, resources, and everything to the University through the Foundation and the Athletic Director (the appropriate system in place), including them working out a payment plan if needed. If they have not complied by Oct. 31<sup>st</sup>, the recommendation is for them to be suspended from all activities as a Booster Club on Oct. 31<sup>st</sup>. If not in compliance by the next Board Meeting, a request will be made for the Board to make a determination.

We also recommend that the Audit Committee will begin immediately in determining how they will proceed with the audit, working with the Athletic Department and the FAMU Foundation to determine what type, if any, and how an external audit from the Board would proceed.

**Moved by:** Trustee Jaylen Smith

**Seconded by:** Trustee Bettye Grable

There being no further business, the meeting adjourned at 3:40 p.m.  
Thomas Dortch, Committee Chair

**Florida Agricultural and Mechanical University  
Board of Trustees**



**ACTION ITEM**

**Direct Support Organizations Committee  
Monday, October 31, 2016  
Agenda Item: IV. A.**

**Item Origination and Authorization**

Policy \_\_\_\_\_ Award of Bid \_\_\_\_\_ Budget Amendment \_\_\_\_\_ Change Order \_\_\_\_\_  
Resolution \_\_\_\_\_ Contract \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

**Action of Board**

Approved \_\_\_\_\_ Approved w/ Conditions \_\_\_\_\_ Disapproved \_\_\_\_\_ Continued \_\_\_\_\_ Withdrawn \_\_\_\_\_

**Subject:**                    **Acceptance of DSO Budget: FAMU Foundation, Inc.**

**Rationale:**                The DSO Budgets are submitted for acceptance in accordance with FAMU Internal Management Memorandum (IMM) Number 2003-01, 8:

The DSO shall submit an annual operating budget, which has been approved by the DSO's governing board and by the President and submitted to the Board for approval. The budget shall be submitted no later than sixty (60) days after the first day of the fiscal year for which the budget pertains.

**FY2016-17**

- Provide maximum scholarship support
- Provide President with resources for targeted strategic initiatives
- Provide fundraising dollars in support of the strategic plan

**Attachment:**              Foundation Operating Budget (see Attachment)

**Recommendation:**      Acceptance of the FAMU Foundation Operating Budget

**FAMU FOUNDATION**  
**Proposed Budget for 2016-2017**

	2015-2016			2016-2017 [1.5% Administrative Fee]			
	Budget	Actual	Difference	Operations	Building	Total	Notes
<b>REVENUE AND SUPPORT</b>							
Operating Revenue [1.5% Allocation]	\$1,866,000	\$1,537,190	(\$328,810)	\$2,329,725	\$0	\$2,329,725	1
License Tags Revenue	\$470,000	429,256	(\$40,744)	\$425,000	\$0	\$425,000	2
Rents & Fees 625 E TN ST	\$0	\$30,390	\$30,390	\$0	\$0	\$0	3
Contingency Revenue	\$550,802	\$86,894	(\$463,908)	\$0	\$186,475	\$186,475	4
<b>TOTAL REVENUE AND SUPPORT</b>	<b>\$2,886,802</b>	<b>\$2,083,730</b>	<b>(\$803,072)</b>	<b>\$2,754,725</b>	<b>\$186,475</b>	<b>\$2,941,200</b>	
<b>EXPENDITURES</b>							
Foundation Operations							
Staff Salaries and Benefits	\$935,211	\$491,018	\$444,193	\$781,987	\$0	\$781,987	5
Contractual Services	\$40,000	\$383	\$39,617	\$20,000	\$0	\$20,000	6
General Counsel & Legal Services	\$60,000	\$58,333	\$1,667	\$75,000	\$0	\$75,000	7
Auditing and Accounting Services	\$65,300	\$67,042	(\$1,742)	\$65,300	\$0	\$65,300	8
Foundation Board Meetings	\$75,000	\$136,775	(\$61,775)	\$120,000	\$0	\$120,000	9
Staff Travel	\$20,000	\$12,035	\$7,965	\$25,000	\$0	\$25,000	10
Memberships & Subscriptions	\$2,450	\$0	\$2,450	\$5,000	\$0	\$5,000	11
Insurance	\$34,031	\$11,234	\$22,797	\$3,000	\$17,000	\$20,000	12
Janitorial Services	\$10,000	\$18,611	(\$8,611)	\$3,000	\$17,000	\$20,000	13
Office Security Monitoring	\$4,322	\$6,563	(\$2,241)	\$1,125	\$6,375	\$7,500	14
Office Utilities	\$43,000	\$48,550	(\$5,550)	\$7,500	\$42,500	\$50,000	15
Pest Control	\$1,080	\$3,517	(\$2,437)	\$600	\$3,400	\$4,000	16
Grounds Maintenance	\$7,000	\$5,288	\$1,712	\$1,800	\$10,200	\$12,000	17
Software Maintenance	\$28,251	\$28,100	\$151	\$42,000	\$0	\$42,000	18
Telephone	\$2,500	\$0	\$2,500	\$2,500	\$0	\$2,500	19
Office Equipment/Furniture	\$5,000	\$11,388	(\$6,388)	\$20,000	\$0	\$20,000	20
Materials, Printing & Postage	\$20,000	\$16,279	\$3,721	\$35,000	\$0	\$35,000	21
625 E TN Street Renovations	\$185,000	\$15,704	\$169,296	\$0	\$40,000	\$40,000	22
625 E TN Street Reserve Fund	\$60,000	\$0	\$60,000	\$0	\$50,000	\$50,000	22
Bank Fees	\$5,500	\$2,635	\$2,865	\$5,000	\$0	\$5,000	19
Other	\$2,126	\$1,210	\$916	\$2,126	\$0	\$2,126	19
Operating Contingency	\$12,500	\$0	\$12,500	\$12,500	\$0	\$12,500	19
<b>Total Foundation Operations</b>	<b>\$1,618,271</b>	<b>\$934,665</b>	<b>\$683,606</b>	<b>\$1,228,438</b>	<b>\$186,475</b>	<b>\$1,414,913</b>	
Office of University Advancement							
Advancement Operations/Development Support	\$57,500	\$57,500	\$0	\$80,000	\$0	\$80,000	23
Fundraising Activities [75% lic tag rev]	\$352,500	\$321,942	\$30,558	\$318,750	\$0	\$318,750	24
<b>Total Office of University Advancement</b>	<b>\$410,000</b>	<b>\$379,442</b>	<b>\$30,558</b>	<b>\$398,750</b>	<b>\$0</b>	<b>\$398,750</b>	
University Support							
University President Compensation	\$315,495	\$315,494	\$1	\$236,984	\$0	\$236,984	25
Interim University President Compensation	\$0	\$0	\$0	\$233,090	\$0	\$233,090	26
President Bonus	\$75,000	\$0	\$75,000	\$0	\$0	\$0	27
Office of the President	\$175,000	\$175,000	\$0	\$25,000	\$0	\$25,000	28
University Auxiliary Support	\$17,536	\$14,034	\$3,502	\$216,379	\$0	\$216,379	29
Board of Trustees Assessment	\$13,000	\$13,000	\$0	\$20,000	\$0	\$20,000	30
Board of Governors Assessment	\$13,000	\$12,781	\$219	\$14,000	\$0	\$14,000	31
Lobbying Expenses	\$132,000	\$132,000	\$0	\$79,000	\$0	\$79,000	32
License Tags Scholarships [25% lic tags rev]	\$117,500	\$107,314	\$10,186	\$106,250	\$0	\$106,250	33
<b>Total University Support</b>	<b>\$858,531</b>	<b>\$769,623</b>	<b>\$88,908</b>	<b>\$930,703</b>	<b>\$0</b>	<b>\$930,703</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$2,886,802</b>	<b>\$2,083,730</b>	<b>\$803,072</b>	<b>\$2,557,891</b>	<b>\$186,475</b>	<b>\$2,744,366</b>	
<b>NET SURPLUS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$196,834</b>	<b>\$0</b>	<b>\$196,834</b>	<b>34</b>

FAMU FOUNDATION ~ Proposed Fiscal Year 2016-2017 Operating Budget Notes

Note	Comments
1	<p>Operating Revenue</p> <p>\$200,000 Earnings on non-endowed funds of approximately \$20M at 1% (checking account rate)</p> <p>\$6,000 Administrative fees on disbursements, approximately 2,400 checks/year at \$2.50 each</p> <p>\$300,000 Administrative fees on incoming gifts, fundraising goal for FY 2016-2017 of \$6.5M at 5% / 7%</p> <p><u>\$1,823,725</u> Annual endowment administrative fees of 1.5% using moving average method of calculation</p> <p>\$2,329,725</p>
2	Projected decrease in license tags revenue
3	Building will not be transferred to University; there are no potential tenants
4	Contingency revenue line will be used to cover building expenses
5	Salaries and Benefits for personnel in Accounting Operations, Gift Processing, and Fundraising funded by Foundation.
6	Decrease in consultant services as increase in fundraising staff
7	General counsel contract increased
8	External auditors on-going, five year contract with approximately 2-3 years remaining [fy ending 6/30/14-6/30/18]
9	Increase due to both board meetings being held out of Tallahassee: Orlando and possibly Baltimore (partner with National Alumni Association)
10	Travel for Foundation staff
11	Increase memberships and subscriptions as staff expands
12	Insurance decreased based on FY 2015-2016 actual of \$11,234
13	Janitorial increased based on FY 2015-2016 actual of \$18,611
14	Office Security Monitoring increased based on FY 2015-2016 actual of \$6,563
15	Office Utilities increased based on FY 2015-2016 actual of \$48,250
16	Pest Control increased based on FY 2015-2016 actual of \$3,517
17	Grounds will be maintained by a professional lawn service
18	Software maintenance increased based on FY 2015-2016 actual of \$28,100
19	Telephone, Bank Fees, Others, Operating Contingency budgeted at same amounts as FY 2015-2016
20	Increased for copier maintenance paid previously by University funds and new staff equipment
21	Materials, Printing, & Postage increased due to Comprehensive Campaign expenses
22	Decreased due to no current renovation plans; as possibility of obtaining tenants, rehab/modification cost will be made to accommodate tenants needs
23	Development Support increased to support Development/Fundraising travel and related expenses
24	75% of projected license tags revenue received
25	University President Compensation of \$315,495 for time period July 1 2016 thru March 31 2017 (9 mos.)
26	Interim University President Compensation: Salaries & benefits \$185K + housing allowance \$42K + car allowance \$14,400 for time period 09/15/16-06/30/17 [9.5 mos.] _ Calculation provided by University
27	President Bonus moved to University Auxiliary to use funds to reimburse University Auxiliary account (for Athletics)
28	Office of the President decreased to reallocate \$100k to reimburse University Auxiliary account (for Athletics)

- 29 University Auxiliary Support - Funds to be used to reimburse University Auxiliary account (for Athletics) [\$100K from University Support + \$41,379 budgeted previously for University Executive Compensation Supplement + President Bonus \$75K]
- 30 Board of Trustees Assessment increased based on FY 2015-2016 actual and pending invoices
- 31 Board of Governors increased to allow for potential billing increase from Board of Governors Foundation
- 32 Lobbying Expenses decreased support of lobbying expenses, non-foundation related expenses
- 33 25% of projected license tags revenue
- 34 Projected revenue will exceed projected expenses - increase reserve/fund balance



Florida Agricultural and Mechanical University  
Board of Trustees



**ACTION ITEM**

**Direct Support Organizations Committee**  
**Monday, October 31, 2016**  
**Agenda Item: IV. B.**

**Item Origination and Authorization**

Policy \_\_\_\_\_ Award of Bid \_\_\_\_\_ Budget Amendment \_\_\_\_\_ Change Order \_\_\_\_\_  
Resolution \_\_\_\_\_ Contract \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

**Action of Board**

Approved \_\_\_\_\_ Approved w/ Conditions \_\_\_\_\_ Disapproved \_\_\_\_\_ Continued \_\_\_\_\_ Withdrawn \_\_\_\_\_

**Subject:** **Acceptance of DSO Budget: FAMU National Alumni Association (NAA)**

**Rationale:** The DSO Budgets are submitted for acceptance in accordance with FAMU Internal Management Memorandum (IMM) Number 2003-01, 8:

The DSO shall submit an annual operating budget, which has been approved by the DSO's governing board and by the President and submitted to the Board for approval. The budget shall be submitted no later than sixty (60) days after the first day of the fiscal year for which the budget pertains.

**The NAA's Budget is tied to the following objectives:**

- Student Recruitment
- Alumni Chapter Development and Stewardship
- Fundraising
- Government Relations

**Attachment:** National Alumni Association Budget (see Attachment)

**Recommendation:** Acceptance of the FAMU National Alumni Association Budget

**FAMU National Alumni Association  
2016-2017 Budget Requests**

<u>Budget Requestor</u>	<u>Budgeted 2014-2015</u>	<u>Actuals 2014-2015</u>	<u>Budget Request 2015-2016</u>	<u>Budgeted 2015-2016</u>	<u>Actuals 2015-2016</u>	<u>Budget Request 2016-2017</u>
Alumni Village	3,000.00	-	3,000.00	-	-	-
Endowed Retention Scholarship	-	-	20,000.00	20,000.00	4,200.00	20,000.00
Farwest Region	-	-	-	-	-	12,000.00
Financial Aid & Scholarship Committee	1,600.00	60,804.44	50,000.00	50,000.00	50,200.00	52,000.00
Florida Region						
Fundraising Committee	3,000.00	5,090.83	5,000.00	4,500.00	5,090.83	5,469.90
Governmental Relations Committee	500.00	-	9,330.00	9,330.00	7,758.82	11,240.00
History Book	-	-	-	-	-	6,754.00
Houston Chapter	-	-	-	-	-	14,360.00
Media & Technology Committee	2,400.00	-	4,948.74	4,949.00	17.98	-
Membership Committee	8,000.00	-	6,000.00	16,000.00	22,000.00	27,000.00
Public Relations Committee	-	-	-	-	-	37,000.00
Recruitment Committee	1,500.00	-	25,000.00	200.00	-	-
Retention Committee				20,000.00	4,200.00	20,000.00
Student National Alumni Association	10,632.00	-	12,000.00	10,632.00	-	12,000.00
<b>TOTAL</b>	<b>30,632.00</b>	<b>65,895.27</b>	<b>135,278.74</b>	<b>135,611.00</b>	<b>93,467.63</b>	<b>217,823.90</b>

*Gary R. ... President*  
*James ... Recording Secretary*

FAMU National Alumni Association  
2016-2017 Final Budget  
REVENUES

REVENUE CATEGORIES		FUND	2014-2015 BUDGET	2015-2016 BUDGET	Unaudited 2015-2016 Actual	2015-2016 Variance	2016-2017 BUDGET	NOTES
			7/1/2014	7/1/2015	1/31/2016	1/31/2016	1/31/2016	
<b>1000-Operating Income</b>								
1010	Regular & Associates Memberships	211	\$46,550	\$46,550	\$23,720	\$22,830	\$100,000	2,000 members @ \$50. Note that the Committee recommends raising the National dues from \$35 to \$50 in order to support paying professional staff to take on the work that previously was handled by FAMU dedicated Office of Alumni Affairs employees.
1020	Life Endowment Earnings	198	\$35,626	\$50,000	\$52,106	\$2,106	\$52,107	Note that the Committee recommends taking all interest earned from the Life Membership Endowment Account each year to place into operations. This is a departure from the previous agreement reached at the Las Vegas Annual Meeting was to take the Lesser of two values : Either (5.5% Variable Interest Rate - 1% Administrative Charge) * (Average Balance of Life Membership Endowment for the previous fiscal year) OR Life Members x \$35 as per Las Vegas Membership Meeting Agreement.
1145	Fundraising & Miscellaneous Activities	211	\$30,063	\$25,000	\$17,456	\$7,544	\$2,000	*This now includes Church Day Revenues under the Fundraising Committee.
1145.1	Church Day Revenue	1335	\$0	\$5,000	\$195	\$4,805	\$0	
1145.2	FAMU Day at the Capitol Registrations (300@\$10)	211	\$0	\$3,000	\$0	\$3,000	\$3,000	300 Participant Registrations @\$10 each
<b>Total Operating Income</b>			<b>\$112,239</b>	<b>\$129,550</b>	<b>\$93,478</b>	<b>\$36,072</b>	<b>\$157,107</b>	
<b>1100-Restricted Income - Other Revenue</b>								
1120	New Life Members	197	\$37,500	\$56,250	\$31,685	\$24,565	\$56,250	75 members @ \$750
1140	Contributions (Chapters, Alumni, and Individual)	211	\$0	\$211	\$63	\$274	\$0	
1150	Contributions (NAA Million Dollar Campaign Endowment)	1404	\$0	\$0	\$3,117	\$3,117	\$3,000	
1160	Endowed Scholarship Fund Earnings - Draw (Million Dollars Campaign Earnings)	1405	\$0	\$12,986	\$0	\$0	\$0	account funds from the balance this year due to the new NAA Retention Scholarship Account.
	NAA Retention Scholarship	1894					\$300,000	There will be a big push for individuals and Chapters to write checks directly to the FAMU NAA for this purpose at the FAMU NAA Fundraising Breakfast event in order to reach this goal.
1160	Endowed Scholarship Fund Earnings (Million Dollars Campaign Earnings)	1405	\$7,014	\$7,014	\$7,517	\$503	\$7,517	(5.5% Variable Interest Rate - 2% Administrative Charge) * (Average Balance of Million Dollar Endowment for the previous fiscal year).
1200	History Book	211					\$6,754	
<b>Total Restricted Income - Other Revenue</b>			<b>\$44,514</b>	<b>\$76,039</b>	<b>\$42,382</b>	<b>\$20,671</b>	<b>\$373,521</b>	
<b>1200-Restricted Income - Scholarships</b>								
1210	Restricted Scholarships	204	\$78,397	\$50,000	\$60,500	\$10,500	\$20,000	Chapters & Ind. (3 Yr Running Average)
1220	Unrestricted Scholarships - Draw	206	\$0	\$22,000	\$0	\$0	\$0	
1220	Unrestricted Scholarships	206	\$9,033	\$3,000	\$4,405	\$1,405	\$3,000	Alumni and Individuals
<b>Total Restricted Income - Scholarships</b>			<b>\$87,430</b>	<b>\$75,000</b>	<b>\$64,905</b>	<b>\$11,905</b>	<b>\$23,000</b>	
<b>Distinguished Alumni Awards Gala</b>								
1230	Registrations/Ticket Purchases	202	\$10,000	\$17,000	\$200	\$16,800	\$20,000	170 Participants @ \$100.00 each
1240	Souvenir Program Ads	202	\$0	\$0	\$0	\$0	\$0	
1250	Donations/Gifts	202	\$0	\$0	\$0	\$0	\$0	
<b>Total Restricted Income - D.A.A.G.</b>			<b>\$10,000</b>	<b>\$17,000</b>	<b>\$200</b>	<b>\$16,800</b>	<b>\$20,000</b>	
<b>1300-Restricted Income - Annual/General Meeting/May</b>								
1310	Meeting Full Registration Fees	213	\$50,000	\$30,000	\$2,161	\$27,839	\$75,000	250 Registrants @ \$300

FAMU National Alumni Association  
 2016-2017 Final Budget  
**REVENUES**

			<b>2014-2015</b>	<b>2015-2016</b>	<b>Unaudited</b>	<b>2015-2016</b>	<b>2016-2017</b>	
	<b>REVENUE CATEGORIES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>NOTES</b>
					<b>Actual</b>	<b>Variance</b>	<b>BUDGET</b>	
1320	Meeting Single Day Registrations	213	\$1,000	\$1,000	\$0	\$1,000	\$2,000	20 Registrants @ \$100 a day
1330	Souvenir Booklet Ads	213	\$3,000	\$1,800	\$400	\$1,400	\$1,800	Chapter, Region, Corporate & Vendor Ads
1340	Contributions (Chapters, Alumni & Individuals)	213	\$0	\$0	\$0	\$0	\$0	
1360	Contributions (Corporate)	213	\$40,000	\$48,000	\$3,500	\$44,500	\$40,000	GEICO & Other
1370	Vendors	213	\$1,000	\$1,000	\$600	\$400	\$1,000	8 vendors @ \$125 each
	<b>Total Restricted Income - Annual Meeting Revenue</b>		<b>\$95,000</b>	<b>\$81,800</b>	<b>\$0</b>	<b>\$75,139</b>	<b>\$119,800</b>	
	<b>Total Projected Revenue/Other Source</b>		<b>\$349,183</b>	<b>\$379,389</b>	<b>\$200,965</b>	<b>\$136,778</b>	<b>\$693,428</b>	



**FAMU National Alumni Association  
2016-2017 Final Budget  
EXPENDITURES**

Line Item	EXPENDITURES CATEGORIES	FUND	2014-2015 BUDGET 7/1/2014	2015-2016 BUDGET 7/1/2015	Unaudited 2015-2016 Actual	2015-2016 Variance 1/31/2016	2016-2017 BUDGET 7/1/2015	NOTES
<b>2000- Operating Expense - Alumni Operations</b>								
2004	NAA Printing	211	\$1,000	\$300	\$207	\$93	\$600	
2009	Media and Technology Committee	211	\$2,400	\$4,949	\$18	\$4,931	\$3,740	Online Database and all internet service charges (e.g. GoDaddy, Constant Contact, domains)
2010	Annual NAA Audit/990 Report	211	\$12,500	\$12,500	\$9,500	\$3,000	\$12,500	
2013	Membership Packets (Pins, etc.)	211	\$14,000	\$16,000	\$9,264	\$6,736	\$20,000	Regular & Life Membership
2021	Travel - Executive Board Annual Meeting	211	\$7,100	\$7,100	\$300	\$6,800	\$7,100	National Officers (8 Elected officers+6 Appointed officers)*700
2022	Travel - Alumni Affairs/University Office / NAA Annual Meeting	211	\$1,014	\$1,014	\$689	\$325	\$2,000	Two representatives from OAA (travel and hotel expense)
2023	Travel - President Special Meeting & Events	211	\$3,000	\$7,000	\$11,034	\$4,034	\$10,000	For president, or his/her designated rep. per EB approval
2024	NAA Teleconferences/Phone	211	\$100	\$0	\$0	\$0	\$1,800	12*150 per month
2025	NAA Homecoming	211	\$1,600	\$4,500	\$3,710	\$790	\$4,500	
2025.1	Regional and Chapter Support - Alumni Village	211	\$3,000	\$0	\$0	\$0	\$0	GEICO Sponsored Hospitality
2025.2	Regional and Chapter Support - MEAC Basketball Tournament	211	\$800	\$0	\$0	\$0	\$0	GEICO Sponsored Hospitality
2025.3	Hospitality - Alumni, Supporters and Friends - Florida Classic	211	\$3,400	\$2,000	\$5,389	\$3,389	\$5,000	GEICO Sponsored Hospitality
2025.4	Hospitality - Alumni, Supporters and Friends	211	\$1,200	\$0	\$1,110	\$1,110	\$523	GEICO Sponsored Hospitality
2026	Governmental Affairs Committee	211	\$500	\$1,200	\$0	\$1,200	\$1,200	BOG & BOT Meeting Travel. Also see 2040.1 FAMU Day @ Capitol
2028	Check Charges / Bank Fee / Merchant Fee	211	\$1,500	\$250	\$155	\$95	\$250	
2029	NAA Document Update	211	\$0	\$0	\$0	\$0	\$0	
2030	New Student Preview (Fall & Spring)	211	\$1,500	\$200	\$0	\$200	\$200	Spring Preview Door Prizes
2031	State Licenses	211	\$75	\$75	\$0	\$75	\$75	Secretary of State Division of Corporations Annual Report
2032	NAA President's Expense Account	211	\$500	\$1,000	\$224	\$776	\$1,000	
2039	NAA Membership Committee Expenses	211	\$8,000	\$6,000	\$0	\$6,000	\$3,000	
2039.1	Scholarship Committee	211	\$1,600	\$1,600	\$304	\$1,296	\$1,500	Original budget had this item coming out of the 0206 account, however, expense paid from 0211
2040	NAA Publicity Expenses/Gala, Reception, Meetings, etc.	211	\$3,000	\$3,000	\$0	\$3,000	\$8,000	
2040.1	FAMU Day @ Capitol	211	\$3,250	\$8,130	\$7,759	\$371	\$8,130	
2042	Fundraising Committee	211	\$3,000	\$4,500	\$5,091	\$591	\$6,000	*Note This includes a \$500 amount for Church Day which is now combined with the Fundraising Committee Appropriation
2042.1	Church Day	1335	\$0	\$500	\$0	\$500	\$0	
2044	NAA Contingencies (Contract Services, etc.)	211	\$500	\$500	\$0	\$500	\$500	
2049	NAA Postage	211	\$1,500	\$200	\$66	\$134	\$500	
2050	NAA Liability Insurance-Financial Officer's Bonding	211	\$300	\$300	\$0	\$300	\$300	2 officers bonding
5000	Election - 2015 Election	211	\$0	\$10,000	\$11,630	\$1,630	\$0	Survey Ballots
3050	Student NAA Chapter	211	\$3,000	\$10,632	\$0	\$10,632	\$5,316	2016 National Convention Assistance
7000	History Book	211					\$6,754	The History Book must be self supportive
<b>Total Operating Expenses</b>			<b>\$79,339</b>	<b>\$103,450</b>	<b>\$66,450</b>	<b>\$37,000</b>	<b>\$110,488</b>	7,038,000
<b>NAA Association Employees</b>								
6000	Fiscal Operations Director Salary	211					\$63,000	
6010	Fiscal Operations Director Benefits	211					\$19,530	Benefit Salary Rate is 31%
6000	Membership Director Salary	211					\$0	
6010	Membership Director Benefits	211					\$0	Benefit Salary Rate is 31%
6020	Payroll Management	211					\$1,260	= 2% of the Salary amounts.'
							<b>\$83,790</b>	
<b>Contributions to University</b>								
3010	NAA Scholarships	211	\$50,000	\$0	\$0	\$0	\$0	0 NAA Scholarships monies to come directly from scholarship accounts
3010	NAA Chapter Scholarships	204	\$78,397	\$50,000	\$63,628	\$13,628	\$20,000	0204 Restricted Disbursements: = \$142,737.93 average (2011-12 - \$120,415.00, 2012-13 - \$128,017.35, 2013-14 - \$179,781.44)
3020	NAA Scholarships	206	\$0	\$50,000	\$50,200	\$200	\$20,000	NAA Scholarship Committee Awards to First Time In College FAMU Students. 0206 Unrestricted Disbursements.
3030	Unrestricted Contributions to the University	206	\$0	\$0	\$0	\$0	\$3,000	
3040	Endowed Scholarship	1405	\$0	\$20,000	\$4,200	\$15,800	\$0	Student Retention Scholarships
3050	NAA Retention Scholarship	1894					\$300,000	Student Retention Scholarships
<b>Total Contributions to University</b>			<b>\$128,397</b>	<b>\$120,000</b>	<b>\$118,028</b>	<b>\$1,973</b>	<b>\$343,000</b>	\$224,973
<b>4000 Restricted Expense - Annual Meeting</b>								

**FAMU National Alumni Association  
2016-2017 Final Budget  
EXPENDITURES**

Line Item	EXPENDITURES CATEGORIES	FUND	2014-2015 BUDGET 7/1/2014	2015-2016 BUDGET 7/1/2015	Unaudited 2015-2016 Actual	2015-2016 Variance 1/31/2016	2016-2017 BUDGET 7/1/2015	NOTES	
4010	Contract Services (Food, Rooms, etc.)	213	\$50,000	\$50,000	\$3,003	\$46,998	\$50,000		
4020	Printing (Souvenir Booklets, Programs, etc.)	213	\$3,500	\$3,500	\$803	\$2,698	\$3,500		
4030	Bags & Badges	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000		
4040	Hospitality	213	\$2,500	\$2,500	\$403	\$2,098	\$2,500		
4050	Travel (Negotiations, etc.)/University/Guest Speaker Hotel	213	\$12,000	\$12,000	\$1,115	\$10,885	\$12,000		
4060	Postage & Telephone	213	\$2,500	\$2,500	\$3	\$2,498	\$2,500		
4070	Miscellaneous (Reimbursement)	213	\$700	\$700	\$0	\$700	\$700		
4075	GEICO Hospitality Sponsorships (Fall Football Season)	213	\$0	\$8,000	\$5,825	\$2,175	\$8,000	GEICO Sponsored Hospitality	
4075.1	GEICO Hospitality - Alumni Village	213	\$0	\$1,000	\$0	\$1,000	\$1,000	GEICO Sponsored Hospitality	
4075.2	GEICO Hospitality - MEAC Basketball Tournament	213	\$0	\$1,000	\$0	\$1,000	\$1,000	GEICO Sponsored Hospitality	
4080	Materials & Supplies (Trophies/Awards, etc.)	213	\$700	\$700	\$0	\$700	\$700		
4085	Advertising/Website Development	213	\$5,000	\$5,000	\$0	\$5,000	\$5,000		
4090	Event Planner	213	\$0	\$0	\$0	\$0	\$0		
<b>Total Restricted Expense - Annual Meeting Expenses</b>			<b>\$77,900</b>	<b>\$87,900</b>	<b>\$11,150</b>	<b>\$76,750</b>	<b>\$87,900</b>		
<b>4000 D.A.A.G - Distinguished Alumni Awards Gala</b>									
6010	Contract Services (Food, Rooms, etc.)	202	\$5,000	\$5,000	\$0	\$5,000	\$5,000		
6020	Awards/Trophies/Certificates	202	\$1,500	\$1,500	\$0	\$1,500	\$3,500		
6030	Printing (Souvenir Booklets, Programs, etc.)	202	\$1,000	\$1,000	\$0	\$1,000	\$1,000		
6040	Travel	202	\$1,500	\$1,500	\$0	\$1,500	\$1,500		
6050	Rental Expenses	202	\$750	\$750	\$0	\$750	\$750		
6070	Materials & Supplies	202	\$250	\$250	\$0	\$250	\$250		
<b>Total Restricted Expense - DAAG Expenses</b>			<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$12,000.00</b>		
<b>Accounts</b>									
	National Alumni Life Membership	197	\$37,500	\$56,250	\$31,685	\$24,565	\$56,250	We account for the same revenue amount on the Revenue side because we have to restrict these monies and deposit them in the Alumni Endowed account and not expend any principal dollars.	
	Scholarships (Unrestricted)	206	\$9,033	\$0	\$4,405	\$4,405	\$0		
	Scholarships (Restricted)	204	\$0	\$0	\$60,500	\$60,500	\$0		
	Million Dollars Campaign Earnings	1405	\$7,014	\$0	\$7,517	\$7,517	\$0		
	<b>Endowment/Restricted Accounts</b>		<b>\$53,547</b>	<b>\$56,250</b>	<b>\$104,107</b>	<b>\$47,857</b>	<b>\$56,250</b>		
<b>Total Projected Expenditures/Contributions</b>			<b>\$349,183</b>	<b>\$377,600</b>	<b>\$299,735</b>	<b>\$169,635</b>	<b>\$693,428</b>		
<b>Total Projected Revenue/Other Source</b>			<b>\$349,183</b>	<b>\$379,389</b>	<b>\$200,965</b>		<b>\$693,428</b>		
<b>Total Projected Expenditures/Contributions</b>			<b>\$349,183</b>	<b>\$377,600</b>	<b>\$299,735</b>		<b>\$693,428</b>		
<b>Revenue/Other Source Less Expenditures/Contributions</b>			<b>\$0</b>	<b>\$1,789</b>	<b>\$98,770</b>		<b>\$0</b>		
<b>Gregory L. Clark</b>									
<b>President, National Alumni Association</b>									
<b>Reginald J. Mitchell, Sr., Recording Secretary</b>									
<b>Reginald J. Mitchell, Sr., Chairman, Budget Committee</b>									

Florida Agricultural and Mechanical University  
Board of Trustees



**ACTION ITEM**

**Direct Support Organizations Committee**  
**Monday, October 31, 2016**  
**Agenda Item: IV. C.**

**Item Origination and Authorization**

Policy \_\_\_\_ Award of Bid \_\_\_\_ Budget Amendment \_\_\_\_ Change Order \_\_\_\_  
Resolution \_\_\_\_ Contract \_\_\_\_ Grant \_\_\_\_ Other \_\_\_\_

**Action of Board**

Approved \_\_\_\_ Approved w/ Conditions \_\_\_\_ Disapproved \_\_\_\_ Continued \_\_\_\_ Withdrawn \_\_\_\_

**Subject:** Acceptance of DSO Budget: FAMU Rattler Boosters, Inc.

**Rationale:** The DSO Budgets are submitted for acceptance in accordance with FAMU Internal Management Memorandum (IMM) Number 2003-01, 8:

The DSO shall submit an annual operating budget, which has been approved by the DSO's governing board and by the President and submitted to the Board for approval. The budget shall be submitted no later than sixty (60) days after the first day of the fiscal year for which the budget pertains.

**Attachment:** Rattler Boosters Budget (awaiting budget)

**Recommendation:** Acceptance of the FAMU Rattler Boosters Budget

**Florida Agricultural and Mechanical University  
Board of Trustees**



**Direct Support Organizations Committee  
October 31, 2016  
Agenda Item: V.**

**Subject: Update on Divisional Activities**

- Summary:** Update on Divisional Activities:
1. FY 2016-17 University Advancement Updates
  2. DSO Updates
    - A. National Alumni Association
    - B. FAMU Foundation, Inc.
    - C. FAMU Rattler Boosters



**Florida Agricultural and Mechanical University  
Board of Trustees**



**Direct Support Organizations Committee**

**Overall Updates on Divisional Activities**

**IV. 1. FY 2016-17 University Advancement Updates**

- **A Snapshot on Fundraising:**
  - Year-to-Date, over \$1.57M has been raised in cash donations. This same period last year, \$2.51M had been raised in cash donations.
  - The average gift amount to date is \$869.02.

**IV. 2. DSO Updates**

**A. National Alumni Association (NAA)**

- **Mobile 5<sup>th</sup> Quarter Classic** - The FAMU NAA and Tuskegee Alumni Association, along with FAMU Athletics powered the 5<sup>th</sup> Quarter Classic in Mobile Alabama, mid-September. More than 19,000 fans attended the football game.

FAMU NAA Leadership also sponsored numerous alumni welcome events and a community service program in support of Saint Mary's mission, a local foster care facility in Mobile. The NAA provided game tickets to a couple dozen foster care teens to expose them to the FAMU experience and to enjoy the Marching 100.

The 5<sup>th</sup> Quarter Classic was the first large alumni event for Dr. Larry Robinson in his new role as Interim President. Dr. Robinson had two meetings with Alumni Leadership and Chapter Presidents from across the country to share his vision for the University.

- **2016 Legacy of Leaders Awards** - NAA President LTC Gregory Clark was saluted as the 2016 HBCU Alumni Association President of the Year. The FAMU NAA was also named Alumni Association of the Year, as part of the Legacy of Leaders salute during Black College Alumni Hall of Fame Weekend, mid-September in Atlanta.
- **FAMU Homecoming 2016** - The Office of Alumni Affairs assisted the FAMU NAA in numerous alumni engagement initiatives during a very successful FAMU Homecoming weekend. The FAMU NAA unveiled its new book which chronicles the journey of the alumni association since its inception from 1901 to 2015. The event was presented to a packed house in the Meek Eaton archives. President and Mrs. Robinson, Vice Chair Kimberly Moore, and Hollywood movie producer Will Packer were among the dignitaries joining President Greg Clark at the alumni event.
- **Life Membership** - The FAMU NAA proudly welcomes Trustees Robert Woody, Thomas Dortch, Harold Mills, The Honorable Belvin Perry, and David Lawrence as new Life Members to the Association. These Trustees join Vice Chair Kimberly Moore and Rev. Matthew Carter who recently became life members. All of them will be saluted and presented their awards by NAA President Clark during the FAMU Board of Trustees Meeting in Orlando.

**Florida Agricultural and Mechanical University  
Board of Trustees**



**B. FAMU Foundation, Inc.**

- The Fall 2016 FAMU Foundation Board of Directors Meeting will be held November 17-18, 2016, in Orlando, Florida.
- The Foundation has completed the FY 2015-16 annual external audit of the financial statements.
- Members of the Foundation's Investment Committee have completed the review and selection process of investment management RFP's. Firms selected to advance through the process will make presentations to the FAMU Foundation Board during the Fall 2016 Board Meeting in Orlando, FL.
- An update will be provided on the FAMU Foundation's investment portfolio. The portfolio currently stands at \$113M.
  - The Foundation is currently in the process of reviewing its investment management in consideration of converting to an outsourced CIO.
    - An RFP process is underway with anticipated selection November 2016.

**C. FAMU Rattler Boosters**

- At the September 15, 2016, FAMU Board of Trustees Meeting, the DSO Committee made a recommendation to the board to approve language that first, the Rattler Boosters will have until October 31<sup>st</sup> to come in complete compliance, including documents, transfers, resources, and everything to the University through the Foundation and the Athletic Director (the appropriate system in place), including them working out a payment plan if needed. If they have not complied by Oct. 31<sup>st</sup>, the recommendation is for them to be suspended from all activities as a Booster Club on Oct. 31<sup>st</sup>. If not in compliance by the next Board Meeting, a request will be made for the Board to make a determination.
- It was also recommended to the FAMU Board of Trustees that the Audit Committee will begin immediately in determining how they will proceed with the audit, working with the Athletic Department and the FAMU Foundation to determine what type, if any, and how an external audit from the Board would proceed.