



**August 27, 2024
10:00 AM (EST)**

Approved November 4, 2024

Virtual Meeting

I. **Call to Order**

Committee Chair, Don Wilson, called the meeting of the Florida Polytechnic University Foundation Governance Committee to order at 9:02 AM.

II. **Roll Call**

Kim Kennedy called the roll: Committee Chair, Don Wilson; Kristen Lowers; Ivette O'Doski; Dr. Muhammad Rashid and Donna Slyster were present (Quorum). Foundation CEO, Kathy Bowman, and BOD Vice Chair, Ana Wood-Rogers, were also present. University staff present were Kim Kennedy, Executive Assistant to VP/CEO; Jasmine Peterson, Staff Accountant; Melaine Schmitz, Associate General Counsel and Lidia Vigil, Director of Corporate and Foundation Relations/COO.

III. **Public Comment**

Kim Kennedy stated no requests for public comment were received.

IV. **Approval of Minutes**

Kristen Lowers motioned to approve the minutes of the Florida Polytechnic University Foundation Governance Committee meeting held May 6, 2024, as presented. Donna Slyster seconded the motion; a vote was taken, and the motion passed unanimously.

V. **Work Plan Overview**

Chair Wilson made note of the items within the Committee's area of responsibility for each meeting through the fiscal year. He also stated although policy review of Sections 5 and 3 was to be addressed during this meeting per the Work Plan, no revisions for these sections are required at this time.

VI. **Audit Procedure Update – Timeline**

Jasmine Peterson, Staff Accountant, stated she is meeting twice weekly with CLA, the Foundation's auditing firm. To date, all requested documents have been submitted and anticipate journal entry samples will be requested in the near future. The audit trial balance is due to the University mid-September.

VII. **Closing Remarks and Adjournment**

Chair Wilson stated the next meeting of the Florida Polytechnic University Foundation Governance Committee is tentatively scheduled for October 22, 2024. He also encouraged the Committee to attend, in person if possible, the next Foundation Board of Directors meeting scheduled for Friday, September 13, 2024.

With no further business to discuss, this meeting of the Florida Polytechnic University Foundation Governance Committee adjourned at 10:08 AM.