

Cal Poly Humboldt FOUNDATION

Minutes of the DONOR INTENTION & FULFILLMENT COMMITTEE August 22, 2025

Members Present:

Carin Kaltschmidt
Eden Donahue
Steve Karp
Robin Quigley
Robin Smith

Members Absent:

Jordan Kemme
Jack McGurk

Guests: Rich Alvarez, Kelly Ayala, Ana Davis, Kevin Furtado, Stacie Lyans, Angie Petroske, Jamie Rich, Guido Setton, Travis Williams, and Teresa Wilmott

A regular meeting of the Cal Poly Humboldt Foundation Donor Intention & Fulfillment Committee was held on Friday, August 22, 2025 at 10:00 AM Pacific Time via Zoom Teleconference.

1. Call to Order / Land Acknowledgement / Roll Call

The meeting was called to order at 10:01 AM by Committee Chair Carin Kaltschmidt.

2. Public Comments

There were no public comments.

3. Acceptance of Minutes from March 7, 2025 Meeting

Upon motion duly made (Robin Quigley), seconded (Eden Donahue), with two abstentions (Robin Smith, Steve Karp), and otherwise unanimously carried, it was:

RESOLVED, that the Minutes of the March 7, 2025 meeting are accepted.

4. Funding Impact Presentation

Richard Alvarez, Scientific Dive Lecturer and Diving Safety Officer in the School of Applied Health, provided a presentation on the Cal Poly Humboldt Scientific and Leadership Diving Programs and the Nicholas Brunner Memorial Dive Award Fund.

Cal Poly Humboldt has had a Diving Program since 1967 and has offered courses to further diving careers since 1980. The program currently offers a Scientific Diving Minor, a recreation Major with a focus on Leadership Diving, and a Maritime Archaeology Certificate. With this training, students can complete research for both graduate and doctoral work, become diving safety professionals for other scientific programs and aquariums, enter the recreational diving industry as Divemasters and Instructors, and can become commercial diving professionals such as Cal-Trans bridge inspectors and underwater welders. Three students have even gone to Houston at the Johnson Space Center to work in the Neutral Buoyancy Lab, training astronauts for future space flights.

There are significant out-of-pocket expenses for students pursuing this coursework, ranging from \$6k to \$9.5k over the course of 5 or 6 semesters. These costs include equipment purchases, certifications, travel to dive weekends, etc.

The Nicholas Brunner Memorial Dive Award Fund was established in the summer of 2020 by the Brunner family in memory of their son who passed away off the coast of Trinidad on June 12, 2020. A \$500 per semester award is given to a student to assist with costs associated with dive training. The initial funding provided roughly 5 awards-worth of money. During the 2024 Annual Giving Day, an additional \$6,739 was raised for the award from a diverse representation of donors: Brunner family members, former dive students, parents and family of students, community members, and Cal Poly Humboldt faculty and staff. Prior to soliciting funds at Giving Day, the Brunner family was consulted and they are kept informed of awardees and the impact of their awards on student success.

5. Check 5 Update

Travis Williams, Operations Specialist, guided the committee through documentation covering the randomly selected funds for February through June 2025.

Through this review, an error was caught regarding a \$50 gift that supported the Dreamer Emergency Grant. The gift was processed using the old pass-through approach to move the money to the stateside fund. The money never made it to the correct fund. A correction is under way and this observed error reinforces the new approach of no longer using pass-through accounts for scholarships.

The Humboldt Loyalty Fund was reconciled with 3,300+ gifts down to \$120. This discrepancy is likely due to corrections happening in fiscal years outside of this review. Starting in July of 2025, every gift to our accounting system is reconciled as a part of the

normal business practice. This reconciliation process will help prevent small errors and discrepancies in the future.

The remaining gifts were accepted and receipted appropriately.

6. Humboldt Loyalty Fund Update

Kevin Furtado, Foundation Business Analyst, provided an update on the Humboldt Loyalty Fund and the Parent & Family Fund, after the Executive Committee passed a resolution on June 6, 2025 to bring the funds out of deficit. He provided an overview of how the funds came to operate in a deficit, actions taken to balance the funds, and plans for keeping the funds within a balanced budget moving forward. These plans include soft sunseting of the Parent & Family Fund in order to concentrate the fundraising focus on the Humboldt Loyalty Fund and by taking a more conservative approach to commitments.

7. Other Business

No other business was discussed.

8. Adjournment

In the absence of objection, the meeting was adjourned at 11:12 AM.