



Direct Support Organizations Committee Meeting

December 10, 2015

12:30 p.m.

Florida Agricultural and Mechanical University



III. Approval of Minutes

Recommendation:

Approve the minutes of the July 21, 2015,
DSO Committee Meeting.





IV. Acceptance of DSO Budgets

A. FAMU Foundation, Inc.

Material Changes from FY2014-15

- Eliminated rental income from assumptions

FY2015-16

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

Recommendation:

Acceptance of the FY2015-16 FAMU Foundation Operating Budget.



Florida A&M University Foundation Inc.
Proposed Operating Budget for Fiscal Year 2015-2016

FY 2015-2016 Budgeted Operations

	<u>Foundation Operations</u>	<u>625 E. Tennessee St</u>	<u>Total Proposed FY 2015-2016 Budget</u>
REVENUE AND SUPPORT			
Operating Revenue	1,866,000	-	1,866,000
License Tags Revenue	470,000	-	470,000
Rents & Fees 625 E TN ST	-	-	-
Contingency Reserve	185,196	365,606	550,802
TOTAL REVENUE AND SUPPORT	2,521,196	365,606	2,886,802
EXPENDITURES			
Foundation Operations			
Staff Salaries & Benefits	900,823	34,388	935,211
Contractual Services	25,000	15,000	40,000
General Counsel & Legal Services	45,000	15,000	60,000
Auditing and Accounting Services	65,300	-	65,300
Foundation Board Meetings	75,000	-	75,000
Staff Travel/Training	20,000	-	20,000
Memberships & Subscriptions	2,450	-	2,450
Insurance	16,155	17,877	34,032
Janitorial Services	1,500	8,500	10,000
Office Security Monitoring	648	3,674	4,322
Office Utilities	6,450	36,550	43,000
Pest Control	162	918	1,080
Grounds Maintenance	1,050	5,950	7,000
Software Maintenance	28,251	-	28,251
Telephone	1,250	1,250	2,500
Office Equipment/Furniture	5,000	-	5,000
Materials, Printing & Postage	20,000	-	20,000
625 E TN Street Renovations	18,500	166,500	185,000
625 E TN Street Reserve Fund	-	60,000	60,000
Bank Fees	5,500	-	5,500
Other	2,126	-	2,126
Operating Contingency	12,500	-	12,500
Total Foundation Operations	1,252,665	365,606	1,618,272
Office of University Advancement			
Advancement Operations/Development Support	57,500	-	57,500
Fundraising Activities	352,500	-	352,500
Total Office of University Advancement	410,000	-	410,000
University Support			
University President Compensation	315,495	-	315,495
President Bonus	75,000	-	75,000
Office of the President	175,000	-	175,000
University Executive Compensation Supplement	17,536	-	17,536
Board of Trustees Assessment	13,000	-	13,000
Board of Governors Assessment	13,000	-	13,000
Lobbying Expenses	132,000	-	132,000
License Tags Scholarships	117,500	-	117,500
Total University Support	858,531	-	858,531
TOTAL EXPENDITURES	2,521,196	365,606	2,886,802
NET SURPLUS/(DEFICIT)	-	-	-



IV. Acceptance of DSO Budgets

B. National Alumni Association

The National Alumni Association (NAA) Budget is tied to the following objectives:

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

Recommendation:

Acceptance of the FY2015-16 NAA Budget.



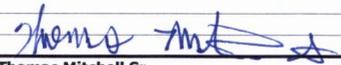
FAMU National Alumni Association
2015-2016 Final Budget
REVENUES

REVENUE CATEGORIES		FUND	2013-2014 BUDGET 7/1/2013	2014-2015 BUDGET 7/1/2014	Unaudited 2014-2015 Actual 12/31/2014	2014-2015 Variance 12/31/2014	2015-2016 BUDGET 7/1/2015	NOTES
1000-Operating Income								
1010	Regular & Associates Memberships	211	\$46,550	\$46,550	\$15,993	\$30,557	\$46,550	1330 members @ \$35
1020	Life Endowment Earnings	198	\$43,570	\$35,626	\$48,394	\$12,768	\$50,000	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. The # of life member on record as of June 30, 2014 is 1585. (1585)(\$35) = \$55,475.00. Therefore, the entire interest amount can be transferred.
1145	Fundraising & Miscellaneous Activities	211	\$29,719	\$30,063	\$10,122	\$19,941	\$25,000	
1145.1	Church Day Revenue	1335	\$0	\$0	\$0	\$0	\$5,000	
1145.2	FAMU Day at the Capitol Registrations (300@\$10)	211	\$0	\$0	\$0	\$0	\$3,000	300 Participant Registrations @\$10 each
Total Operating Income			\$119,839	\$112,239	\$74,509	\$37,730	\$129,550	
1100-Restricted Income - Other Revenue								
1120	New Life Members	197	\$37,500	\$37,500	\$44,665	\$7,165	\$56,250	75 members @ \$750
1140	Contributions (Chapters, Alumni, and Individual)	211	\$0	\$0	\$0	\$0	\$0	
1160	Endowed Scholarship Fund Earnings - Draw (Million Dollars Campaign Earnings)	1405	\$0	\$0	\$0	\$0	\$12,986	Draw down of existing account funds from the \$53K balance
1160	Endowed Scholarship Fund Earnings (Million Dollars Campaign Earnings)	1405	\$9,018	\$7,014	\$7,014	\$0	\$7,014	(5.5% Variable Interest Rate - 2% Administrative Charge) * (Average Balance of Million Dollar Endowment for the previous fiscal year)
Total Restricted Income - Other Revenue			\$46,518	\$44,514	\$51,679	\$7,165	\$76,250	
1200-Restricted Income - Scholarships								
1210	Restricted Scholarships	204	\$78,397	\$78,397	\$52,929	\$25,468	\$50,000	Chapters & Ind. (3 Yr Running Average)
1220	Unrestricted Scholarships - Draw	206	\$0	\$0	\$0	\$0	\$22,000	
1220	Unrestricted Scholarships	206	\$9,033	\$9,033	\$3,111	\$5,922	\$3,000	Alumni and Individuals
Total Restricted Income - Scholarships			\$87,430	\$87,430	\$56,040	\$31,390	\$75,000	
Distinguished Alumni Awards Gala								
1230	Registrations/Ticket Purchases	202	\$0	\$10,000	\$0	\$10,000	\$17,000	170 Participants @ \$100.00 each
1240	Souvenir Program Ads	202	\$0	\$0	\$0	\$0	\$0	
1250	Donations/Gifts	202	\$0	\$0	\$0	\$0	\$0	
Total Restricted Income - D.A.A.G.			\$0	\$10,000	\$0	\$10,000	\$17,000	
1300-Restricted Income - Annual/General Meeting/May								
1310	Meeting Full Registration Fees	213	\$50,000	\$50,000	\$0	\$50,000	\$30,000	150 Registrants @ \$200
1320	Meeting Single Day Registrations	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	10 Registrants @ \$100 a day
1330	Souvenir Booklet Ads	213	\$3,000	\$3,000	\$0	\$3,000	\$1,800	Chapter, Region, Corporate & Vendor Ads
1340	Contributions (Chapters, Alumni & Individuals)	213	\$0	\$0	\$0	\$0	\$0	
1360	Contributions (Corporate)	213	\$22,900	\$40,000	\$0	\$40,000	\$48,000	GEICO & Other
1370	Vendors	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	8 vendors @ \$125 each
Total Restricted Income - Annual Meeting Revenue			\$77,900	\$95,000	\$0	\$95,000	\$81,800	
Total Projected Revenue/Other Source			\$331,687	\$349,183	\$182,228	\$166,955	\$379,600	

**FAMU National Alumni Association
2015-2016 Final Budget
EXPENDITURES**

Line Item	EXPENDITURES CATEGORIES	FUND	2013-2014 BUDGET 7/1/2013	2014-2015 BUDGET 7/1/2014	Unaudited 2014-2015 Actual	2014-2015 Variance 12/31/2014	2015-2016 BUDGET 7/1/2015	NOTES
2000- Operating Expense - Alumni Operations								
2004	NAA Printing	211	\$1,000	\$1,000	\$141	\$859	\$300	
2009	Media and Technology Committee	211	\$2,400	\$2,400	\$0	\$2,400	\$4,949	\$3,600 setup and \$2,400 yearly Maintenance
2010	Annual NAA Audit/990 Report	211	\$12,500	\$12,500	\$9,000	\$3,500	\$12,500	
2013	Membership Packets (Pins, etc.)	211	\$14,000	\$14,000	\$8,164	\$5,836	\$16,000	Regular & Life Membership
2021	Travel - Executive Board Annual Meeting	211	\$7,100	\$7,100	\$0	\$7,100	\$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	\$0	\$1,014	\$1,014	Two representatives from OAA (travel and hotel expense)
2023	Travel - President Special Meeting & Events	211	\$3,000	\$3,000	\$6,644	\$3,644	\$7,000	For president, or his/her designated rep. per EB approval
2024	NAA Teleconferences/Phone	211	\$100	\$100	\$0	\$100	\$0	
2025	NAA Homecoming	211	\$1,600	\$1,600	\$4,357	\$2,757	\$4,500	
2025.1	Regional and Chapter Support - Alumni Village	211	\$3,000	\$3,000	\$0	\$3,000	\$0	GEICO Sponsored Hospitality
2025.2	Regional and Chapter Support - MEAC Basketball Tournament	211	\$800	\$800	\$0	\$800	\$0	GEICO Sponsored Hospitality
2025.3	Hospitality - Alumni, Supporters and Friends - Florida Classic	211	\$3,400	\$3,400	\$2,049	\$1,351	\$2,000	
2025.4	Hospitality - Alumni, Supporters and Friends	211	\$1,200	\$1,200	\$6,000	\$4,800	\$0	GEICO Sponsored Hospitality
2026	Governmental Affairs Committee	211	\$500	\$500	\$0	\$500	\$1,200	BOG & BOT Meeting Travel. Also see 2040.1 FAMU Day @ Capitol
2028	Check Charges / Bank Fee / Merchant Fee	211	\$1,500	\$1,500	\$661	\$839	\$250	
2029	NAA Document Update	211	\$0	\$0	\$0	\$0	\$0	
2030	New Student Preview (Fall & Spring)	211	\$1,500	\$1,500	\$0	\$1,500	\$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	\$500	\$872	\$372	\$1,000	
2039	NAA Membership Committee Expenses	211	\$1,250	\$8,000	\$0	\$8,000	\$6,000	
2039.1	Scholarship Committee	206	\$1,600	\$1,600	\$0	\$1,600	\$1,600	
2040	NAA Publicity Expenses/Gala, Reception, Meetings, etc.	211	\$1,750	\$3,000	\$2,175	\$825	\$3,000	
2040.1	FAMU Day @ Capitol	211	\$3,250	\$3,250	\$0	\$3,250	\$8,130	
2042	Fundraising Committee	211	\$1,500	\$3,000	\$1,426	\$1,574	\$4,500	
2042.1	Church Day	1335	\$0	\$0	\$0	\$0	\$500	
2044	NAA Contingencies (Contract Services, etc.)	211	\$500	\$500	\$0	\$500	\$500	
2049	NAA Postage	211	\$1,500	\$1,500	\$111	\$1,389	\$200	
2050	NAA Liability Insurance-Financial Officer's Bonding	211	\$300	\$300	\$0	\$300	\$300	
5000	Election - 2015 Election	211	\$0	\$0	\$0	\$0	\$10,000	Survey Ballots
3050	Student NAA Chapter	211	\$3,000	\$3,000	\$0	\$3,000	\$10,632	2016 National Convention Assistance
Total Operating Expenses			\$69,839	\$79,339	\$41,599	\$37,740	\$103,450	
Contributions to University								
3010	NAA Scholarships	211	\$50,000	\$50,000	\$38,550	\$11,450	\$0	NAA Scholarships
3010	NAA Chapter Scholarships	204	\$78,397	\$78,397	\$87,000	\$8,603	\$50,000	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	\$0	\$0	\$0	\$50,000	NAA Scholarship Committee Awards to FAMU Students. 0206 Unrestricted Disbursements: = \$28,288.11 average (2011-12 - \$31,614.32, 2012-13 - \$20,000.00, 2013-14 - \$33,250.00)
3030	Unrestricted Contributions to the University	211	\$0	\$0	\$0	\$0	\$0	
3040	Endowed Scholarship	1405	\$0	\$0	\$0	\$0	\$20,000	Student Retention Scholarships
Total Contributions to University			\$128,397	\$128,397	\$125,550	\$2,847	\$120,000	
4000 Restricted Expense - Annual Meeting								
4010	Contract Services (Food, Rooms, etc.)	213	\$50,000	\$50,000	\$0	\$50,000	\$50,000	
4020	Printing (Souvenir Booklets, Programs, etc.)	213	\$3,500	\$3,500	\$0	\$3,500	\$3,500	
4030	Bags & Badges	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	
4040	Hospitality	213	\$2,500	\$2,500	\$0	\$2,500	\$2,500	
4050	Travel (Negotiations, etc.)/University/Guest Speaker Hotel	213	\$12,000	\$12,000	\$414	\$11,586	\$12,000	\$414.18 paid out of Acct. 0211
4060	Postage & Telephone	213	\$2,500	\$2,500	\$0	\$2,500	\$2,500	
4070	Miscellaneous (Reimbursement)	213	\$700	\$700	\$0	\$700	\$700	
4075	GEICO Hospitality Sponsorships (Fall Football Season)	213	\$0	\$0	\$4,968	\$4,968	\$8,000	GEICO Sponsored Hospitality
4075.1	GEICO Hospitality - Alumni Village	213					\$1,000	GEICO Sponsored Hospitality
4075.2	GEICO Hospitality - MEAC Basketball Tournament	213					\$1,000	GEICO Sponsored Hospitality

FAMU National Alumni Association
2015-2016 Final Budget
EXPENDITURES

Line Item	EXPENDITURES CATEGORIES	FUND	2013-2014 BUDGET 7/1/2013	2014-2015 BUDGET 7/1/2014	Unaudited 2014-2015 Actual	2014-2015 Variance 12/31/2014	2015-2016 BUDGET 7/1/2015	NOTES
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	
	Total Restricted Expense - Annual Meeting Expenses		\$77,900	\$77,900	\$5,382	\$72,518	\$87,900	
	4000 D.A.A.G - Distinguished Alumni Awards Gala							
6010	Contract Services (Food, Rooms, etc.)	202	\$0	\$5,000	\$0	\$5,000	\$5,000	
6030	Printing (Souvenir Booklets, Programs, etc.)	202	\$0	\$1,000	\$0	\$1,000	\$1,000	
6020	Awards/Trophies/Certificates	202	\$0	\$1,500	\$0	\$1,500	\$3,500	
6050	Rental Expenses	202	\$0	\$750	\$0	\$750	\$750	
6040	Travel	202	\$0	\$1,500	\$0	\$1,500	\$1,500	
6070	Materials & Supplies	202	\$0	\$250	\$0	\$250	\$250	
	Total Restricted Expense - DAAG Expenses		\$0	\$10,000	\$0	\$10,000	\$12,000.00	
	Accounts							
	National Alumni Life Membership	197	\$37,500	\$37,500	\$44,665	\$7,165	\$56,250	
	Scholarships (Unrestricted)	206	\$9,033	\$9,033	\$3,111	\$5,922	\$0	
	Scholarships (Restricted)	204	\$0	\$0	\$52,929	\$52,929	\$0	
	Million Dollars Campaign Earnings	1405	\$9,018	\$7,014	\$7,014	\$0	\$0	
	Endowment/Restricted Accounts		\$55,551	\$53,547	\$107,719	\$54,172	\$56,250	
	Total Projected Expenditures/Contributions		\$331,687	\$349,183	\$280,250	\$177,277	\$379,600	
	Total Projected Revenue/Other Source		\$331,687	\$349,183	\$182,228		\$379,600	
	Total Projected Expenditures/Contributions		\$331,687	\$349,183	\$280,250		\$379,600	
	Revenue/Other Source Less Expenditures/Contributions		\$0	\$0	\$98,022		\$0	
								
	Thomas Mitchell Sr. President, National Alumni Association							
								
	Mary H. Smith, Recording Secretary							
								
	James Moran, Treasurer							
								
	Andrew Lawyer, Financial Secretary							
								
	Reginald Mitchell, Chairman, Budget Committee							



IV. Acceptance of DSO Budgets

C. 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.

Recommendation:

Acceptance of the FY2015-16 Rattler Boosters Budget.





**Rattler Boosters, Inc
Budget 2015-16**

PROJECTED REVENUE	2014-15	Actual	2015-16	Net
Membership	\$379,500	\$404,810	\$380,000	\$500
Marketing	\$15,000	\$10,000	\$15,000	0
Tailgating	\$3,000	\$2,770	\$3,000	0
Parking (RV)	\$11,500	\$26,056	\$12,000	\$500
Special Events	\$5,000	\$5,293	\$5,000	0
TOTAL PROJECTED REVENUE	\$414,000	\$448,929	\$415,000	\$1,000
PROJECTED EXPENSES	2014-15	Actual	2015-16	Net
Athletic Donations	\$125,000	\$130,493	\$125,000	0
Payments on JumboTron & Scoreboard (for Athletics)	\$84,000	\$84,000	\$84,000	0
Accounting/Audit Fees	\$20,000	\$20,325	\$20,000	0
Bank Service Charges/Credit Card Machines & Usage	\$5,000	\$7,007	\$5,000	0
Fundraising Expenses	\$2,500	\$2,499	\$2,500	0
Gifts/Membership Upgrades	\$10,000	\$9,440	\$10,000	0
Hosting Expenses	\$1,000	\$7,012	\$1,000	0
Membership Tags	\$8,000	\$4,853	\$5,500	-\$2,500
Office Expenses/Supplies	\$6,500	\$12,100	\$9,500	-\$3,000
Postage	\$1,000	\$1,913	\$2,000	\$1,000
Printing	\$5,000	\$7,008	\$7,000	\$2,000
Repairs/Maintenance	\$2,500	\$968	\$1,000	-\$1,500
Rattler Booster Office & Staff Salaries/Taxes	\$121,500	\$132,449	\$128,000	\$6,500
Security	\$3,000	\$7,857	\$3,000	0
Telephone	\$4,000	\$711	\$1,000	-\$3,000
Travel Boosters/Athletics	\$15,000	\$5,700	\$10,000	-\$5,000
TOTAL PROJECTED EXPENSES	\$414,000	\$434,335	\$415,000	

Approved by Rattler Booster Board of Directors,
July 14, 2015



V. Update on Divisional Activities

A. University Advancement

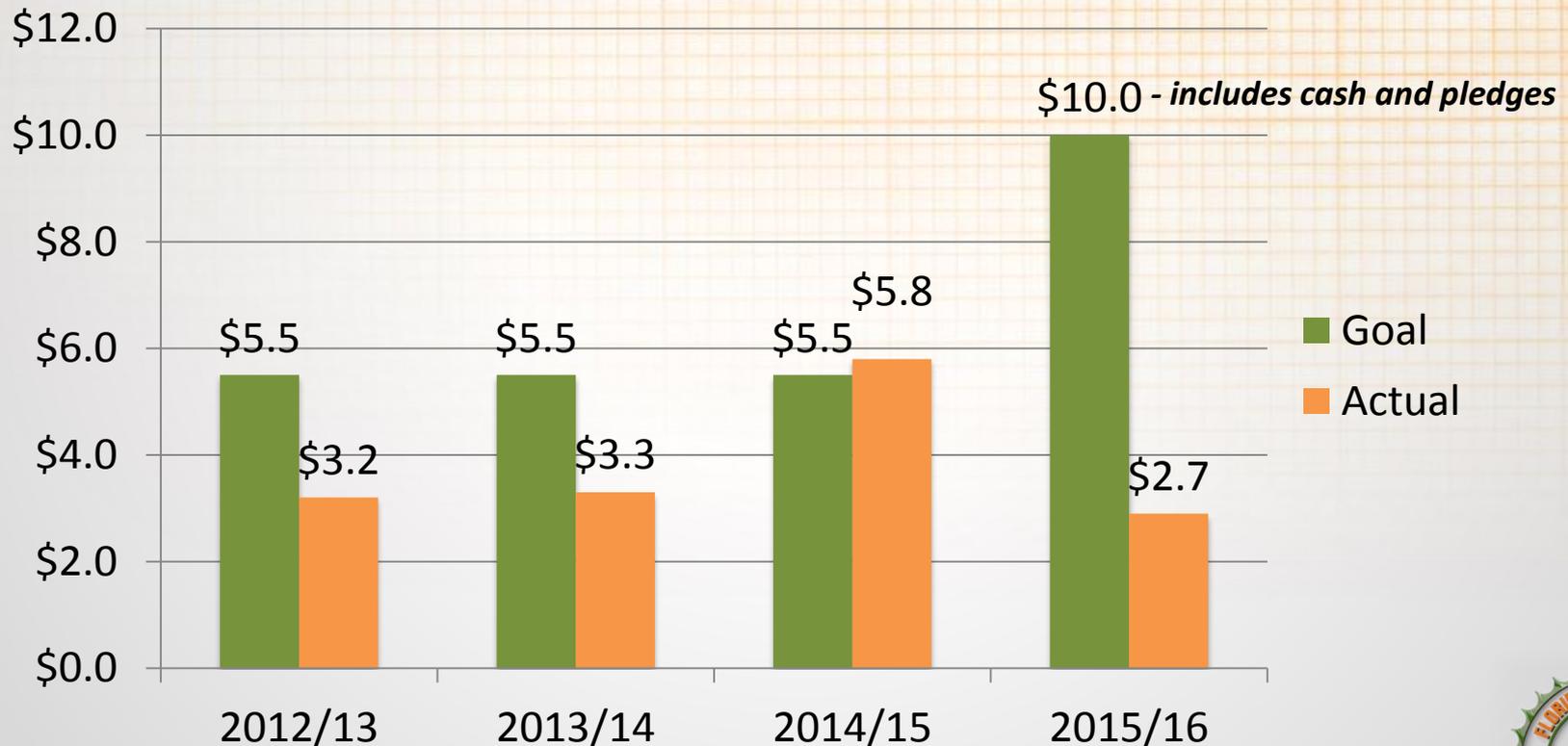
- Introduction of new Associate Vice President, Mechelle English.
- Fundraising Initiatives & Gifts:
 - Strategic Goal – To enhance Institutional Fundraising. Goal of \$5.5M.
 - Year-to-Date: \$2.7M in total cash.
 - 10 for \$10 Giving Campaign since August 2014 raised \$206,095 in cash.
 - Alumni and friends, largest source of contributions with alumnus John Thompson's annual \$1M gift installment leading the way.
 - 2015 End-of-Year Campaign to benefit the FAMU Annual Fund launched November 2015.
 - The FAMU 500 initiative will launch in 2016 to identify and cultivate the top 500 Donor/Alumni prospects.





University Advancement Operations & Outcomes

Four-Year Comparison of Constituent Giving





V. Update on Divisional Activities

A. University Advancement (continued)

- 90 Day Work Plan Checkup and Review.
- Alumni Affairs Update & Activities:
 - The alumni giving rate is at nine percent.
 - Alumni Legacy Events were held in Tampa, FL; Birmingham, AL; and Washington, DC, to engage alumni in key areas. More than \$65,000 was raised in cash and pledges from over 200 alums.
 - Homecoming 2015 – Alumni engagement increased through alumni activities and events.
 - Recruitment Activities were held across the United States.
 - FAMU NAA Officer Elections commenced Nov. 10th; closes Dec. 18.





V. Update on Divisional Activities

B. FAMU Foundation, Inc.

- The 2015 Fall FAMU Foundation Board Meeting was held Nov. 18-21 in Orlando, FL.

Board Meeting Highlights:

- Board Welcome Dinner/Crossman Fundraising Reception. More than \$157,000 in cash and pledges was raised for the FAMU College of Law/Crossman & Company Endowed Real Estate Scholarship Fund.
- After 30+ years on the board, retired Col. Brodes Hartley, Jr., transitioned to emeriti status.
- The Foundation's Investment report was provided by the Foundation's fund manager.





V. Update on Divisional Activities

C. FAMU Rattler Boosters, Inc.

Booster Activities:

- **Update/Review FAMU Rattler Boosters and FAMU Athletics.**
- **The Boosters supported the 2015 Florida Blue Florida Classic – hosted a pre-game and post-game activity for booster premium givers.**
 - **Over 150 parking spots were purchased for booster premium givers**
 - **Purchase of two tables for the Florida Blue Florida Classic Coaches Luncheon**
- **October 2015 Board of Directors Meeting. AD Milton Overton participated and discussed his vision for the division of Athletics.**





“At FAMU, Great Things Are Happening Every Day.”

established 1887

