

**Institutional Advancement**  
**Academic Core-2H03**  
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**York College Finance & Audit Committee Meeting Minutes**  
**Thursday, February 14, 2019**  
**4:30-5:30pm**  
**Conference Call**

**On the Conference Phone:** Richard Dzwlewicz (Chair), Ismael Perez, Juan M. Santiago, and Shereitte C. Stokes III

**Excused Absence:** Michele Chow-Tai and Patrick Lespinasse

- I. The meeting was called to order by Richard Dzwlewicz, Chair.
- II. Financial Report- There was a review of the finance report. The committee felt there were no peculiarities. The endowment performance was noted. There was optimism that the financial market will rebound and the endowment will recover by the end of this fiscal year.
- III. Personal and corporate gifts- there was some concern over the budget, mainly the unrestricted revenue. The committee acknowledges that the majority of the unrestricted revenue will be secured towards the end of the fiscal year, this has been the pattern for the past several years. The committee suggested sending follow-up letters to the banking prospects under the president's and treasurer's signatures. This action will occur before the next committee meeting.

Mr. Santiago committed to introducing Mr. Stokes to his contact on the National Grid Foundation Board.

Mr. Dzwlewicz suggested submitting another application to the TD Bank Foundation requesting a \$15,000 sponsorship. It was also suggested that trustees consider hosting intimate gatherings of friends and business acquaintance at their offices or private clubs for fundraising purposes.

- IV. Other Business- The committee decided to follow stewardship protocol and notify all donors and prospects of the pending administrative and endowment management fees. The communication strategy would begin with a letter of notification from the executive director, followed by an announcement on all foundation correspondence, the website and all alumni communications. The strategy will be implemented immediately.
- V. The meeting was adjourned.

Juan M. Santiago  
Approved electronically on 3/18/2019

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Juan M. Santiago, Assistant Chair