



**MINUTES**

Committee: FOUNDATION  
Date: August 20, 2015  
Time: 12:00 PM  
Location: Juniper Hall ST-541

Present:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> R. Carson                    | <input checked="" type="checkbox"/> D. Kuba     | Ex-Officio:                                      |
| <input checked="" type="checkbox"/> D. Crippens       | <input type="checkbox"/> R. Lane                | <input checked="" type="checkbox"/> L. Frank     |
| <input type="checkbox"/> R. Ely                       | <input checked="" type="checkbox"/> S. Martínez | <input checked="" type="checkbox"/> M. Gallagher |
| <input checked="" type="checkbox"/> R. Farrell        | <input checked="" type="checkbox"/> J. Motta    | <input checked="" type="checkbox"/> E. Robinson  |
| <input type="checkbox"/> S. Foley                     | <input type="checkbox"/> K. Phipps              |  |
| <input checked="" type="checkbox"/> C. Johnson-Taylor | <input checked="" type="checkbox"/> J. Yokota   |  |

Staff:

- A. Arnold, Executive Director
- C. Du, Assistant

Guests: Victoria Genevier, Stanislawski and Company; Iris Caplan, ICAP Specialty Events.

**Meeting Convened:** The Foundation Board meeting was called to order at 12:00 p.m. by Chairperson David Crippens.

**Public Comment:** No public comment.

**Approval of Minutes:** The minutes for the regular board meeting held July 16, 2015 were approved.

**ITEMS**

<b>Item II: Introduction of New Board Member, Sandra J. Martinez Introduction of New Faculty Representative, Elton Robinson</b>
<b>Key Consideration</b>
<ul style="list-style-type: none"> <li>• The current board and new board members, and new faculty representative introduced themselves.</li> <li>• New board member, Sandra Martínez, is the director of public policy at the California Wellness Foundation.</li> <li>• New faculty representative, Elton Robinson, is the Department Chair of Cosmetology and Barbering.</li> </ul>
<b>Action Taken: No action required.</b>



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### Item V: Executive Committee Report

#### Key Consideration

- The executive committee discussed moving forward, transitioning to a committee structure after the dinner, shifting fundraising focus from annual dinner large government contracts, a need for transparency, and a need for gaining an understanding of funds.
- The executive committee recommended that Sean Foley remain a member of the executive committee.

**Action Taken: A motion to have Sean Foley remain on the executive committee is moved, seconded, and passed.**

### Item VI: Chairperson's Report

#### Key Consideration

- David Crippens presented his report which covered the following:
  - The upcoming retreat is key.
  - Met with Dean in charge of Skills USA.
  - Reconnecting with former board members, businesses, and supporters.
  - Review of policies and procedures.
  - Review of Tools for the Trades, Skills USA, and scholarship disbursements for maximum impact.
  - Enhancement of board
  - Reframing of revenue structure.
  - Transparency

**Action Taken: No action required.**

### Item VII: Executive Director's Report

#### Key Consideration

- Item A – Scholarship Process
  - Abby Arnold stated that the following scholarship funds are to be given out in the fall 2015 semester:
    - Osher Foundation - \$20,500
    - Thomson Foundation - \$14,500
    - Kaiser Foundation - \$3000
    - Chancellor's Scholarship - \$500
    - A.L.E. Robinson Scholarship - \$250
    - Olivia Garrison Memorial Scholarship - \$1000
    - American Gas Association - \$2000
  - Abby Arnold explained the new online application scholarship process that has been a collaboration with the college's Scholarship Committee.



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- Item B – Alumni Engagement
  - Abby Arnold stated that she sent in a sample file of alumni information to a service to look up current addresses and contact information. We are currently in the process of sending out test mailings to those addresses.
- Item C – Meetings with Foundations
  - Abby Arnold stated that she and President Laurence Frank met with a representative of the California Community Foundation. CCF has a new interest in apprenticeship programs. They also have a planned giving program that they offer to nonprofit organizations so that we can establish legacy giving without having to set up our own system for managing bequests, endowments, and even annuities. We continue to work on scheduling additional meetings with foundation leaders.

**Action Taken: No action required.**

### Item V: Monthly Budget Statement

#### Key Consideration

- Victoria Genevier explains the monthly budget statement.
  - Balance Sheet Items. Net Assets were \$1,133,627.32.
  - Statement of Revenues, Expenses, and Net Assets. There as dinner revenue of \$20,000, campus employee support of \$888.50, investment income of \$802.01, and restitution income of \$200. For expenses there was \$3148.57 for Skills USA, \$6333.00 for the annual dinner, \$395.13 for board meetings, \$13,341.88 for salaries, \$750 for audit fees, \$101.00 for bank fees, \$42.00 for filing fees, \$92.94 for merchant service fees, \$100.49 for office supplies, \$1035.35 for payroll taxes, \$4152.27 for payroll processing. There was an unrealized loss of \$3579.82. The net income for the month was \$12,140.18.

**Action Taken: A motion to approve the statement is moved, seconded, and passed.**

### Item VI: 2015 Student Benefit Dinner

#### Key Consideration

- Iris Caplan updated the board on the dinner.
- Iris Caplan confirmed that the dinner will be on campus after talking with Steve Kasmar.
- Iris Caplan talked about the honorees.
- Iris Caplan stated that the event is already in the black.
- Iris Caplan stated that invitations will go out next week and if anyone wants personalized invitations, please let her know.

**Action Taken: No action required.**



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### Item VII: Retreat Task Force

#### Key Consideration

- Chini Johnson-Taylor presented the results of the board retreat topic survey.
- Chini Johnson-Taylor stated that a best practices presentation by Ernie Moreno or Selina Chi, a presentation by President Laurence Frank on the campus, and a campus tour will be important parts of the retreat.
- Chini Johnson-Taylor stated that she will survey the board on which dates they are available for the retreat.

**Action Taken: No action required.**

### Item X: Remarks from the President

#### Key Consideration

- President Laurence Frank talked about SLATE-Z meeting taking place on campus tomorrow.
- President Laurence Frank talked about the start of school next week.

**Action Taken: No action required.**

### New Business

- Next Board meeting scheduled for Thursday, September 17<sup>th</sup>, 2015, at 12:00 p.m. in the President's Conference room in Juniper Hall.

**Actions Taken: No action required.**

**Meeting Adjourned:** Chairperson David Crippens adjourned the meeting at 1:07 p.m.