

COLLEGE OF THE CANYONS FOUNDATION
Video/Teleconferencing Finance Committee Meeting
Friday, December 17, 2021
Open Session: 8:00am
VIA ZOOM VIDEO CONFERNECING
Meeting ID: 944-8572-537

Live Stream Link – (Copy & Paste Link into your Browser) ~ <https://canyonsonline.zoom.us/j/9448572537>
Call-In # 1 669 900 9128, Meeting ID: 944-8572-537, and follow the prompts.

I. CALL TO ORDER – 8:02

Jeff Thomas

II. APPROVAL OF RESOLUTION NO. 2021/22-05: TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953

Jeff Thomas

On September 16, 2021, the Legislature passed Assembly Bill 361 amending the Brown Act provisions to include authorization for remote or teleconferenced meetings during a Proclaimed State of Emergency. Under this amendment, a local agency may use simplified teleconference rules during a proclaimed state of emergency. In order to use this amendment, the legislative body must make initial findings and then additional findings every 30 days while the declared state of emergency continues.

Resolution No. 2021/22-05 allows the Board of Directors to implement teleconferencing requirements during a proclaimed state of emergency under Government Code section 54953. The Resolution makes the following findings by majority vote of the Board: That there exists a proclaimed state of emergency;

AND either:

1. The Board is meeting to determine one of the following, or more than 30 days have passed since the Board met and determined one of the following and the Board now re-determines one of the following:

- a. State or local officials have imposed or recommended measures to promote social distancing; **OR**
- b. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

OR

2. This Board has made the determination set forth in paragraph 1, above within the last 30 days and now makes the following determination:

- a. The Board has considered the circumstances of the state of emergency; **AND**
- b. Any of the following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

III. This resolution shall take effect immediately upon adoption and the District's CEO or her designee is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.

Brian Koegle moves to approve
Randy Moberg Seconds
Sharlene Coleal (Aye)
Tamara Gurney (Aye)
Michelle Rey (Aye)
Jeff Thomas (Aye)

IV. APPROVAL OF THE AGENDA AND MINUTES

Finance Meeting Minutes 10/22/21

Jeff Thomas

Randy Moberg Moves to approve
Tamara Gurney Seconds
Sharlene Coleal (Aye)
Michelle Rey (Aye)
Jeff Thomas (Aye)
Brian Koegle (Aye)

V. PUBLIC COMMENT

Jeff Thomas

Comments by Members of the Audience NOT on the Agenda - None

IV. REVIEW

A. Financial Advisor Update

James Schramm

Month of November was rough for the market, small and mid caps got hit, between Omnicron Variant and inflation concerns, there is some volatility

Portfolio lost 1.97% Month to Date, but YTD we are still up 8.81%

Up .5% for the fiscal year

\$6,703.83 between both accounts

It is likely that we will have a volatile next few weeks. Companies are still reporting high profits, but with the concerns mentioned before, there is some uncertainty. Nothing saying that the market will have any pull backs, necessarily, but we are keeping an eye on it.

There is talk that there will be 3 interest rate hikes next year. We don't have a lot of our portfolio in growth right now. The interest rate increases affect growth companies because they are the ones taking out loans. To be conservative, we will move some of our portfolio from growth to other sectors that won't be hit as hard.

V. APPROVAL

Sharlene Coleal

A. Review of Fund 81 revenue and expenses through November 30, 2021

As of November 30, 2021, we are 42% of the way through the fiscal year. Revenues of \$75,109 are below budget at 35% and expenses of \$100,622 are above budget at 47%.

Revenues are at 35% of budget and are tracking below budget. 1st Qtr interest at 0.49% (2018-19 at 2.2%, 2019-20 at 1.04%, 2020-21 at 0.47%). First letter initiated November 2021 with electronic letter planned in December 2021 and May 2022 to all constituents: alumni, board members, community members & friends. General fundraising over at 384%. Alumni outreach no activity.

Chancellor's Circle donations are below budget at \$13,975 or 23% of a budget of \$60,000. Golf Tournament revenues are below budget due to donations directed to Restricted scholarships. Expenses are at 47% of budget with a number of variances both above and below budget. Silver Spur deferred revenue from 2019-2020.

Expenses are at 47% of budget with a number of variances both above and below budget. With Suroosh resigning in October, there is another vacant position – transferring money from Salaries and Benefits to contract to pay for temp Contract services. Budget transfer from Campaign Fundraising to Other Expenses category for board retreat and holiday party. Planned giving no activity. Mileage no activity. Postage no activity. CC fees above budget at 44%. Golf tournament – currently showing net revenue of \$32. Desiree Dodd is doing some research with Rosie and Jason. They will be checking with the auditors to ensure that they can do the fund transfers. Chancellor's Circle – revenues are down and expenses are over budget. This is due to the fact that the Chancellor's Circle dinner, breakfast briefings, and prospect luncheon were not budgeted for due to COVID-19. We were able to do in-person events sooner than anticipated. In addition, many renewals come in at the end of the calendar year and in the spring. Silver Spur is pending – event is 3/19/22.

B. Operating Fund Cash Flow projections Through November 30, 2021

Fund balance is \$372,444. Discretionary Cash Balance as of 11/30/21 is \$289,323. Assets held by others (FCCC Endowed Scholarship) is \$23,649. Ending balance is \$312,972.

C. Review of Fund 82 – 88 revenue report through November 30, 2021

Fund 81 – Discussed already

Fund 82 - Total Fundraising Programs revenue received to date is **\$211,370** which is **78%** of the Fundraising Goal. These funds represent revenue raised by the Foundation as well as revenue raised by instructional programs, various campus departments, clubs and athletic teams. Circle of Friends – new activity for a year to date total of \$1,000 from private donations. Patrons of the Arts – additional \$100 for a year to date total of \$5,200 from private donations. (Should we combine Circle of Friend and Patrons of the Arts? Jason and Rosie to review) Chancellor's Circle Mini Grant – new activity for a year to date total of \$625 from private donations. Culinary Ed. Fund for Excellence and Innovation – year to date total of \$277 from private donations. Cougar Club – year to date total of \$100 from private donations.

Fund 83 – No significant activity

Fund 84 – Expendable Scholarships - Total Expendable Scholarships revenue received to date is \$152,078. This includes External 3rd Party Scholarship donations with a total of \$54,548 from business and corporate donors and Expendable Scholarships with a total of \$94,176. Total expenditures to date total \$65,971 for the expendable scholarships fund. Both expendable scholarships and the endowed scholarships that are disbursed from the endowed accumulated interest are recorded in Fund 84.

Fund 85 - LACOE Interest – new activity for a year to date total of \$5.

Fund 86 – Endowed Scholarships - reviewed with James Shramm

Fund 87 – No significant activity

Osher – 345k is an adjustment for the unrealized gains, at the end of the year we do a market adjustment. We hadn't booked it in the past because it's held in a trust that we can't really touch. Auditors are saying that the adjustment has to be booked. We get 5% annually for scholarships.

Narrative - Dividends went up \$345 dollars, changes are listed in bold

Donations – national student nurse foundation – additional donations

Fire tech - \$5900 – we are working with our partner to build a fire tower and classrooms. Equipment for students is about \$4k so it's good to have money there for students.

Other colleges charge an admin fee for all donations, not just for donations over \$10k – many years ago there was an outcry from the clubs for the admin fee, so much so that athletics pulled their money out and put it in ASG, so now we don't charge the clubs, etc

D. Review of Cash Balance Summary as of November 30, 2021

Cash at LACOE is mostly fund 81

There was some talk with Cathy about moving some BofA money to Bank of Southern California. To move forward, it's just logistics, that Jason is working on.

E. Review of Disbursement Reports for Fund 81 and Fund 82 through November 30, 2021

review on your own

Budget transfer for SAGE is noted

Move to approve brian koegle, randy second, michelle aye tamara aye Sharlene aye jeff aye

Moves to approve

Brian Koegle Moves to Approve

Randy Moberg Seconds

Tamara Gurney (Aye)

Sharlene Coleal (Aye)

Michelle Rey (Aye)

Jeff Thomas (Aye)

VI. Adjournment

Jeff Thomas

853am