

COLLEGE OF THE CANYONS FOUNDATION
26455 Rockwell Canyon Road, Canyons Hall Room 201, Santa Clarita CA 91455

Board of Directors Meeting - Minutes
Tuesday, January 24, 2023 5:30pm

Members Present: Tamara Gurney, Board Chair
Dr. Dianne Van Hook, Dawn Abasta, Fred Arnold (Co-Chair), Lisa Burke, Sharlene Coleal, Steve Corn, Sharlene Duzick Johnson, Diane Fiero, Shawn Fonder, Bruce Fortine, William Harwood, Gary Horton, Mark Jenkins, Taylor Kellstrom, Jenny Ketchepaw, Jill Mellady, T Meyer, Heather Stewart, Ryan Theule, Omar Torres

Members Absent: Thomas Dierckman, Brian Koegle, Randy Moberg, Doreen Shine, Joyce Shulman, Gary Saenger, Shaun Sarkissian, Brian Koegle, Mike Lebecki, Ed Masterson, Jeff Thomas

Foundation Staff Present: Kari Dahlquist, Desiree Dodd, Jasmine Foster, Shawna Lubs

District Staff Present:

Affiliated Guests Present: Dr. Edel Alonso

Guests:

1. PRELIMINARY FUNCTIONS

- 1.1 Call to Order/Establishment of a Quorum** **Tamara Gurney**
Tamara Gurney declared that a quorum had been established and called the meeting to order at 5:38pm on January 24, 2023.
- 1.2 Comments by Members of the Audience NOT on the Agenda** **Tamara Gurney**
Tamara Gurney invited comments from the members not on the agenda; there were none.
- 1.3 Approval of Meeting Agenda** **Tamara Gurney**
Tamara Gurney asked for approval of the agenda for the Board of Directors meeting January 24, 2023
- Motion to approve: Lisa Burke Second: Fred Arnold Roll Call Vote: Dr. Dianne Van Hook, Dawn Abasta, Fred Arnold, Lisa Burke, Sharlene Coleal, Steve Corn, Sharlene Duzick Johnson, Diane Fiero, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Mark Jenkins, Taylor Kellstrom, Jenny Ketchepaw, Jill Mellady, T Meyer, Heather Stewart, Ryan Theule, Omar Torres
(11 members absent)

1.4 Approval of Meeting Minutes: 11/15/2022

Tamara Gurney

Tamera Gurney asked for a motion to approve the meeting minutes from the Board of Directors meeting on November 15, 2022

Motion to Approve: Fred Arnold Second: Taylor Kellstrom

Roll Call Vote: Dr. Dianne Van Hook,
Dawn Abasta, Fred Arnold, Lisa
Burke, Sharlene Coleal, Steve Corn,
Sharlene Duzick Johnson, Diane Fiero,
Shawn Fonder, Bruce Fortine, Tamara
Gurney, William Harwood, Gary
Horton, Mark Jenkins, Taylor
Kellstrom, Jenny Ketchepaw, Jill
Mellady, T Meyer, Heather Stewart,
Ryan Theule, Omar Torres
(11 members absent)
(1 member abstaining)

2. APPROVAL

2.1 Approve Change of Bylaws to allow Chief Operating Officer to be Ex Officio Member of the Board of Directors Shawna Lubs

Shawna Lubs reported a change to the bylaws to allow the Chief Operating Officer to be Ex Officio Member of the Board of Directors. The bylaws state: *“Personnel who serve on the Corporation’s Board by virtue of their position are referred to in these Bylaws as “Ex Officio Directors” for the purposes of procedures applicable to appointment and terms of office. District and Corporation titles are subject to change from time to time, in which case the next amendments to these Bylaws will incorporate any change in position titles. A title change to an Ex Officio Director does not affect membership on the Board.”*

Tamara Gurney called for a motion to approve the change.

Motion to Approve: Lisa Burke Second: Heather Stewart

Roll Call Vote: Dr. Dianne Van Hook,
Dawn Abasta, Fred Arnold, Lisa
Burke, Sharlene Coleal, Steve Corn,
Sharlene Duzick Johnson, Diane Fiero,
Shawn Fonder, Bruce Fortine, Tamara
Gurney, William Harwood, Gary
Horton, Mark Jenkins, Taylor
Kellstrom, Jenny Ketchepaw, Jill
Mellady, T Meyer, Heather Stewart,
Ryan Theule, Omar Torres
(11 members absent)

3. INFORMATION

3.1 2021-2022 Schedule of Commensurate Return

Sharlene Coleal

Sharlene Coleal explained that the Commensurate Return is reviewed annually after the audit is filed. The document demonstrates the reciprocal financial benefits between the College and the Foundation. The Commensurate Return illustrates the value the Foundation contributes to the College through donations, fundraising, grants, etc. Additional benefits to the District include the Foundation staff and the manner in which they contribute to the College overall.

“Total Service” to the District details time donated by Foundation board members to the Foundation and subsequently to the College.

The document also shows the manner in which the College provides value to the Foundation, through payroll and benefits, facilities, etc.

Lisa Burke asked about a minimum requirement for Net Benefit of Services. Dr. Van Hook discussed the history of auxiliary organizations. She noted that a district could support the cost of a foundation as long as the foundation returned at least the same amount.

3.2 2021-2022 Form 990 – IRS Tax Exempt Organization Filing

Sharlene Coleal

Sharlene Coleal shared the Form 990 Report Summary. The complete Form 990 Report document is available electronically.

The Foundation's reported Net Assets as of June 30, 2022 totaled \$5,534,772. This is an increase of \$94,483 or 2% over prior year.

The Foundation reported gross receipts of \$1,541,988 which is \$142,654 more than total revenue. The \$142,654 represents expenses related to Chancellor's Circle, Golf Tournament, Silver Spur and Scholarly Presentation in the amounts of \$24,826, \$31,568, \$84,760 and \$1,500 respectively.

Total Revenues were \$430,000 more than prior year due to \$413,000 more in contributions and \$17,000 in investment income from dividends and LACOE interest.

Total Expenses were \$84,000 more than prior year due to: \$220,000 more in other expenses which includes support transferred to District instructional programs, campus depts/clubs and athletics; accounting fees; and various office expenses. This is offset by (\$95,000) less in scholarship expenses and (\$41,000) less in salaries and employee benefits.

Net Assets increased by \$95,000 compared to prior year due to: \$137,000 increase in Total Assets which includes \$595,000 increase in cash balances held at LACOE largely due to the Manvi Trust Contribution of \$582,000, and \$28,000 increases in prepaid expenses, cash surrender value of life insurance policies, net value of planned gift, and unconditional promises; offset by (\$517,000) decrease in investments held by FCCC-Osher, investments held at Raymond James, cash balances in bank accounts and accounts receivable.

Total Assets is offset by \$42,000 increase in Total Liabilities due to increase in accounts payable offset by decreases in net pension liability and deferred revenue.

4. REVIEW OF ITEMS APPROVED BY EXECUTIVE COMMITTEE SINCE 11/15/2022

4.1 Financial Report through November 30th, 2022

Sharlene Coleal

Sharlene Coleal shared the financial overview:

The Adopted Budget included revenues and expenses of \$230,300 each with a \$0 net revenue. As of November 30, 2022, we are 42% of the way through the fiscal year. Revenues of \$95,320 are at budget at 41%, expenses of \$104,953 are slightly above budget at 46% and net revenue of (\$9,632) is below budget of \$0.

Revenues are at 41% of budget with revenues tracking at budget due to donations received for the Golf Tournament, Annual Fund Appeal and Chancellor's Circle. However, several other revenue categories are below budget including Silver Spur due to timing.

Expenses are at 46% of budget with a number of variances both above and below budget due to timing including full payments for software subscriptions and \$7,000 venue deposit for the Silver Spur event. Expenses were above budget for the Golf Tournament but offset by higher revenues with a net revenue larger than budget.

She recognized Lisa Burke for serving as Financial Committee Chair and addressing good practices in that committee.

4.2 Professional Service Agreements

Shawna Lubs

- Zachari Dunes – Event Contract for Silver Spur event - \$29,126.05
- Newhall Refinery – Foundation Board Holiday Party - \$35pp + 18% gratuity + 4% Admin fee
- Zachari Dunes – Room Block Contract - This contract ensures that there are rooms available at a discounted rate for Silver Spur guests. No anticipated cost to the Foundation.

5. REPORTS

5.1 Chancellor's Update – What's New & What's Ahead

Dr. Dianne Van Hook

Link to full presentation:

The Chancellor introduced and welcomed Dr. Adel Alonso, who joins us tonight as the new Board of Trustees Liaison to the Foundation.

Dr. Van Hook announced that an offer has been made to Jerry De Felice to join the Foundation as the Chief Development Officer. Jerry will be presented to the Board of Trustees on Wednesday 1/25/23 and will start in his position as soon as March 1st.

5.2 Committee Reports

Committee Chairs

Strategic Planning Committee

Fred Arnold and William Harwood talked about their meeting last week, which included initiatives to establish targeted goals for each committee. They mentioned the ATC, which will be talked about in greater detail at this meeting. They discussed some communication strategies, including setting up *SLACK* as a tool for the committees. They discussed the need for more funding for the Foundation to support faculty initiatives and planned giving goals.

Chancellor's Circle Committee

Jill Mellady reported February 3rd is the Chancellor's Circle Dinner, hosted in the brand-new building at the Canyon Country campus. She noted that a former ICUE student working at Wolf Creek catering is preparing dinner; there will be student displays, VAPA students performing, and new membership benefits will be rolled out.

Patrons of the Arts Committee

Desiree Dodd presented on behalf of Doreen Shine. She shared the excitement around pre-show events in the PAC and membership renewals.

Silver Spur Committee

Jasmine Foster presented on behalf of Sharlene Duzick-Johnson, sharing progress on the contract with Zachari Dunes and other vendors, Live and Silent Auction packages, etc.

Shawna Lubs introduced the Foundation Board member sponsorship developed exclusively for the members of the board.

Bruce Fortine thanked the board members for his Silver Spur event last year. He wanted to personally thank everyone for their support.

Alumni Committee

Fred Arnold and Taylor Kellstrom shared plans to roll out a multi layered approach to fundraise and connect with alumni:

- 3-on-3 Basketball Tournament fundraiser is set for 4/16. Sponsorships are being discussed so teams can get their friends and families to sponsor them. Shawn Fonder asked about age requirements and prompted Taylor to consider a youth division.
- Home Grown Alumni event for faculty and staff – open house style is in the works for Spring.
- There will be an Alumni table at graduation on June 2nd with pins and a QR code to capture new alumni.
- Exploring an Alumni mixer in June for "Home Grown" staff and new grads to come together.

Golf Committee

T Meyer recollected that 2022 presented so many challenges that the committee considered not holding the tournament. He applauded the "rookie staff" for pulling off a great event, and noted that the positive financial impact makes him so very happy. He reported that this year's tourney will be the first ever held in October. Shawn Fonder announced the return to Valencia Country Club on October 2nd.

Board Development Committee

Fred Arnold shared that there are 3 candidates under review for membership, and encouraged everyone to contribute a name for future consideration.

Marketing Committee

Jill Mellady shared an update from the most recent marketing committee meeting, where they discussed weekly social media posts and ideas for newsletter stories. She reported that combining the Annual Report with the Annual Appeal was a successful strategy and they plan is to do so again for the 22/23 fiscal year.

Resource Stewardship Committee

Tamara Gurney commended the work being done within the Foundation, at the College, and in committees. There was discussion in committee about the evolution of the scholarship committee and a suitable name for the committee to make its purpose clear. She reported that there is excitement about the focus and ideas about responsive, emergency funding opportunities for students who have immediate needs.

5.3 Board Committee Call to Action – Advance Technology Center

Fred Arnold

Fred Arnold talked about different paths to a quality life, which dovetailed into the introduction of plans to build the Advanced Technology Center.

The Advanced Technology Center (ATC) is a world-class advanced manufacturing & technology facility that will help meet the demand for skilled technicians in the Santa Clarita Valley and Greater Los Angeles area. The ATC will provide education and hands-on training for the future of work in high-demand, high-skill, high-wage jobs.

Projected programs at the ATC include: CNC Precision Machining, Welding/Fabrication, Construction Technologies, Industrial Maintenance, and Automation, Robotics, & Mechatronics.

Fred invited the board members to join the ATC Committee to share their fundraising ideas and help raise \$3 million by Fall 2024.

6. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING

6.1 Adjournment

Tamara Gurney

Tamara Gurney adjourned the meeting at 7:10pm.

Next Meeting Tuesday, March 23, 2023 at 5:30pm