

**COLLEGE OF THE CANYONS FOUNDATION**  
**26455 Rockwell Canyon Road, Canyons Hall 160, Santa Clarita, CA 91455**

**Finance Committee**  
**Meeting - Minutes**  
February 23, 2024 8:30am  
Canyons Hall 211

**Members Present:** George Reyes (Finance Committee Co-Chair), Brian Koegle (remote), Sharlene Coleal (Vice-President, Business Services and Foundation Treasurer), Shawna Lubs (Chief Operating Officer)

**Members**

**Absent:** Lisa Burke (Finance Committee Chair), Randy Moberg, Steve Corn, Fred Arnold

**Foundation Staff Present:** Jerry De Felice (Chief Development Officer), Melayn Poladian (Foundation Relations Coordinator III)

**District Staff Present:** Jason Hinkle (Associate Vice-President, Business Services), Rosie Kochendorfer (Senior Accountant, Business Services)

**Affiliated Guests**

**Present:** James Schramm (Investment Advisor, Raymond James)

**Other**

**Attendees:** Steve Petzold

**1. PRELIMINARY FUNCTIONS**

1.1 Call to Order/Establishment of a Quorum GEORGE REYES  
Noting that a quorum was present, George Reyes called the meeting to order at 8:32 AM.

1.2 Approval of Meeting Agenda GEORGE REYES  
George Reyes requested a motion to approve the meeting agenda.

Motion to Approve:	Second:	Voting Yes:
Brian Koegle	Sharlene Coleal	Brian Koegle, Sharlene Coleal, George Reyes, Shawna Lubs

1.3 Approval of Meeting Minutes: December 15, 2023 GEORGE REYES  
George Reyes requested a motion to approve the meeting minutes from December 15, 2023

Motion to Approve:	Second:	Voting Yes:
Shawna Lubs	Sharlene Coleal	Brian Koegle, Sharlene Coleal, George Reyes, Shawna Lubs

## 2. REVIEW

### 2.1 Foundation Investment Update by Financial Advisor

JAMES SCHRAMM

In the last quarter (10/31/2023 – 1/31/2024), the market has gone up with the Foundation portfolio at 12.5% against our 12.8% benchmark.

The beginning of 2024 the Large Cap Growth had great profit increases. The Fed backed off of lowering rates, even though inflation dropped from 9% to 4%. This was quick, but dropping 4% to 2% will be more difficult. Housing costs are still high, due to a Supply vs. Demand issue. Supply chain issues still exist, so fewer houses are being built, causing the housing costs to remain high. The last 3 months of inflation indicate that inflation will hover at about 3%, which is still higher than the 2% that the Fed would like to see. In the coming months, the Fed may lower interest rates, but that may not happen until July. The 10-year Treasury has risen, which hurts value of bonds but our bonds are individual bonds, so as long as we hold them to maturity, they will not be affected. For the Fiscal Year, we are up 5.8%, which is a bit behind the benchmark. At the end of March another rebalance will be done to ensure we are in line and in check. We are above the 5% for the yearly withdrawal amount, which is always the goal.

The committee agreed to postpone the discussion about investment fees to a later date.

The Manvi Trust performance is similar over 1 year – consecutive to dollar cost average. The accounts are all similar in their investments and performance. We started the Manvi Trust very conservatively, therefore it's dollar cost average since inception date is behind the benchmark, however that was done purposefully. Despite that, we are pleased with the performance.

### 2.2 Fundraising Update

JERRY DE FELICE

In the last quarter (11/1/2023 – 1/31/2024) we received over 30 gifts of \$1000 or more in various areas across campus. We've been asked to submit a proposal to HMNF. Last year they supported nursing department, scholarships, and Chancellor's Circle with a gift of \$40,000.

Jerry also met with David Sonne, Director of the Oakey Foundation. He will follow up with Jenn Steele to review the parameters for the Oakey Foundation Scholarship and will work with her to support the event where the scholarships are presented.

### 2.3 Foundation Staffing Update

JERRY DE FELICE

Cassidy Butow, Event Coordinator, has accepted another position on campus, and will be leaving the Foundation, effective February 29, 2024. She has agreed to stay on with the Foundation at 20% until June 30, 2024 to assist with our upcoming events. In the interim, we are looking to hire an Adult Hourly to fill in the gaps. We will post the full-time position as soon as we are able to do so.

## 3. APPROVAL

### 3.1 Approval of Financial Statements as of January 31, 2024

- Fund 81 Revenue & Expenses
- Operating Fund Cash Flow Projections
- Fund 82-89 Revenue & Expenses Summary
- Cash Balance Summary

SHARLENE COLEAL

As of January 31, 2024, we are 58% through the fiscal year. The Foundation has budgeted revenues of \$264,200 and expenses of \$263,400, with a net revenue of \$800. The year-to-date net revenue is a little bit below goal, but will shift as we progress through the fiscal year due to the timing of events. Expenses are also below for the same reason. There has not been a lot of activity in the past two months. There was a slight increase in LACOE interest, but it is still behind budget. The Interfund Transfer and Change in Life Insurance Cash Value and Change in Irrevocable Planned Gift Value won't happen until the end of the Fiscal Year. Revenue in total is 49% against 58% of the way through the Fiscal Year.

For expenses, payroll and benefits are on track with the budget, but with Cassidy's departure, we will see some salary savings there. That money will be used to fund the Adult Hourly position that was mentioned earlier. The subscriptions and memberships have been pre-paid and are tracking in line with the budget. Office supplies are tracking above, due to a one-time purchase of a desk for staff. There are no current contract services expenses but we will see expenses for Raymond James and legal fees later in the fiscal year. Credit card fees are below budget, but we will see an increase in that with Silver Spur. All other expenses are on target with the budget. Expenses are at 52% against 58% of the way through the Fiscal Year.

For Special Events and Fundraising, the 2023 Golf Tournament achieved a net income of \$28,135 against a budget of \$16,000. The Chancellor's Circle is doing better than in previous years; it is currently \$30,092 which is below budget, but we anticipate that to change through the fiscal year. The Silver Spur revenues and expenses will be available later in the fiscal year as the event takes place on April 13, 2024.

As of January 31, 2024, the Foundation Fund Balance is \$283,348 after the \$100,000 transfer to the COC Foundation Endowment. The Foundation Discretionary Cash Balance as of January 31, 2024, is \$155,373 (59%).

Fund 82 shows activity for other areas of the Foundation, such as mini grants, the Raising the BAR fund, Michelle Jenkins Bridging the Gap Fund, Patrons of the Arts, and the Henry Mayo Newhall Foundation.

Fund 83 shows no campaign activity. That is where we will eventually see the money from the ATC campaign.

Fund 84 shows the Scholarships. We received \$194,000 in different types of scholarships, Osher, and other donor contributions, an increase of \$116,000 from the prior year.

Fund 85 shows no activity. Fund 86 and Fund 87 shows the investments that James Schramm already spoke about.

Motion to Approve:  
Shawna Lubs

Second:  
Brian Koegle

Voting Yes:  
Brian Koegle, Sharlene Coleal,  
George Reyes, Shawna Lubs

#### **4. PUBLIC COMMENT**

4.1 Comments by Members of the Audience NOT on the Agenda GEORGE REYES  
George Reyes asked for comments from the members not on the agenda. There were none.

#### **5. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING**

5.1 Adjournment GEORGE REYES  
George Reyes adjourned the meeting at 8:49 AM