

COLLEGE OF THE CANYONS FOUNDATION
26455 Rockwell Canyon Road, Santa Clarita, CA 91355

College of the Canyons Board of Directors
Meeting - Minutes

September 24, 2024 5:30 PM
Dr. Dianne G. Van Hook University Center 258

Members Present: David Andrus (Interim President), Fred Arnold (Chair), Gary Horton (Co-Chair), Jason Hinkle (Treasurer), Shawna Mann (Secretary), Lisa Burke, Joyce Carson, Thomas Dierckman, Bruce Fortine, Tamara Gurney, William Harwood, Arnaldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Jenny Ketchepaw, Mike Lebecki, Ed Masterson, Jill Mellady, Randy Moberg, George Reyes, Doreen Shine, Joyce Shulman, Matthew Sreden, Omar J. Torres

Members

Absent: Dawn Abasta, Steve Corn, Shawn Fonder, Mark Jenkins, Brian Koegle, T. Meyer, Leticia Meza-Guerrero, James Schrage, Ryan Theule

Foundation Staff Present: Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Relations Coordinator III), Dylan Mahoney (Foundation Assistant)

District Staff

Present: Edel Alonso (Board of Trustees President)

Affiliated

Guests Present: None

Other

Attendees: None

1. PRELIMINARY FUNCTIONS

1.1 Call to Order/Establishment of a Quorum

Fred Arnold

Noting that a quorum was present, Fred Arnold called the meeting to order at 5:35 PM.

1.2 Approval of Meeting Agenda

Fred Arnold

Fred Arnold requested a motion to approve the meeting agenda.

Motion to Approve:

Mike Lebecki

Second:

Joyce Carson

Voting Yes:

David Andrus, Fred Arnold, Gary Horton, Jason Hinkle, Shawna Mann, Lisa Burke, Thomas Dierckman, Bruce Fortine, Tamara Gurney, William Harwood, Arnaldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Jenny Ketchepaw, Ed Masterson, Jill Mellady, Randy

Moberg, George Reyes, Doreen Shine, Joyce Shulman, Matthew Sreden, Omar J. Torres

1.3 Approval of Joint Meeting Minutes: May 22nd, 2024

Fred Arnold

Fred Arnold requested a motion to approve the meeting minutes from the Joint Board meeting which occurred on May 22nd, 2024. Shawna reminded the members that there are two sets of minutes, one from the joint meeting with the Board of Trustees and one from when the board reconvened without the Board of Trustees.

Motion to Approve:

Taylor Kellstrom

Second:

Joyce Carson

Voting Yes:

David Andrus, Fred Arnold, Gary Horton, Jason Hinkle, Shawna Mann, Lisa Burke, Thomas Dierckman, Bruce Fortine, Tamara Gurney, William Harwood, Arnaldo Jaquez, Sharlene Johnson, Jenny Ketchepaw, Mike Lebecki, Ed Masterson, Jill Mellady, Randy Moberg, George Reyes, Doreen Shine, Joyce Shulman, Matthew Sreden, Omar J. Torres

2. PUBLIC COMMENT

2.1 Comments by Members of the Audience NOT on the Agenda

Fred Arnold

There were no comments made by members of the audience not on the agenda.

3. INFORMATION AND ITEMS APPROVED BY EXECUTIVE COMMITTEE

3.1 Comments from the President of the Board of Trustees.

Edel Alonso

Edel Alonso addressed recent changes made in the Community College District, namely Dianne Van Hook's retirement and David Andrus' appointment as Interim President, the Climate Survey results, and the ATC.

3.2 Foundation Changes

Shawna Mann

Shawna Mann presented on the Foundation's future and proposed organizational changes to streamline operations and encourage member engagement. Numerous handouts, including a giving form, engagement form, proposed meeting schedule, conflict of interest form, and prospective committee list were handed to board members.

3.3 Approval of Year End Financial Statements for FY2023-2024

Lisa Burke/Jason Hinkle

Lisa Burke and Jason Hinkle presented an overview of Foundation financial statements for the 2023-2024 fiscal year. Jason indicated that the Foundation budget exceeded expectations, yielding a net revenue of \$29,705. Regular revenues, without consideration of special events, were below budget, predominantly due to the Annual Fund Appeal. Special Event revenues exceeded the budget by \$13,000. The Golf Tournament performed extremely well.

Expenses are at 91% of budget, with a number of variances both at and below budget. Operating expenses decreased in proportion to the decline in revenues. Expenses were \$22,706 less than the budget.

There is a healthy fund balance, indicating that any prospective losses in the FY 2024-2025 can be offset.

Large changes in the balances of Fund 81 and 82 are attributed to the creation of endowments.

3.4 Professional Service Agreements

Shawna Mann

- **William MacPherson – Entertainment for Opening Day - \$1,200**
- **4EVR FOTO – Team Photos for Golf Tournament - \$1,095**

Shawna Mann discussed the professional service agreements listed above, which were previously approved by the Executive Committee.

4. APPROVAL

4.1 Approval of Final Budget for FY2024-2025

Jason Hinkle

Some slight modifications have been made to the adopted budget. For Fund 81, general revenues were increased due to salary and benefit increases. Foundation Operation revenues were decreased. Development Fundraising and General Operations budgets were also decreased. Overall, the Foundation has a balanced budget expecting a net revenue of \$200.

Fund 82 still has a \$1,000,000 budget goal for the ATC, which will be built. The goal is to raise \$3,000,000 by 2027 for its development.

Motion to approve:

Joyce Carson

Second:

Lisa Burke

Voted Yes:

David Andrus, Fred Arnold, Gary Horton, Jason Hinkle, Shawna Mann, Thomas Dierckman, Bruce Fortine, Tamara Gurney, William Harwood, Arnoldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Jenny Ketchepaw, Mike Lebecki, Ed Masterson, Jill Mellady, Randy Moberg, George Reyes, Doreen Shine, Joyce Shulman, Matthew Sreden, Omar J. Torres

4.2 Changes to Designated Signers – Foundation Credit Cards and Bank Accounts: **Shawna Mann Remove: Sharlene Coleal, Dr. Dianne G. Van Hook; Add: David Andrus, Shawna Mann**

Shawna Mann requested a motion to approve the changes to designated signers at the Foundation listed above.

Motion to approve:

Jenny Ketchepaw

Second:

Doreen Shine

Voted Yes:

Fred Arnold, Gary Horton, Jason Hinkle, Lisa Burke, Joyce Carson, Thomas Dierckman, Bruce Fortine, Tamara Gurney, William Harwood, Arnaldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Mike Lebecki, Ed Masterson, Jill Mellady, Randy Moberg, George Reyes, Joyce Shulman, Matthew Sreden, Omar J. Torres

Abstained:

Shawna Mann
David Andrus

**4.3 Foundation Credit Card Holders: Remove: Cassidy Butow, Jerry De Felice
Change: Shawna Lubs to Shawna Mann**

Shawna Mann

Shawna Mann requested a motion to approve the changes to Foundation credit card holders listed above.

Motion to approve:

Bruce Fortine

Second:

Taylor Kellstrom

Voted Yes:

Fred Arnold, Gary Horton, Jason Hinkle, Lisa Burke, Joyce Carson, Thomas Dierckman, Tamara Gurney, William Harwood, Arnaldo Jaquez, Sharlene Johnson, Jenny Ketchepaw, Mike Lebecki, Ed Masterson, Jill Mellady, Randy Moberg, George Reyes, Doreen Shine, Joyce Shulman, Matthew Sreden, Omar J. Torres

Abstained:

David Andrus
Shawna Mann

4.4 Board Re-Installation

Edel Alonso

Edel Alonso led the re-installation process for all present board members, reciting the oath and officially installing them as members of the Foundation Board and beginning their six-year terms. She swore in the following officers: Fred Arnold and Gary Horton as Chair and Co-Chair, Jason Hinkle as Treasurer, and Shawna Mann as Secretary.

5. REPORTS

5.1 Golf Update

T. Meyer/Shawn Fonder

Due to T. Meyer and Shawn Fonder's absence, Desiree Dodd provided an overview on the upcoming Golf Tournament, and requested member assistance to increase sponsorships.

5.2 Alumni Banner Update

Dylan Mahoney

Dylan Mahoney shared details regarding the Alumni Banner ceremony and asked that board members submit nominations.

5.3 President's Update – What's New & What's Ahead

David Andrus

David Andrus addressed the Foundation Board, providing updates on the development of the ATC and spotlighting student achievement.

6. ADJOURNMENT

6.1 Adjournment

Fred Arnold

Fred Arnold adjourned the meeting at 7:20 PM.