

**COLLEGE OF THE CANYONS FOUNDATION  
BOARD OF DIRECTORS  
MEETING MINUTES**

26455 Rockwell Canyon Road, Santa Clarita CA 91355

Tuesday, November 17, 2020

5:30 p.m.

Zoom meeting

Present: Steve Corn, Tom Dierckman, T. Meyer, Fred Arnold, Joe Klocko, Sheila Chovan, Elise Lentini, Kevin Holmes, Doreen Shine, Brian Koegle, Shawn Fonder, Jeff Thomas, William Harwood, Diane Fiero, Sharlene Coleal, Jill Mellady, Nick Lentini, Bruce Fortine, Nicholas Cardenas, Diana Cusumano, Mike Lebecki, Randy Moberg, Ed Masterson, Ryan Theule, Doris Marie Zimmer, Steve Zimmer, Sharlene Duzick, Omar Torres, Cathy Ritz, Michelle Rey, Shannon Munoz, James Kneblak, Jamal Yarbrough (guest), Mary MacAdam (guest), April Barcus (guest)

Absent: John Carlson, Joyce Shulman, Peggy Cannistraci, Tamara Gurney, Charlotte Kleeman, Dianne Van Hook, Amanda Benson, Jason Renno, Gary Saenger, Heather Duncan, Julie Sturgeon, Lisa Burke, Shaun Sarkissian, Mark Jenkins

**I. CALL TO ORDER/ESTABLISHMENT OF A QUORUM**

The meeting was called to order at 5:34 pm. A quorum was established.

**II. CONSENT CALENDAR**

All matters listed under the Consent Calendar will be enacted by one motion unless a report is made for discussion, in which case the item(s) will be removed from the Consent Calendar and will be considered separately following this portion of the agenda.

**Approval of the Agenda and Minutes from 9/22/20 Board meeting**

**Jill Mellady**

Item V(a) presentation of the Foundation Audit was moved up on the Agenda after Consent. On Motion by Doris Marie Zimmer, Second by Fred Arnold, the Agenda and Minutes on the Consent Calendar were unanimously approved.

**III. Presentation of Foundation 2019-20 Audit**

**Kevin Holmes**

Kevin Holmes presented the Foundation Audit for Information. The Audit was reviewed and approved by the Audit Committee and the Executive Committee who have the delegated authority to take such action. The Foundation received an Unmodified Opinion which is the highest opinion for any organization to achieve. The Auditors deemed the College of the Canyons Foundation as one of their "A" clients for internal quality controls and organization. There were no questions from the Board.

**IV. HIGHLIGHTS – Meet our Students**

**James Kneblak**

James introduced three students who shared their experience during the pandemic and the resources they receive from the college to keep them on track with their learning objectives – Jamal Yarbrough, Mary MacAdam and April Barcus. The Board broke into three breakout rooms for the opportunity meet the students individually.

**V. APPROVAL**

**A. Financial Report through September, 30, 2020**

**Jeff Thomas**

Jeff Thomas presented the Financial report through September 30<sup>th</sup>. There were no questions. On motion by Doris Marie Zimmer, second by Joe Klocko, the Financial report was unanimously approved.

**B. Executive Director – Delegation of Authority and**

**Cathy Ritz**

## **Authorized Signature – Foundation By-laws, Policies, Procedures**

Cathy made a recommendation to the Board to amend the Foundation By-laws, Policies and Procedures to replace the Chief Operating Officer with the Executive Director. This action will give the Executive Director delegated authority per Foundation Policies and Procedures and assign the Officer position as Secretary to Michelle Rey.

On motion by Bruce Fortine, second by Brian Kogle, the amendment to the Foundation By-laws, Policies and Procedures were unanimously approved.

### **VI. WHAT YOU NEED TO KNOW**

- Chancellor's report – Omar Torres presented the Chancellor's Report

#### **Event/Committee Reports**

- Alumni Mentor Program – Sharlene Duzick provided an update
- Chancellor's Circle - Jill Mellady provided an update
- Patrons of the Arts – Doreen Shine provided an update
- Golf Tournament – Joe Klocko and T Meyer provided an update on the Golf Tournament – December 7<sup>th</sup>
- Year End Campaign – Michelle Rey provided an update on the year-end campaign
- Foundation EIN Update – Cathy provided an update on the Foundation's EIN

### **VII. REVIEW OF ITEMS APPROVED BY EXECUTIVE COMMITTEE SINCE 9/22/20 BOARD MEETING**

The following Professional Service Agreements were reviewed and ratified by the Executive Committee:

Mark Kashirsky  
Stacey Stanley  
Paul Rose  
Firebrand Creative House  
FE Brand Films, LLC

### **VIII. ANNOUNCEMENTS**

### **IX. PUBLIC COMMENT**

No public comment

### **X. ADJOURNMENT**

The meeting was adjourned at 7.15pm. Next meeting will be held on Tuesday, January 26, 2021