

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

Board of Directors
Meeting - Minutes
Tuesday July 26, 2022 5:30 pm
VIA ZOOM VIDEO CONFERENCING

Members Present: Tamara Gurney, Board Chair
Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, William Harwood, Gary Horton, Taylor Kellstrom, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

Members Absent: Dr. Dianne Van Hook, Fred Arnold, Lisa Burke, Steve Corn, Jill Mellady, Randy Moberg, Jeff Thomas, Doris Marie Zimmer

Foundation Staff Present: Shawna Lubs, Desiree Dodd

District Staff Present: None

Affiliated Guests Present: None

Guests: None

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 5:44pm on July 26, 2022.

1.2 APPROVAL OF RESOLUTION NO. 2022-23_2_ TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953

Tamara Gurney

Tamara Gurney asked for the approval of the Resolution.

Motion to Approve: Brian Koegle Second: Michael Lebecki

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

1.3 APPROVAL OF THE AGENDA AND MINUTES

Tamara Gurney

1.3.1 Board Minutes 5/24/2022

1.3.2 Board Agenda

Tamara Gurney asked for the approval of the 5/24/22 meeting minutes and 7/26/22 Board agenda.

Motion to Approve: Joyce Shulman Second: Michael Lebecki

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

4. PUBLIC COMMENT

Tamara Gurney

Comments by Members of the Audience NOT on the agenda

Tamara Gurney opened the floor for any Comments by Members of the Audience on any Item NOT on the Agenda. There were none.

5. APPROVAL

5.1 Financial Report Period Ending May 31, 2022

Sharlene Coleal

Sharlene Coleal presented the Financial Statement through May 31, 2022. As of May 31st, 2022, we are 92% of the way through the fiscal year. Revenues of \$237,875 are above budget at 112%. Expenses of \$281,680 are above budget at 133% and net revenue shows a shortfall of \$43,805. Revenues for Golf, Silver Spur, and General Fundraising are above budget. Golf did exceptionally well at over \$36,000 in Net Income, and Silver Spur came in at just over \$49,000 in Net Income. However, revenue for Chancellor's Circle is significantly below budget at 50%. Combined with the higher than budgeted expenses for Chancellor's Circle and a few other categories (Office Supplies, Contract Services, Credit Card fees, etc.), this is where much of the shortfall comes from. She summarized the reports for funds 81-88.

Motion to Approve: Brian Koegle Second: Tom Dierckman

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

5.2 Approved Budget 2022-2023

Shawna Lubs

Shawna Lubs highlighted budget changes including classified clerical salary for events coordinator position. Conferences, event/meeting attendance, marketing, and planned giving expense adjusted to reflect actual expenditures bringing net revenue to zero. No changes to Funds 82-89.

Motion to Approve: Michael Lebecki Second: Joyce Shulman

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

5.3 Approval of Finance Committee Chair to Executive Committee

Shawna Lubs

Lisa Burke has accepted the role of Finance Committee Chair and has been recommended to the Foundation Board so that Lisa Burke serve as a member of the Executive Committee to present financial reports.

Motion to Approve: Michael Lebecki Second: Bruce Fortine

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

5.4 Approval of Audit Committee Members

Shawna Lubs

Shawna Lubs reported that Gary Horton and John Carlson have agreed to join the audit committee and requested approval by the Board.

Motion to Approve: Bruce Fortine Second: Michael Lebecki

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegle, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

5.5 Swearing in of Foundation Chair and Secretary

Tabled as a member from Board of Trustees was not present.

5.6 Approval of Hire – Events Coordinator

Shawna Lubs

Shawna Lubs reported that Kari Dahlquist has been hired as the new Events Coordinator and will start on Monday August 1st. Kari comes from the Hart District, where she worked as the Career & College Readiness Specialist, where she connected high school students to career pathways. She has volunteered extensively in the community in PTA and youth sports leagues orchestrating events and fundraisers. She spent 12 years working in the entertainment industry doing public relations for Warner Bros.

Motion to Approve: Joyce Shulman

Second: Bruce Fortine

Voting Yes: Dawn Abasta, Peggy Cannistraci, Sharlene Coleal, Tom Dierckman, Sharlene Duzick-Johnson, Shawn Fonder, Bruce Fortine, Tamara Gurney, William Harwood, Gary Horton, Jenny Ketchepaw, Brian Koegele, Michael Lebecki, Ed Masterson, Doreen Shine, Joyce Shulman, Heather Stewart

6. INFORMATION

6.1 WHAT YOU NEED TO KNOW

Shawna Lubs

6.1.1 Student Highlight

Shawna Lubs reported that there is not a student to highlight due to summer holidays

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

Dr. Van Hook was not present for this meeting; therefore, the Chancellor's Report was not presented.

6.2 COMMITTEE REPORTS

6.2.1 Strategic Plan Update

Fred Arnold

No update at this time.

6.2.2 Chancellor's Circle Update

Jill Mellady

Business Breakfast Briefings are on hold during the summer. Shawna Lubs shared that the Foundation has been surveying local business partners and Chancellor's Circle members to generate new ideas for future briefing events. Additionally, more than 18 Chancellor's Circle Faculty Mini Grant applications have been turned over to Jill Mellady and Omar Torres for review.

6.2.3 Patrons of the Arts Update

Doreen Shine

Doreen Shine shared that Pre-show events will resume in the fall.

6.2.4 Silver Spur Update

Ed Masterson

Ed Masterson shared that nominations for the 2023 honoree have been submitted to the Chancellor for review and that Dr. Van Hook would like to meet in the near future to discuss.

6.2.5 Alumni

**Fred Arnold &
Taylor Kellstrom**

Taylor Kellstrom reported that the Alumni Banner event will take place during the school year. The Alumni 360 software program is back up and running. Plans to share the link with everyone's business networks to encourage connection. Mentor program will restart with the new school year as well.

6.2.6 Golf

T. Meyer

Shawna Lubs reported that the tournament is scheduled on 8/29 at The Oaks. Title and Presenting Sponsorships are still available. The Foundation staff can answer questions about additional sponsorship opportunities and information is available on the website.

6.2.7 Board Development

**William Harwood
& Sharlene
Duzick-Johnson**

Sharlene Duzick-Johnson shared that the Board Development committee is focusing strategically to identify board member capabilities. Specifically looking at time, treasure, and talents to determine what each member can logically provide. The committee will work on strategic measurable goals around that information. Tamara Gurney concurred that this will help in recruiting new members since it will provide a clear picture of what may be missing.

6.2.8 Marketing Committee

Jill Mellady

No update at this time.

6.3 REVIEW OF ITEMS APPROVED BY EXECUTIVE COMMITTEE SINCE 1/25/2022

6.3.1 Professional Service Agreement

Shawna Lubs

- a. Evergreen Alliance Golf Limited (Golf Tournament)

6.3.2 Ratification of Professional Service Agreements

Shawna Lubs

Shawna Lubs presented the following Professional Service Agreements for ratification:

- a. Rebecca Rillo: Photography for Nursing Program Graduation: \$ 510
- b. Evergreen Alliance Golf Limited: Board Installation Dinner: \$6,345
- c. Salt Creek Grille Restaurants LLC: POA pre-show event was cancelled, so no charges.
- d. Stokes Auction Group (Amended): Amendment after Silver Spur event to cover auctioneer's lodging.
- e. Top Star Security Guard: 60 minutes added to their original contract for Silver Spur.
- f. AlumniFinder: Pay per use application helpful in pulling alumni data. Inexpensive tool at under \$2 per search.

7. PUBLIC COMMENT

Tamara Gurney

Comments by Members of the Public on items on the Agenda and NOT on the Agenda

Tamara Gurney opened the floor for any Comments by Members of the Audience on any Item NOT on the Agenda. There were none.

8. Foundation Staffing Update

Shawna Lubs

Shawna Lubs reported that Rane Franklin has resigned and her position as Director of Development will be posted. The Chief Development Officer position has been posted and will remain open until filled. William Harwood inquired about exit interviews being conducted and Sharlene Coleal shared that the Human Resources Department conducts confidential exit interviews in keeping with college policy.

9. Merging of Friends of the Fine Arts account and Patrons of the Arts account

Sharlene Coleal

Sharlene Coleal reported that Friends of the Fine Arts is an account that has been on record since the opening of the Performing Arts Center. When the name of the committee changed to Patron of the Arts the account balance never followed the change. So, funds from the Fine Arts account will be added to the Patron of the Arts account. The Friends of the Fine Arts account will then be closed out.

10. ADJOURNMENT

Tamara Gurney

Tamara Gurney adjourned the meeting at 6:25pm
Next Board Meeting – September 27, 2022