

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

**Board of Directors**  
**Meeting - Minutes**

Tuesday, September 27, 2022 5:30pm

**Members Present:** Tamara Gurney, Board Chair  
Dawn Abasta, Fred Arnold, Lisa Burke, Sharlene Coleal, Steve Corn, Diane Fiero, Shawn Fonder, Bruce Fortine, William Harwood, Mark Jenkins, Taylor Kellstrom, Jenny Ketchepaw, Brian Koegle, Ed Masterson, Randy Moberg, Doreen Shine, Joyce Shulman, Heather Stewart, Ryan Theule, Omar Torres

**Members Absent:** Dr. Dianne Van Hook, Thomas Dierckman, Sharlene Duzick Johnson, Gary Horton, Mike Lebecki, Jill Mellady, T Meyer, Gary Saenger, Shaun Sarkissian, Jeff Thomas

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

**District Staff Present:**

**Affiliated Guests Present:** Joan MacGregor

**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 5:36pm on September 27, 2022.
- 1.2 Approval of Meeting Agenda** **Tamara Gurney**  
Tamara Gurney asked for approval of the agenda for the Board of Directors meeting September 27, 2022  
**Motion to Approve:** Joyce Shulman      **Second:** Mark Jenkins      **Record of Votes:** 21-0  
(10 members absent)
- 1.3 Approval of Meeting Minutes: 7/26/2022** **Tamara Gurney**  
Tamera Gurney asked for a motion to approve the meeting minutes from the Executive Committee meeting on July 26, 2022  
**Motion to Approve:** Joyce Shulman      **Second:** Randy Moberg      **Record of Votes:** 21-0  
(10 members absent)

**2. STUDENT HIGHLIGHT**

- 2.1 Tony Middleton Jr.** **Desiree Dodd**  
Desiree Dodd introduced student Tony Middleton, a recent recipient of the Construction Management Scholarship. Tony shared that he is a 3<sup>rd</sup> year student double majoring in Construction Management Technology and Administration of Justice. Tony was originally recruited by Coach Howard Fisher to play basketball at COC, and once on campus he learned about Career Technical Education courses and leadership development opportunities, including FBLA and the National Society of Leadership and Success. Tony carries a full schedule of 12 units while also working full time in his family's plumbing business. He will graduate in Spring 2023 with 2 Associates Degrees and 2 Certificates of Completion. He plans to transfer to California State University, Northridge to complete his degree in Criminal Law and

Justice. Tony reported that the scholarship has helped him to continue his education at COC and has assisted him with his commute from South Central Los Angeles to the Valencia and Canyon Country campuses.

### 3. INFORMATION

#### 3.1 Foundation Staffing Update

Shawna Lubs

Shawna Lubs welcomed and introduced new Foundation Staff: Jasmine Foster, interim Chief Development Officer, Desiree Dodd, interim Director of Development, and Kari Dahlquist, Events Coordinator. Complete bios were shared with the committee in supplemental documents.

#### 3.2 Manvi Trust

Sharlene Coleal

Sharlene Coleal reported that they are still working with the attorneys on the details of the Manvi Trust and steps necessary to move forward, so she will bring this item back to the board at the next meeting.

### 4. APPROVAL

#### 4.1 Financial Report through June 30<sup>th</sup>, 2022

Sharlene Coleal

Sharlene Coleal acknowledged Lisa Burke for accepting the role of Finance Committee Chair. Sharlene presented the Financial Statement through June 30<sup>th</sup>, 2022. As of June 30<sup>th</sup>, 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.

Tamara Gurney requested a motion to approve the financial statements as presented.

**Motion to Approve:** Joyce Shulman

**Second:** Steve Corn

**Record of Votes:** 21-0  
(10 members absent)

#### 4.2 Foundation Bylaws

Sharlene Coleal

Sharlene Coleal shared changes to the Bylaws proposed by the COC Foundation legal counsel, Erin Kunze of LCW, to comply with the laws and regulations that govern the COC Foundation, and to clarify the Foundation's existing and preferred practices. The Foundation is subject to Federal and State laws and regulations governing California Nonprofit Public Benefit Corporations, 501(c)(3) tax exempt organizations, and organizations recognized by the Santa Clarita Community College District as District auxiliary organizations.

The updates include information about quorum, categories of directors (including ex officio members), voting authority of said members, terms of office, Board of Director responsibilities required by law that cannot be delegated, personal liability, insurance, Brown Act requirements with regards to teleconferencing and quorum, adjourned meetings, and Chief Executive Officer responsibilities.

**Motion to Approve:** Randy Moberg

**Second:** Joyce Shulman

**Record of Votes:** 21-0  
(10 members absent)

#### 4.3 Foundation Pledge Write-Off Policy & Procedure

Shawna Lubs

Shawna Lubs shared a policy statement to establish an administrative procedure through which uncollectible pledges shall be written off. If a donor is unwilling or unable to fulfill a pledge made to the Foundation, the pledge is classified as uncollectible.

Foundation staff will make every effort to contact the donor to determine the commitment to fulfilling the pledge. New terms can be established or if the donor is unwilling to fulfill, cannot be located, or has passed away, the pledge will be recommended for write off. Such a policy is typical for foundations and

recommended by the auditors. Both the Finance and Executive Committees have reviewed and recommend.

**Motion to Approve:** Lisa Burke

**Second:** Jenny Ketchepaw

**Record of Votes:** 21-0  
(10 members absent)

#### **4.4 Addition of Key Executives to Foundation Credit Card**

**Shawna Lubs**

Wells Fargo has had an account for the Foundation since prior to 2000. Previously, they had key executives on file who had served as Foundation Board Officers. With recent staff changes at the Foundation, it was decided to list the key executives as permanent foundation staff to maintain continuity with the accounts. Currently, the only key executive approved by the Foundation Board is Shawna Lubs, Director of Operations and Marketing Communications. At this time, we need to add additional key executives to the account. Our new additions, Jasmine Foster, Interim Chief Development Officer, and Kari Dahlquist, Event Coordinator, as well as Desiree Dodd, Donor Relations Coordinator will need to be added to the account in order to more efficiently facilitate Foundation activities.

The Key Executive title is a requirement by Wells Fargo, and allows those named individuals to have and utilize a credit card under the Foundation account. This is different from the Signatories, who have signing authority on the account. Those individuals are Dr. Van Hook, Sharlene Coleal, and Jason Hinkle.

In addition, Rane Franklin was previously approved by the Foundation Board as a Key Executive. As she has left the Foundation, she needs to be removed from the account.

**Move to Approve:** Joyce Shulman

**Second:** Lisa Burke

**Record of Votes:** 21-0  
(10 members absent)

### **5. INSTALLATION OF BOARD MEMBERS**

#### **5.1 Tamara Gurney – Board Chair**

**Joan MacGregor**

Dr. Joan MacGregor swore in Tamara Gurney as Board Chair of the Foundation, asking her to affirm support for the mission and goals of the Foundation; to adhere to the Bylaws of the Foundation and Policies, Procedures and Mission of the College of the Canyons and the Santa Clarita Community College District; and to take this obligation freely, and faithfully discharge the duties of the position.

#### **5.2 Shawna Lubs – Secretary**

**Joan MacGregor**

Dr. Joan MacGregor swore in Shawna Lubs as Board Secretary, asking her to affirm support for the mission and goals of the Foundation; to adhere to the Bylaws of the Foundation and Policies, Procedures and Mission of the College of the Canyons and the Santa Clarita Community College District; and to take this obligation freely, and faithfully discharge the duties of the position.

### **6. REVIEW OF ITEMS APPROVED BY EXECUTIVE COMMITTEE SINCE 7/26/2022**

#### **6.1 Professional Service Agreements**

**Shawna Lubs**

Shawna Lubs presented professional service agreements for approval:

- Just Imagine: Photographer for Golf Tournament: Professional photography for the Golf Tournament in the amount of \$1200. Photos were taken of each foursome and each golfer took home a commemorative photo.
- William McPherson: Opening Day Entertainment: Entertainment for Opening Day on campus in the amount of \$1500

## 7. REPORTS

### 7.1 Chancellor's Update – What's New & What's Ahead

Dr. Dianne Van Hook

Diane Fiero presented the Chancellor's Update to board.

Link to full presentation:

[https://go.boarddocs.com/ca/coc/Board.nsf/files/CJAQ5R6298AF/\\$file/Chancellor's%20Report%209.14.22%20FINAL%20COMPRESSED.pdf](https://go.boarddocs.com/ca/coc/Board.nsf/files/CJAQ5R6298AF/$file/Chancellor's%20Report%209.14.22%20FINAL%20COMPRESSED.pdf)

### 7.2 Committee Reports

Committee Chairs

#### **Scholarship & Student Resources Committee**

Tamara Gurney shared that the Scholarship committee has adapted to include Student Resources to address the more immediate needs of our students. The committee is working to put structure to how that gets accomplished

#### **Chancellor's Circle Committee**

Shawna Lubs reported that the committee has awarded 20 mini grants to COC faculty this year. The Chancellor's Circle Dinner is scheduled for October 21<sup>st</sup> and will highlight the new building on the Canyon Country Campus. There will be some new benefits added to Chancellor's Circle membership and we plan to introduce them at the dinner.

#### **Patrons of the Arts Committee**

Doreen Shine reported that opening night at the PAC was a sellout. POA pre-shows are back in the PAC lobby on the following dates: The Doo Wop Project on 10/1, International Guitar Concert on 11/18, and Jazz Concert on 12/8. She strongly encouraged all board members to come out and support the arts.

#### **Marketing Committee**

Shawna Lubs shared projections for the Annual Report, coming out in November, followed by the Fall Appeal in late November – early December. The theme is *"Together, we can"*

#### **Golf Committee**

Shawn Fonder reported that the golf tournament was a long, but successful day. Tournament raised over \$60K with 108 golfers in attendance. Next year's event returns to Valencia Country Club on 10/2/2023.

#### **Board Development Committee**

William Harwood reported the committee is looking at new candidates to join the board and they are making progress in efforts to grow the board. Fred Arnold and Steve Corn encouraged all board members to actively work to reach out to their networks and grow this organization.

#### **Alumni Committee**

Taylor Kellstrom announced that the Alumni Banner Reception will be held on 10/13/2023 in conjunction with Homecoming. The Banner Reception honoring Rising Stars will be in the Cougar Den at 4pm, followed by the Homecoming Tailgate at 5pm, and the Homecoming Football Game at 7pm. Honorees and their families are invited to attend all of the festivities. He also shared plans for a Spring Fundraiser – 3 on 3 Basketball Tournament.

#### **Silver Spur Committee**

Shawna Lubs announced and congratulated this year's honorees, Mitzi and Randy Moberg.

### 7.3 Board Committee Call to Action

**Shawna Lubs**

Shawna Lubs shared a board member call to action – Time, Talent, and Treasures – How to be more involved with the COC Foundation Board of Directors. The Presentation encouraged members to consider where they fit in the board and to assess the ways in which they can contribute to the success of the organization. Shawna broke the Foundation committees into structural groupings – Organizational, Fundraising, Membership, and Event Focused – and asked each member to complete a survey with their participation preferences.

Joan MacGregor expressed her desire to see a greater degree of involvement from the faculty, as many of them receive grants from the Foundation.

William Harwood shared a personal recollection about the power of giving. He shared his appreciation that as a student he was given an expensive textbook. That seemingly insignificant financial contribution made a huge impact on his experience as a student. He drove home the point to the members that even the smallest contributions have resonating impact for students.

## 8. PUBLIC COMMENT

### 8.1 Comments by Members of the Audience NOT on the Agenda

**Tamara Gurney**

Tamara Gurney opened the floor for any comments by members of the audience on any item NOT on the agenda.

- Joan MacGregor asked about the status of One True North and Shawna Lubs explained that the contract had been put on hold amidst re-staffing at the Foundation. In the meantime, the company may be experiencing some changes in their business that continue to keep the status on hold.
- Tamara Gurney acknowledged the change that has occurred within the Foundation staff, and while we are not yet fully staffed we are in the best place we have been in a long time, with energy and cohesion that is palpable and exciting. She acknowledged that some board members did leave during the turmoil, but there is outreach occurring to re-engage the membership. Good things are starting to happen.

## 9. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING

### 9.1 Adjournment

**Tamara Gurney**

Tamara Gurney adjourned the meeting at 7:04pm.

**Next meeting is November 15, 2022 at 5:30pm**