

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

Valencia Country Club  
27330 Tourney Road, Santa Clarita, CA 91355  
Tuesday, March 26, 2019  
4:00 p.m.

Present: Barry Gribbons, Steve Corn, Joe Klocko, Nick Lentini, Elise Lentini, Sharlene Coleal, Shaun Sarkissian, Peggy Cannistraci, Sheila Chovan, Sharon Bronson, Jason Renno, Fred Arnold, Randy Moberg, Tom Dierckman, Diana Cusumano, Mike Lebecki, Tamara Gurney, Charlotte Kleeman, Shawn Fonder, Dianne Van Hook, Brian Koegle, Doreen Shine, Jill Mellady, John Carlson, Bruce Fortine, Bob McCarty, Doris Marie Zimmer, Kevin Holmes, Diane Fiero, Ryan Theule, Mark Jenkins, Murray Wood, James Kneblak, Cathy Ritz, Cindy Biehahn,

Excused: Gary Saenger, Julie Sturgeon, Anna Frutos-Sanchez, Joyce Shulman, Lee Shulman, Jeff Thomas, Mike Berger

Not excused: Ed Padilla, Roxie Ramey

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

The meeting was called to order at 4.11 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**

**Brian Koegle**

Sheila Chovan noted that Doris Marie Zimmer was missing from the list of attendees on the Minutes. Cathy noted the correction to the Minutes. On Motion by Sheila Chovan, second by Randy Moberg, the Agenda and Minutes were unanimously approved.

**III. APPROVAL**

**A. Master Operating Agreement**

Sharlene presented the revisions to the Master Operating Agreement. There were no questions from the Board. The Agreement will move forward to the Board of Trustees for approval.

On Motion by Nick Lentini, Second by Steve Corn, the Master Operating Agreement was unanimously approved.

**B. Board Member Resignations**

Cathy presented Board Member resignations for Steve Chegwin and Randy Wrage. There were no questions.

On Motion by Nick Lentini, Second by Doris Marie Zimmer, the Board Member resignations for Steve Chegwin and Randy Wrage were unanimously approved.

**C. New Board Member Recommendations**

Charlotte Kleeman presented new Board Member nominations for Ed Masterson, Sharlene Duzick, Amanda Benson, William Harwood and Heather Duncan.

On Motion by Randy Moberg, second by Barry Gribbons, the new Board member nominations were unanimously approved.

**D. Revisions to Foundation Policies**

Cathy presented revisions to the following policies for approval:

- a. Purchasing Policy
- b. Planned Giving Policy
- c. Gift Acceptance Policy
- d. Endowment and Similar Funds Policy
- e. Alcohol Policy
- f. Scholarship Policy
- g. Real Estate Acquisition and Development Policy
- h. Board and Committee Meeting Policy
- i. Delegation of Authority and Authorized Signatures Policy
- j. Cash Acceptance Policy
- k. Employee Salaries, Benefits and Working Conditions Policy
- l. Compensation Plan Policy
- m. Nepotism: Employment of Relatives Policy

On Motion by Mike Lebecki, Second by Diana Cusumano, the revisions to the policies above were unanimously approved.

**IV. WHAT YOU NEED TO KNOW**

- Chancellor’s report – Dianne Van Hook presented the Chancellor’s Report
- Silver Spur – Diana Cusumano presented an update on the tremendous success of the Silver Spur celebration
- Patrons of the Arts – Doreen Shine presented an update on the Patrons of the Arts

**V. REVIEW OF ITEMS APPROVED BY EXECUTIVE COMMITTEE SINCE 1/22/19 BOARD MEETING**

The following items were emailed to the Board:

- a. Financial Report through 1/31/19 – Sharlene provided an overview - No questions
- b. Professional Service Agreement – Charlotte D’Evelyn and Drago Culinary – No questions

**VI. ANNOUNCEMENTS AND PUBLIC COMMENT:**

Cathy made an announcement on the trip to the Classic Christmas Markets

**VII. ADJOURNMENT**

The meeting was adjourned at 5.05pm