

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

**College of the Canyons Board of Directors**  
**Meeting - Minutes**

March 24, 2026, 5:30 PM  
UCEN 107

- Members Present:** Gary Horton (Foundation Chair), Shawna Mann (Foundation CEO), Jason Hinkle (Foundation Treasurer), Dawn Abasta, Lisa Burke, Joyce Carson, Steve Corn, Tom Dierckman, Bruce Fortine, Tamara Gurney, Eric Harnish, William Harwood, Taylor Kellstrom, Randy Moberg, Jeremy Patrich, Matt Sreden, Cindy Stephens, David Vakil, Paul Wickline
- Members Absent:** Jasmine Ruys (Acting Interim President), Shawn Fonder, Malik Jackson, Arnoldo Jaquez, Jesse McClure, Jill Mellady, T Meyer, Leticia Meza-Guerrero, Karina Momary, George Reyes, Scott Schauer, Doreen Shine, Joyce Shulman
- Foundation Staff Present:** Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Relations Coordinator III), Dylan Mahoney (Events and Marketing Coordinator), Mayra Cuellar (Administrative Assistant V)
- District Staff Present:**
- Affiliated Guests Present:**
- Other Attendees:**

**1. PRELIMINARY FUNCTIONS**

**1.1 Call to Order/Establishment of a Quorum Gary Horton**

Noting that a quorum had been established, Gary Horton called the meeting to order at 5:34 PM.

**1.2 Approval of Meeting Agenda Gary Horton**

Gary Horton requested a motion to approve the meeting agenda.

|                           |                |                       |
|---------------------------|----------------|-----------------------|
| <b>Motion to Approve:</b> | <b>Second:</b> | <b>Vote - Passed:</b> |
| Tom Dierckman             | Joyce Carson   | 0 Yes                 |
|                           |                | 0 No                  |
|                           |                | <b>0 Abstention</b>   |

**1.3 Approval of Meeting Minutes: January 27, 2026 Gary Horton**

Gary Horton requested a motion to approve the meeting minutes.

|                           |                |                       |
|---------------------------|----------------|-----------------------|
| <b>Motion to Approve:</b> | <b>Second:</b> | <b>Vote - Passed:</b> |
| Joyce Carson              | Bruce Fortine  | 0 Yes                 |
|                           |                | 0 No                  |
|                           |                | 1 Abstention          |

**1.4 Comments by Members of the Audience NOT on the Agenda Gary Horton**

No comments from audience members not on the agenda items.

**2. GUEST SPEAKERS**

**2.1 Dr. Jia-Yi Cheng-Levine – Computers for Refugee Families**

**Shawna Mann**

Shawna Mann thanked the board for their generous support. After presenting the need for computers for refugee students, the board exceeded the request by donating \$11,730, well above the \$8,000 requested. The Foundation is deeply grateful for your contribution. The continued support of the board makes a real difference for our students.

Dr. Jia-Yi Cheng-Levine thanked the board for its generosity, stating that their kindness directly benefits our students and has a lasting impact on their lives. Dr. Jia-Yi Cheng-Levine and her students deeply appreciate the board's support in making a meaningful difference in their education.

**2.2 Kevin Von Tungeln, Esq – Planned Giving**

**Desiree Dodd**

Desiree Dodd introduced Kevin L. Von Tungeln, Jong Lee, and Sonia Chan Lee, who did a presentation on planned giving led by Kevin L. Von Tungeln. Their expertise in estate planning offers valuable insights for the board. Planned giving can have a significant impact by helping donors support our institution, benefiting their families, and reducing their tax burdens. The presentation covered key strategies, including bequests, charitable trusts, and gifts from retirement accounts.

**3. INFORMATION AND ITEMS APPROVED BY EXECUTIVE COMMITTEE**

**3.1 Financial Statements as of January 31, 2026**

**Lisa Burke**

Lisa Burke presented the financial statements for the period ending January 31st. Budgeted revenues were \$385,300, and expenses were \$306,599, with a projected net revenue of \$78,701. As of January 31st (58% through the fiscal year), revenues are at 42% of the budget, while expenses are on track at 58%, resulting in a net revenue of -\$15,808. The golf tournament generated \$140,395 in revenue and \$79,756 in net income. Silver Spur is coming, with ticket sales underway and lower expenses expected. All other financial items are going as planned.

**3.2 Professional Service Agreements**

**Shawna Mann**

- Stokes Auction Group – Auctioneer for Silver Spur - \$5,200
- Evergreen Alliance Golf Limited, LP dba Arcis Golf – Valencia Country Club for 2026 Golf Tournament - \$28,249.23
- Blackbaud – Foundation CRM Database - \$36,496.57
- Sheraton Universal – Silver Spur Venue - \$18,000.00 Food & Beverage Minimum

Shawna Mann presented several professional service agreements that have been approved by the Executive Committee. Stokes Auction Group will return as the Silver Spur auctioneer for \$5,200. The golf tournament at Valencia Country Club is budgeted at \$28,000, with costs unchanged from last year. The Blackbaud database system is \$36,500, and Sheraton Universal is the Silver Spur venue with a \$18,000 food-and-beverage minimum. Silver Spur expenses are expected to be \$20,000 less than last year. All agreements are within budget.

**3.3 Review of Investment Policy and Current Investments** **Shawna Mann**

Shawna Mann presented the investment policy and current investments. The Finance Committee reviewed the current investment and spending policy, with a thorough discussion planned for the end of April. Current allocations are in line with policy limits and comparable to other universities. Recent returns have matched or exceeded those of large institutions like Harvard and Yale. Any policy changes will be discussed and brought to the board for approval at the next meeting.

**3.4 Policy Review Plan** **Shawna Mann**

Shawna Mann and the Foundation members discovered that many of the policies have not been reviewed in years. A spreadsheet was created highlighting the policies that need attention, either due to recent updates by the college or because they are outdated. Starting in July 2026, the board will systematically review these policies at board meetings to ensure they are current and aligned with college standards and legal requirements.

**3.5 Case of Support** **Shawna Mann**

Shawna Mann presented the donor marketing package, which is now in its final draft after a year of collaborative work by our staff and partners. This material will help the foundation communicate its mission, highlight key statistics, and show donors how their support makes an impact. The package is flexible, allowing them to customize information for specific donor meetings by including relevant information. The Foundation plans to update it regularly to ensure that all programs are represented and that information remains current. Special thanks to everyone involved in its development.

**3.6 Fundraising Report** **Desiree Dodd**

Desiree Dodd presented the report. As of now, the foundation has received \$1.7 million toward its \$2 million goal, leaving \$300,000 to raise by June 30. Currently, 23% of the board has not yet contributed this fiscal year. Silver Spur sponsorships are still needed. Recent highlights include a \$10,000 gift from Bruce Fortine for a scholarship endowment and an anonymous faculty endowment for EMT students. Individual giving remains strong, thanks in part to the Cusumano family.

**3.7 2024-2025 Form 990 – IRS Tax Exempt Organization Filing** **Shawna Mann**

Shawna Mann presented the 2024-2025 Form 990. Form 990 is an annual IRS filing required for tax-exempt organizations, providing a summary of activities, governance, and financials. Based on the recent audit, the Foundation's net assets increased to \$7.4 million, with total revenue of \$1.39 million and expenses of \$1.03 million. Highlights include \$346,000 in educational program support and over \$512,000 in scholarships. Form 990 is available on the Foundation's website.

**4. APPROVAL**

**4.1 Transfer Interest from Fund 84 (Expendable Scholarships)** **Shawna Mann**

Each year, the Foundation transfers interest earned from Fund 82 to the operations budget as needed. Shawna Mann proposed doing the same with Fund 84, which holds expendable scholarship funds (not endowed scholarships). It was recommended that the board approve moving \$75,000 in interest from Fund 84 to the Foundation endowment to support long-term growth and self-sufficiency.

**Motion to Approve:**

Taylor Kellstrom

**Second:**

Bruce Fortine

**Vote - Passed:**

0 Yes

0 No

0 Abstention

**4.2 Strategic Plan**

**Shawna Mann**

Shawna Mann stated the strategic plan has been updated and simplified to reflect the Foundation’s current goals, capacity, and alignment with district objectives. Most changes were grammatical or clarified outdated sections, with some content consolidated or removed for clarity. Donor benefits were revised to comply with IRS guidelines (which state that benefits cannot exceed 2% of the gift), and committee structures were updated. The plan now offers a clearer, more actionable framework for future fundraising and engagement. Thank you to everyone who contributed to this important update.

The board previously approved bylaw changes regarding the “give or get” requirement. Board members prior to July 1, 2025, remain at \$1,500, while new members are set at \$2,500. All numbers will be revisited in 2027. The “give or get” remains flexible, allowing contributions through fundraising and donor engagement. Any discrepancies in the current bylaws on the website will be updated for clarity.

**Motion to Approve:**

Joyce Carson

**Second:**

Randy Moberg

**Vote - Passed:**

0 Yes

1 No

0 Abstention

**4.3 Board Member Nominations**

**Shawna Mann**

Two candidates have been nominated for board membership: Rachel Gereri, a retired City of Santa Clarita employee and active community volunteer, and Kyanna Isaacson, co-owner of all local Jersey Mike’s and a dedicated supporter of student and community events. Both are highly regarded, well-connected, and motivated to serve. The nomination process now follows a structured review by the development and executive committees before full board consideration.

**Motion to Approve:**

Cindy Stephens

**Second:**

Joyce Carson

**Vote - Passed:**

0 Yes

0 No

0 Abstention

**4.4 Foundation Vice Chair Volunteer**

**Shawna Mann**

Following Scott Schauer's resignation as Vice Chair, Taylor Kellstrom, an alum and successful entrepreneur with significant fundraising and board

experience, has volunteered for the position. Gary Horton requested a board vote to approve Taylor as the new vice chair.

|                                           |                                  |                                                        |
|-------------------------------------------|----------------------------------|--------------------------------------------------------|
| <b>Motion to Approve:</b><br>Joyce Carson | <b>Second:</b><br>Cindy Stephens | <b>Vote - Passed:</b><br>0 Yes<br>0 No<br>0 Abstention |
|-------------------------------------------|----------------------------------|--------------------------------------------------------|

**4.5 Foundation Board Secretary** **Shawna Mann**

The Board Secretary role, traditionally held by the Chief Development Officer, is currently vacant. Desiree Dodd was recommended for the position by Dr. Jasmine Ruys, pending her induction as an ex officio board member. The board will revisit this nomination and any necessary bylaw updates at a future meeting. Signing authority is maintained in the interim.

This item has been tabled and will be revisited at the next meeting.

|                                     |                          |                                                        |
|-------------------------------------|--------------------------|--------------------------------------------------------|
| <b>Motion to Approve:</b><br>Tabled | <b>Second:</b><br>Tabled | <b>Vote - Passed:</b><br>0 Yes<br>0 No<br>0 Abstention |
|-------------------------------------|--------------------------|--------------------------------------------------------|

**4.6 Appoint William Harwood to Finance Committee** **Shawna Mann**

William Harwood has volunteered to join the Finance Committee. With board approval, he will be appointed to the committee and begin participating at the next meeting on April 24.

|                                             |                               |                                                        |
|---------------------------------------------|-------------------------------|--------------------------------------------------------|
| <b>Motion to Approve:</b><br>Jeremy Patrich | <b>Second:</b><br>Matt Sreden | <b>Vote - Passed:</b><br>0 Yes<br>0 No<br>0 Abstention |
|---------------------------------------------|-------------------------------|--------------------------------------------------------|

**4.7 Installation of Members and Officers** **Shawna Mann**

The installation of members and officers will be postponed until the next meeting due to the absence of trustee Carlos Guerrero. Trustees are currently engaged in discussions regarding the potential new president.

This item has been tabled and will be revisited at the next meeting.

|                                     |                          |                                                        |
|-------------------------------------|--------------------------|--------------------------------------------------------|
| <b>Motion to Approve:</b><br>Tabled | <b>Second:</b><br>Tabled | <b>Vote - Passed:</b><br>0 Yes<br>0 No<br>0 Abstention |
|-------------------------------------|--------------------------|--------------------------------------------------------|

**5. REPORTS**

**5.1 Committee Reports** **Dylan Mahoney**

The Silver Spur event will be held on May 30th at Sheraton Universal, honoring Ed Masterson. Board sponsorships are available at a discounted rate, fulfilling board giving requirements and supporting the event's success. The Foundation needs four more board sponsorships to meet its budget goal. Faculty and community participation is also encouraged, and suggestions for group ticket packages are welcome. This year's event features student entertainment and strong involvement from alumni and faculty.

Marlee Lauffer will serve as MC, starting a new tradition of having the previous year's recipient host the event. A suggestion was made to offer discounted ticket packages for faculty to encourage greater participation.

**5.2 President's Report**

**Shawna Mann**

Shawna Mann spoke on behalf of Jasmine Ruys: Jasmine invites everyone to the interim ATC open house on Thursday. She also extends her gratitude for the board's ongoing support of students, highlighting the recent laptop drive as a successful collective effort.

**6. ADJOURNMENT**

**6.1 Next Full Board Meeting – Wednesday, May 27, 2026, at 4:00 PM – Joint with Board of Trustees**

**Gary Horton**

Gary Horton thanked the board for their engagement with this comprehensive meeting package, noting that it includes valuable information.

He stated he was interested in exploring planned giving further.

The next meeting will be on Wednesday, May 27th, at 4:00 p.m., and will be held jointly with the Board of Trustees.

Gary Horton adjourned the meeting at 7:33 PM.