

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

**Executive Committee**  
**Meeting - Minutes**  
May 6, 2026, 4:00 PM  
Canyons Hall 211

- Members Present:** Gary Horton (Chair), Lisa Burke (Finance Committee Chair), Jason Hinkle (Vice-President, Business Services and Foundation Treasurer), Jasmine Ruys (President/Superintendent), Shawna Mann (Foundation CEO), Steve Corn, Taylor Kellstrom
- Members Absent:** Tamara Gurney, Jill Mellady, Randy Moberg, George Reyes
- 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 4:08 PM.

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

Shawna Mann made a brief announcement regarding meeting participation policies. It was clarified that individuals who wish to attend the meeting online but did not provide advance notice before the schedule was posted will not be permitted to actively participate. Such attendees may listen to the meeting but may speak only during the public comment section.

**1.3 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>
Steve Corn	Lisa Burke	6 Yes
		0 No
		0 Abstention

**1.4 Approval of Meeting Minutes: March 4, 2026** **Gary Horton**

<b>Motion to Approve:</b>	<b>Second:</b>	<b>Vote - Passed:</b>
Lisa Burke	Steve Corn	6 Yes
		0 No
		0 Abstention

**2. INFORMATION**

**2.1 Update on the Review of Investment Policy** **Shawna Mann**

The finance committee reviewed the investment policy and has decided to hold a special meeting in June for a more in-depth discussion. Following this meeting, the committee plans to present the policy to the full board in July. A survey has been sent to committee members to coordinate and ensure key participants, including Lisa and Jason, are available, and to confirm that a quorum will be present. The meeting is tentatively set for June 5th at 8:30 a.m.

There was also discussion regarding the traditional roles of the chair and co-chair in finance committee meetings. While the co-chair is not required to attend finance meetings, it was suggested that attending at least some sessions could provide valuable insight. It was noted that the purpose of the special meeting is for a smaller group to develop policy recommendations, which will then be brought to the larger board for further input and possible edits before final approval. Attendance by additional board members, including the chair and co-chair, is welcome but not mandatory.

## **2.2 Fundraising report**

**Desiree Dodd**

As of last week, the organization had received \$1.71 million in pledges and cash recorded in Razor's Edge, progressing toward a \$2 million goal by the end of the fiscal year on June 30. Board giving stands at \$85,000, with a push underway to reach 100% participation. The Silver Spur event has generated \$65,000 in sponsorships and ticket sales, with a target of \$70,000–\$75,000. Current attendance is 151, with a goal of reaching 200. The final two weeks before the event typically see the largest surge in ticket sales. Board member participation in the event is strong, with approximately 70% involved through ticket or ad purchases, and outreach is ongoing to achieve full engagement.

Recent major gifts include continued support from the Robert Rockhold Lifelong Learning Foundation, which funds multiple scholarships annually. Shawna Mann has been actively submitting applications, averaging two per month, with several pending responses, including from the Henry Mayo Newhall Foundation and others. There is a strategic emphasis on grant applications that align with impactful, community-focused projects.

Discussions also addressed how to present student and veteran demographics most effectively in reports and proposals, ensuring accuracy and relevance for funding opportunities.

The Foundation is exploring creative, high-value auction items for Silver Spur, such as entertainment packages and unique experiences, to boost fundraising. Collaboration with external vendors and community contacts is being pursued to further strengthen the auction lineup. The committee acknowledged challenges related to donor fatigue and the need for new fundraising approaches.

The committee addressed recent turnover and ongoing outreach efforts, affirming their commitment to achieving fundraising goals and maximizing participation in upcoming events.

**3. APPROVAL**

**3.1 Approval of Financial Statements as of March 31, 2026**

**Lisa Burke**

The financial statement through March 31st was reviewed and approved. The adopted budget outlined projected revenues of \$385,300 and expenses of \$306,599, with a net revenue goal of \$78,701. As of March 31st, 75% through the fiscal year, actual revenues were \$189,000 (49% of budget), while expenses were \$225,000 (74% of budget), resulting in a net deficit of \$38,000.

Unrestricted giving year-to-date totaled \$22,205, while golf tournament revenue was \$142,895 with \$60,639 in expenses, a net income of \$82,256. Silver Spur revenue as of March 31st was \$21,775, with more recent figures nearing \$66,000 and a goal of \$70,000. Expenses for Silver Spur are expected to be lower than budgeted. Several expense categories, including contract services and memberships, were higher than anticipated due to upfront costs and new affiliations, but salary and benefits remained on track. All other expenses were within budget.

Discussion noted that some budget variances stemmed from previous assumptions and strategic planning figures, highlighting the need for a mid-year adjustment in December or January for better accuracy. The group also discussed board member engagement, donor outreach, and the importance of planned giving for future financial stability, while clarifying that planned gifts are not counted toward current-year fundraising goals. Credit card processing fees were reviewed, and ongoing efforts are underway to implement a system to pass these fees on to donors.

**Motion to Approve:**

Steve Corn

**Second:**

Jasmine Ruys

**Vote - Passed:**

6 Yes

0 No

0 Abstention

**3.2 Professional Service Agreements**

**Shawna Mann**

- **Peter Garcia – Guest Speaker for Music 110 Class - \$250.00 (Innovation Grant)**
- **Kwasi Connor – STEM Speaker Series Speaker - \$1,000.00 (Innovation Grant)**
- **Emilia Moscosos Borja - Guest Speaker for Music 110 Class - \$250.00 (Innovation Grant)**
- **IntellectSpace Corp (Live Alumni) – Software - \$5,635.00**

Several service agreements and contracts were reviewed, including payments to guest speakers for music and STEM classes. The most significant recent contract involved the acquisition of a new alumni data software platform. This platform, primarily leveraging LinkedIn and other social media sources, aggregates information on more than 23,000 self-identified alumni. Unlike the existing Razor’s Edge system, which is used for financial records, the new

software provides unlimited alumni data access and can be utilized across the campus by various departments, including Institutional Research and Career Services. This tool is expected to enhance outreach, engagement, and fundraising by identifying alumni by career, location, and other metrics. Once alumni donate, their records will be transferred to the main database. The software is currently licensed for one year, with the potential for renewal based on campus-wide value and results.

The Foundation is also working to increase recurring giving through payroll deductions, with a long-term goal of reaching \$50,000 annually in commitments. The new alumni database is anticipated to support this effort by expanding the pool of potential donors.

The committee also discussed pressing student needs, particularly around basic needs such as tuition, transportation, food, and housing. Housing affordability remains a significant challenge, with many students experiencing unstable or precarious living situations. The Foundation continues to seek creative solutions and community support to address these issues.

The committee agreed that the value of the new alumni software would be assessed after the first year to determine its impact on engagement and fundraising.

**Motion to Approve:**

Jasmine Ruys

**Second:**

Lisa Burke

**Vote - Passed:**

4 Yes

0 No

0 Abstention

**3.3 Add Director of Development & Engagement to Ex Officio Membership in place of Chief Development Office in Bylaws**

**Shawna Mann**

The committee discussed the need to update the bylaws to reflect organizational changes. Specifically, it was proposed to add Desiree Dodd's current position as an ex officio board member, replacing the previous reference to the Chief Development Officer—a role that is not being refilled. This adjustment aims to ensure that two staff members, typically the CEO and a development officer, serve on the board to provide balanced representation.

The proposed change involves updating the bylaws to reference a generic “development officer” rather than a specific title, allowing flexibility for future staffing. This position would retain the same voting rights as the prior Chief Development Officer role, maintaining the overall number of ex officio members. The committee acknowledged concerns from some board members about maintaining board independence and clarified that this revision does not increase the number of college employees on the board.

The executive committee agreed to recommend the bylaw update to the full board. The next steps include drafting the updated language, consulting legal counsel, and presenting the proposed changes to the board for approval.

**Motion to Approve:**

Lisa Burke

**Second:**

Steve Corn

**Vote - Passed:**

6 Yes

0 No

0 Abstention

**3.4 Tentative Budget for 2026-2027 Fiscal Year**

**Shawna Mann**

The proposed budget aligns with the strategic plan approved in March and reflects both ambitious fundraising goals and realistic adjustments based on current performance. Revenue projections for the coming year largely mirror prior budgets, except for unrestricted giving, which have been set at \$60,000; double this year's actuals but lower than previous, less attainable targets. Major events and program budgets, including the golf tournament and Silver Spur, have been recalibrated to reflect recent results and expectations.

On the expense side, salaries and benefits were increased in line with updated schedules, and other operational costs were adjusted to better align with actual needs. Some memberships are being reevaluated for cost-effectiveness, while planned giving and alumni development budgets remain steady. General operations expenses, including contract services and credit card fees, have been refined based on investment growth and updated projections. Special events budgets have been slightly increased to reflect anticipated activity.

Program funds have been consolidated for simplicity, and fundraising targets for expendable and endowed scholarships have been significantly increased to align with the strategic plan. The athletics department is expected to benefit from new fundraising software, potentially generating substantial revenue. The committee also discussed the funding strategy for the ATC building project, emphasizing the need to secure both bond and external funding before proceeding. The importance of maintaining flexibility and realistic expectations was highlighted, recognizing that some goals serve as aspirational benchmarks rather than fixed commitments.

Additional discussion addressed the logistics of fundraising events, including the use of alcohol permits and the potential to auction private events held at campus facilities.

**Motion to Approve:**

Steve Corn

**Second:**

Lisa Burke

**Vote - Passed:**

6 Yes

0 No

0 Abstention

**4. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING**

**4.1 Adjournment**

**Gary Horton**

Gary Horton adjourned the meeting at 5:28 PM.