

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

**Executive Committee**  
**Meeting - Minutes**  
March 5, 2025 4:00 PM  
Canyons Hall 211

**Members** David Andrus, JD (Interim President), Gary Horton (Chair), Jason Hinkle (Vice-President,  
**Present:** Business Services and Foundation Treasurer), Shawna Mann (Chief Operating Officer and  
Foundation Secretary), Lisa Burke (Finance Committee Chair), Tamara Gurney

**Members**

**Absent:** Brian Koegele, George Reyes, Jill Mellady, Steve Corn, Randy Moberg

**Foundation Staff** Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation  
**Present:** Relations Coordinator III), Dylan Mahoney (Marketing and Events Coordinator)

**District Staff**

**Present:**

**Affiliated Guests**

**Present:** None

**Other**

**Attendees:**

**1. PRELIMINARY FUNCTIONS**

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

**Gary Horton**

Noting that a quorum was present, Gary Horton called the meeting to order at 4:07 PM.

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

**Gary Horton**

There were no comments made by members not on the agenda.

**1.3 Approval of Meeting Agenda**

**Gary Horton**

Gary Horton requested a motion to approve the meeting agenda.

**Motion to Approve:**

**Second:**

**Voting Yes:**

Tamara Gurney

Lisa Burke

David Andrus, Shawna Mann, Jason Hinkle, Gary Horton

**1.4 Approval of Meeting Minutes: January 21, 2025**

**Gary Horton**

Gary Horton requested a motion to approve the meeting minutes from January 21, 2025.

**Motion to Approve:**

**Second:**

**Voting Yes:**

Lisa Burke

Tamara Gurney

David Andrus, Shawna Mann, Jason Hinkle, Gary Horton

## **2. REVIEW**

### **2.1 Reinvestment of Endowment Interest**

**Desiree Dodd**

Desiree explained that the Foundation will take the roughly \$9,000 that has been accumulated in interest from the Foundation Endowment and reinvest it to allow the endowment to continue to grow. As the endowment continues to grow, the Foundation can become increasingly independent.

### **2.2 Board Nomination for Recommendation to Full Board**

**Shawna Mann**

Shawna Mann addressed the Board nomination for Jeremy Patrich, a faculty member and committed Foundation supporter. Gary noted his enthusiasm, highlighting his \$20,000 endowment, and strongly encouraged his addition to the Board. David Andrus added that his nomination could be a catalyst for other faculty and staff to get involved with the Foundation.

Lisa noted the need to fill absent Chair positions, and the Board agreed that they would be filled in the near future. Gary asked that there be a framework created to assist in the transition process from one Chair to another to ensure that Foundation operations remain consistent and Board leaders are well-informed of their duties as they assume their positions.

### **2.3 Foundation Bylaws – Amendments for Recommendation to Full Board**

**Shawna Mann**

Shawna Mann noted amendments made to Article 4 of the bylaws. These amendments changed the title of the District CEO to Superintendent/President, and Chief Operating Officer to Executive Director. The amendments also removed the Deputy Chancellor and District Assistant Superintendent/Vice President, Canyon Country Campus titles from the list of “Ex Officio” Board members, and added that one additional Vice President from the Valencia Campus and one Administrator from the Canyon Country Campus may be appointed as “Ex Officio” members by the President of the District. It was noted that there was no net change in the amount of potential “Ex Officio” members on the Board.

Board members requested that the wording be changed from “One additional Vice President from the Valencia Campus” to “one additional Administrator from the Valencia Campus,” which was unanimously agreed upon. Shawna stated that she would make the change for the next Board meeting.

Lisa Burke questioned whether both the Vice Presidents of Instruction and Student Services should serve on the Board in an “Ex Officio” capacity. David Andrus agreed that the wording should be changed from “and/or,” and the line should be limited to the Vice President of Instruction. The Board unanimously agreed on this change and Shawna agreed to make the revision for the upcoming Board meeting.

## **3. APPROVAL**

### **3.1 Approval of Financial Statements as of January 31<sup>st</sup>, 2025**

**Lisa Burke**

Lisa Burke presented an update on the Foundation’s financial statements as of January 31, 2025. With 58% of the fiscal year complete, revenues stand at 36% and expenses at 40%, resulting in a net revenue of approximately \$10,734.

Revenue will begin increasing as Silver Spur revenues come in. Non-special event revenues are low, with the expectation being that they will increase as the year progresses from various channels, like the Annual Fund Appeal and the 3 on 3 Basketball Tournament. The Golf Tournament performed well, netting more than expected in the budget. The Foundation has \$30,000 in interest that can be pulled from Fund 82 to help balance the budget if needed. Jason stated that it is unlikely that the entirety of that interest will need to be used, indicating that there may be savings which can be reinvested.

Lisa expressed interest in revising the budget to reflect changes to Chancellor’s Circle.

**Motion to approve:**

Tamara Gurney

**Second:**

Lisa Burke

**Voted Yes:**David Andrus, Shawna Mann,  
Jason Hinkle, Gary Horton**3.2 Endowment of the Roger Van Hook Raising the BAR Fund****Shawna Mann**

Shawna Mann addressed the Roger Van Hook Raising the BAR Fund and options for its future use. She suggested that we fully endow the Raising the Bar fund and liquidate funds from the Cougars Care Emergency Fund in the interim while it grows in the market. Gary further explained the concept and supported this motion.

Shawna and Jason noted that, pending its approval at this meeting, a resolution would need to be created and moved on to the Full Board for approval.

**Motion to approve:**

Tamara Gurney

**Second:**

Lisa Burke

**Voted Yes:**David Andrus, Shawna Mann,  
Jason Hinkle, Gary Horton**3.3 Professional Service Agreements****Shawna Mann**

- **The Langham Huntington – Silver Spur - \$44,800**

Shawna Mann presented the professional service agreement for the Langham Huntington, the venue for the upcoming Silver Spur Ceremony. Desiree explained that ticket sales are increasing and sponsorship procurement is in full-swing. She also noted the efforts being made to promote the Fund A Need on the night of the event.

**Motion to approve:**

Jason Hinkle

**Second:**

Lisa Burke

**Voted Yes:**David Andrus, Shawna Mann,  
Tamara Gurney, Gary Horton**4. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING****4.1 Adjournment****Gary Horton**

Gary Horton adjourned the meeting at 5:10 PM.