

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

Executive Committee
Meeting - Minutes
May 07, 2025 4:00 PM
Canyons Hall 201

Members David Andrus, JD (Interim President), Gary Horton (Chair), Shawna Mann (Foundation CEO),
Present: Monical Lee Copeland (Foundation Secretary), Tamara Gurney, Steve Corn
Members
Absent: Jason Hinkle (Vice-President, Business Services and Foundation Treasurer), Lisa Burke, Brian Koegle, Jill Mellady

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

District Staff

Present: None

Affiliated Guests

Present: None

Other

Attendees: None

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 4:05 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:

Steve Corn

Second:

David Andrus

Voting Yes:

Shawna Mann, Gary Horton,
Monica Lee Copeland, Tamara Gurney

1.4 Approval of Meeting Minutes: March 5th, 2025

Gary Horton

Gary Horton requested a motion to approve the meeting minutes from March 5th, 2025.

Motion to Approve:

Tamara Gurney

Second:

David Andrus

Voting Yes:

Shawna Mann, Gary Horton,
Monica Lee Copeland, Steve Corn

2. Information

2.1 2023-2024 990 – IRS Tax Exempt Organization Filing

Shawna Mann

Shawna Mann presented the Foundation's 990, an informational tax form that tax-exempt organizations must file. It provides the IRS with an overview of the Foundation's activities and governance. The Foundation's net assets are just over \$6.5 million, a \$572,000 increase from the prior year. The Foundation's total revenues exceed \$1,541,000. The 990 also includes in-depth explanations of the Foundation's mission, a checklist of required schedules, and compensation of Officers, Directors, Trustees, and Employees. Schedule B discloses all individuals who have donated more than \$30,000 in the 2023-2024 year. Schedule D provides details on endowment funds. The monetary support the Foundation provides to the district through educational resources and student scholarships is also provided. Shawna noted that the 990 can be found on the Foundation's website.

3. APPROVAL

3.1 Approval of Financial Statements as of March 31, 2025

Lisa Burke

Shawna Mann provided an update on the Foundation's finances as of March 31, 2025 in lieu of Lisa Burke's absence. The Foundation is currently 75% of the way through the fiscal year, with revenues and expenses tracking below budget. Revenues currently sit at \$127,103 and expenses at \$146,876. Both of these totals are expected to balance out as the year's event schedule concludes.

She noted that the Annul Fund Appeal is significantly lacking and will be an area of focus for Chief Development Officer ML. Gary explained that many of these finances will be revisited as the new strategic development plan is written.

Chancellor's Circle also sits below budget, and the team is currently reviewing how it will fit into the strategic plan in the future.

Silver Spur is expected to generate \$102,000 in revenue, netting over \$40,000.

Motion to approve:

Steve Corn

Second:

Monica Lee Copeland

Voted Yes:

David Andrus, Shawna Mann,
Gary Horton, Tamara Gurney

3.2 Foundation Credit Cards

Shawna Mann

- **Add Monica Lee Copeland and Dylan Mahoney to the cards**
- **Change Shawna Mann's name (still listed under Lubs)**
- **Change of Account Holders**

Shawna Mann requested a motion to make changes to Foundation Credit Cards listed above.

Motion to approve:

Steve Corn

Second:

Tamara Gurney

Voted Yes:

David Andrus, Shawna Mann,
Gary Horton, Monica Lee
Copeland

3.3 Changes to Bank Accounts

Shawna Mann

- **Change of Signers**
- **Update name on account**

Shawna Mann requested a motion to make the above changes to Foundation Bank Accounts.

Motion to approve:

Tamara Gurney

Second:

Steve Corn

Voted Yes:David Andrus, Shawna Mann,
Gary Horton, Monica Lee
Copeland**3.4 Tentative Budget for the 2025-2026 Fiscal Year****Shawna Mann**

Shawna Mann presented the tentative budget for the 2025-2026 Fiscal Year. She noted that it is incredibly tentative given the new strategic development plan, which is in the process of being written; the plan will significantly alter the budget. All aspects of the tentative budget were kept the same as the previous year. Shawna deferred to Monica Lee Copeland, who briefly explained that she will be proposing an annual campaign and fundraising report in the near future.

Motion to approve:

Steve Corn

Second:

David Andrus

Voted Yes:Shawna Mann, Gary Horton,
Monica Lee Copeland, Tamara
Gurney**3.5 Professional Service Agreements****Shawna Mann**

- **Anthony Shaw – Auctioneer for Silver Spur - \$1000 – CANCELLED**
- **Brooke Ritter Photography – Photographer for Silver Spur - \$1,175**
- **Barnes and Noble – Gift Card Promotion for SCV Bookfair - \$0**
- **Masato Nakada – The Kevin Jenkins Memorial Lecture Series - \$600**
- **Tacos Jimenez, Inc. – Food Vendor for SCV Bookfair - \$0**

Shawna requested a motion to approve the service agreements above.

Motion to approve:

Steve Corn

Second:

Monica Lee Copeland

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

Gary Horton adjourned the meeting at 4:44 PM.