

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

Executive Committee
Meeting - Minutes
July 17, 2025 4:00 PM
Canyons Hall 201

Members Gary Horton (Chair), Scott Schauer (Vice-Chair), David Andrus, (Interim President), Jason Hinkle
Present: (Vice-President, Business Services and Foundation Treasurer), Shawna Mann (Foundation CEO),
Monica Lee Copeland (Foundation Secretary), Lisa Burke (Finance Committee Chair), George
Reyes, Jill Mellady, Tamara Gurney, Steve Corn

Members Brian Koegle, Randy Moberg

Absent:

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:

Other

Attendees:

1. PRELIMINARY FUNCTIONS

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| 1.1 | Call to Order/Establishment of a Quorum Gary Horton called the meeting to order at 4:06 PM, noting that a quorum was present. | | | Gary Horton |
| 1.2 | Comments by Members of the Audience NOT on the Agenda There were no comments made by members not on the agenda. | | | Gary Horton |
| 1.3 | Approval of Meeting Agenda Gary Horton requested a motion to approve the meeting agenda with an amendment to move item 3.4 to the first course of action. | | | Gary Horton |
| Motion to Approve: George Reyes | | Second: Jill Mellady | Voting Yes: Tamara Gurney, Gary Horton, Shawna Mann, ML Copeland, Scott Schauer, Steve Corn, Lisa Burke, Jason Hinkle | Abstention: David Andrus |
| 1.4 | Approval of Meeting Minutes: May 07, 2025 Gary Horton requested a motion to approve the meeting minutes from May 07, 2025. | | | Gary Horton |
| Motion to Approve: Steve Corn | | Second: ML Copeland | Voting Yes: Tamara Gurney, Gary Horton, Shawna Mann, Steve Corn, Jill Mellady, | Abstention: Scott Schauer |

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| | | Lisa Burke, Jason Hinkle, George Reyes | |
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2. INFORMATION

2.1 Updated Strategic Plan – Overview

**Monica Lee
Copeland**

Monica Lee Copeland presented a comprehensive overview of the Foundation’s updated strategic plan. This includes focusing on the Foundation’s student-focused mission to be a fundraiser, grant maker, and fiscal sponsor. The plan emphasizes a path toward fiscal self-sufficiency and outlines the framework for an annual campaign. Through portfolio management across donor levels and the usage of targeted strategies for each donor class, the plan is designed to increase engagement and fundraising efforts. The Board discussed the proposed donor benefits.

3. APPROVAL

3.1 Approval of Financial Statements as of May 31, 2025

Jason Hinkle

Jason Hinkle presented an update on the Foundation’s financial statements as of May 31, 2025. With 92% of the fiscal year complete, revenues stand at 83% and expenses at 80%, resulting in a net revenue of approximately \$7,912. Year-end activities will likely increase revenues. Due to a successful yearly performance, the Foundation will likely not have to utilize the \$30,000 interest sweep from Fund 82.

A distinction was made between the \$51,000 raised for Silver Spur in our operating budget and the estimated \$115,000 raised toward the Marlee Lauffer Endowment.

Motion to approve:

Lisa Burke

Second:

ML Copeland

Voted Yes:

Tamara Gurney, Jason Hinkle,
Shawna Mann, George Reyes,
Gary Horton, Steve Corn, Jill
Mellady, Scott Schauer

3.2 Adopted Budget for the 2025-2026 Fiscal Year

**Jason
Hinkle/Shawna
Mann/Monica Lee
Copeland**

Monica Lee Copeland and Jason Hinkle presented the proposed adopted budget for the 2025-2026 Fiscal Year. Some notable changes include an increase in special events fundraising, primarily from the Golf Tournament, and an increase in development fundraising.

It was noted that the adopted budget is formulated based on projections, and that there is a sizable revenue buffer.

Motion to approve:

Gary Horton

Second:

George Reyes

Voted Yes:

Tamara Gurney, Jason
Hinkle, Shawna Mann,
ML Copeland, Steve Corn

Abstention:

Scott Schauer, Lisa
Burke, Jill Mellady

3.3 Approval of Endowment Policy

**Monica Lee
Copeland**

Monica Lee Copeland requested a motion to approve proposed revisions to the Foundation’s Endowment Policy. The changes would introduce modest establishment, deposit, and management fees—set below nonprofit industry averages—to help offset the staff time and resources required to create and administer endowments.

Motion to approve:

Gary Horton

Second:

Lisa Burke

Voted Yes:

Tamara Gurney, Jason Hinkle,
George Reyes, ML Copeland,

Shawna Mann, Jill Mellady, Steve
Corn, Scott Schauer

Shawna Mann

3.4 Professional Service Agreements

- **Encore – AV Services for Silver Spur - \$3,334.28**
- **Melinda Gilmore – Food Services for SCV Book Fair - \$0.00**
- **Alan Bruni – Valencia Campus Drum Circle - \$300.00**
- **Gary Pickett – Guest Speaker, Anthropology Department - \$500.00**
- **Brooke Ritter – Amended contract due to OT at Silver Spur - \$1,450.00**
- **Paulina Jones – Blackbaud Audit – Not to exceed \$4,200.00**
 - **Amendment to extend the contract date to 07/08/2025**

Shawna Mann requested a motion to approve the professional service agreements listed above. Jason Hinkle specified the contract ratification process.

Motion to approve:

Gary Horton

Second:

Lisa Burke

Voted Yes:

Tamara Gurney, ML Copeland,
Shawna Mann, George Reyes,
David Andrus, Steve Corn, Scott
Schauer, Jill Mellady, Jason Hinkle

4. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING

4.1 Adjournment

Gary Horton

Gary Horton adjourned the meeting at 6:00 PM.