

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

**Executive Committee**  
**Meeting - Minutes**  
September 4, 2024 4:00 PM  
Canyons Hall 201

**Members** David Andrus, JD (Interim President), Fred Arnold (Chair), Gary Horton (Co-Chair), Jason Hinkle  
**Present:** (Vice-President, Business Services and Foundation Treasurer), Shawna Mann (Chief Operating Officer and Foundation Secretary), George Reyes (Finance Committee Co-Chair), Jill Mellady, Tamara Gurney

**Members**

**Absent:** Brian Koegle, Lisa Burke (Finance Committee Chair), Randy Moberg, Steve Corn

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

**District Staff**

**Present:** Dr. Edel Alonso (Board of Trustees President)

**Affiliated Guests**

**Present:** None

**Other**

**Attendees:** Missy Cindrich, Steve Petzold

**1. PRELIMINARY FUNCTIONS**

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

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

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

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

**1.3 Approval of Meeting Agenda** **Fred Arnold**

Fred Arnold requested a motion to approve the meeting agenda.

**Motion to Approve:**

Gary Horton

**Second:**

Jill Mellady

**Voting Yes:**

Shawna Mann, Jason Hinkle,  
Tamara Gurney, George Reyes

**1.4 Approval of Meeting Minutes: Wednesday, July 17, 2024** **Fred Arnold**

Fred Arnold requested a motion to approve the meeting minutes from July 17, 2024.

**Motion to Approve:**

Shawna Mann

**Second:**

George Reyes

**Voting Yes:**

Shawna Mann, Jason Hinkle,  
Tamara Gurney, Jill Mellady

## **2. REVIEW**

### **2.1 Foundation Staffing Changes**

**Shawna Mann**

Foundation Staff, Committee Members, and Interim President David Andrus discussed Foundation Staffing Changes (the departure of Chief Development Officer Jerry De Felice) that occurred on August 29, 2024. Board Members also sought information about certain projects, namely the ATC.

## **3. APPROVAL**

### **3.1 Approval of Year End Financial Statements for FY2023-2024**

**Jason Hinkle**

George Reyes deferred to Jason Hinkle to present an overview of Foundation financial statements for the 2023-2024 fiscal year. Jason indicated that the Foundation budget exceeded expectations, yielding a net revenue of \$29,705. Regular revenues, without consideration of special events, were below average, predominantly due to the Annual Fund Appeal. Special Event revenues exceeded the budget by \$13,000. The Golf Tournament performed extremely well.

Expenses are at 91% of budget, with a number of variances both at and below budget. Operating expenses decreased in proportion to the decline in revenues. Expenses were \$22,706 less than the budget.

There is a healthy fund balance, indicating that any prospective losses in the FY 2024-2025 can be offset.

Large changes in the balances of Fund 81 and 82 are attributed to the creation of endowments.

**Motion to approve:**

George Reyes

**Second:**

Gary Horton

**Voted Yes:**

Jason Hinkle, Shawna Mann, Jill Mellady, Tamara Gurney

### **3.2 Approval of Final Budget for FY 2024-2025**

**Jason Hinkle**

Some slight modifications have been made to the adopted budget. For Fund 81, General revenues were increased due to salary and benefit increases. Foundation Operation revenues were decreased. Development Fundraising and General Operations budgets were also decreased. Overall, the Foundation has a balanced budget expecting a net revenue of \$200.

Fund 82 still has a \$1,000,000 budget goal for the ATC, which will be built. The goal is to raise \$3,000,000 by 2027 for its development.

Jason expects high revenues from Fund 86 and 87.

Foundation staff and Committee Members discussed Foundation staff vacancies and future reorganization.

**Motion to approve:**

George Reyes

**Second:**

Gary Horton

**Voted Yes:**

Jason Hinkle, Shawna Mann, Jill Mellady, Tamara Gurney

### **3.3 Changes to Designated Signers – Foundation Credit Cards and Bank Accounts:**

**Shawna Mann**

**Remove: Sharlene Coleal, Dr. Dianne G. Van Hook; Add: David Andrus, JD**

Shawna Mann requested a motion to approve the changes to designated signers at the Foundation listed above.

**Motion to approve:**

Jill Mellady

**Second:**

George Reyes

**Voted Yes:**

Jason Hinkle, Shawna Mann, Gary Horton, Tamara Gurney

**Shawna Mann**

Shawna Mann requested a motion to approve the changes to Foundation credit card holders listed above.

Jason Hinkle, Shawna Mann, Gary  
Horton, Tamara Gurney

**Shawna Mann**

- Jason Hinkle, Shawna Mann, Gary  
Horton, Tamara Gurney

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

**Fred Arnold**

Fred Arnold adjourned the meeting at 5:12 PM.