

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

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

**Members Present:** Gary Horton (Chair), Scott Schauer (Vice-Chair), Jason Hinkle (Vice-President, Business Services and Foundation Treasurer), Shawna Mann (Foundation CEO), Monica Lee Copeland (Foundation Secretary), Lisa Burke (Finance Committee Chair), Randy Moberg, Steve Corn  
**Members Absent:** Brian Koegle, Jill Mellady, Tamara Gurney  
**Foundation Staff Present:** Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Relations Coordinator III), Dylan Mahoney (Marketing and Events Coordinator)  
**District Staff Present:** Darelene Trevino, Rosie Kochendorfer  
**Affiliated Guests Present:** Rick Alonzo, Joyce Carson (Audit Chair)  
**Other Attendees:**

**1. PRELIMINARY FUNCTIONS**

<b>1.1</b>	<b>Call to Order/Establishment of a Quorum</b> Gary Horton called the meeting to order at 4:05 PM, noting that a quorum was present.			<b>Gary Horton</b>
<b>1.2</b>	<b>Comments by Members of the Audience NOT on the Agenda</b> There were no comments made by members not on the agenda.			<b>Gary Horton</b>
<b>1.3</b>	<b>Approval of Meeting Agenda</b> Gary Horton requested a motion to approve the meeting agenda. Shawna Mann requested that the agenda be approved with the following amendments: moving items from Section 3 to the beginning of the meeting, and adding section 2.5: Presentation of Prospective Board Member.			<b>Gary Horton</b>
<b>Motion to Approve:</b> Randy Moberg	<b>Second:</b> Scott Schauer	<b>Voting Yes:</b> Jason Hinkle, Gary Horton, Shawna Mann, Randy Moberg, Steve Corn, Scott Schauer	<b>Abstention:</b>	
<b>1.4</b>	<b>Approval of Meeting Minutes: September 03, 2025</b> Gary Horton requested a motion to approve the meeting minutes from September 03, 2025.			<b>Gary Horton</b>
<b>Motion to Approve:</b> Shawna Mann	<b>Second:</b> Scott Schauer	<b>Voting Yes:</b> Jason Hinkle, Gary Horton, Shawna Mann, Randy Moberg, Steve Corn, Scott Schauer	<b>Abstention:</b>	

## **2. INFORMATION**

### **2.1 2024-2025 Acceptance of Gifts**

**Desiree Dodd**

Desiree Dodd shared a report which displays contributions of \$500 or more to the Foundation and on-campus entities made within the 2024-2025 Fiscal Year. It is divided into various categories, including scholarship endowments and development program operations.

### **2.2 Fundraising Report**

**Monica Lee  
Copeland**

Monica Lee Copeland updated Board member on an ongoing project to raise funds for the ATC.

In terms of individual giving, current fundraising totals exceed \$1 MM, with foundation and government grants and corporate giving adding an additional \$387,000 to the total. This total represents 71% of the Foundation's total fundraising goal for the year.

ML noted that team members are contacting individuals in their donor portfolios, and shared details about an upcoming volunteer solicitor retreat planned for November 21<sup>st</sup>. She also indicated that she had identified two CPAs in the community who could be prospective Audit Committee members.

Board members requested monthly reports with more information on Foundation activity to better track new developments and progress. Shawna indicated that her, Gary, and Dylan were in conversation about starting a monthly newsletter in the new year to update Board members.

### **2.3 Endowment Policy**

**Desiree Dodd**

Desiree Dodd proposed the Foundation's endowment policy be changed to adjust the withdrawal distribution amount, in accordance with California Probate Code, so that it is based upon the market value calculated quarterly over the previous three years.

The following verbiage would also be added to the withdrawal policy: "The following policy shall apply unless otherwise specified in a unique endowment agreement or memorandum of understanding."

### **2.4 2024-2025 Commensurate Return**

**Jason Hinkle**

Jason Hinkle presented the 2024-2025 Schedule of Commensurate Return for the Foundation. Notable highlights include \$512,475 distributed directly to students through scholarships and an additional \$222,921 supporting student programs, clubs, and athletics; total support to the District in the 2024-2025 FY was roughly \$1.3 MM. Jason noted the \$3.5 MM in future benefits the District will receive in the form of endowments.

Board members discussed the strategic plan and the path toward increasing the Foundation's net benefit to the District.

### **2.5 Presentation of Prospective Board Member**

**Monica Lee  
Copeland**

Monica Lee Copeland presented Dr. Karina Momary, Ed.D. for consideration to become a Foundation Board Director. Dr. Momary serves as the principal of Bishop Alemany Highschool and has proficient Board experience, including serving as a school board trustee and on the San Jose Sharks Young Professionals Board. She is deeply committed to education and would like to serve as Board Parliamentarian.

Board members noted the Momary family's commitment to the Santa Clarita Valley, the COC Foundation, and Dr. Momary's connection to the College as an alumnus of AOC.

### **3. APPROVAL**

#### **3.1 COC Foundation 2024-2025 Audit**

**Rick Alonzo**

Rick Alonzo of Eide Bailly LLP presented the 2024-2025 COC Foundation Audit. There were no audit findings identified during the audit, and the Foundation received an unmodified opinion without any adjustments. The Foundation ended the year with assets of roughly 7.5 MM, an increase from the prior year.

**Motion to approve:**

Randy Moberg

**Second:**

Lisa Burke

**Voted Yes:**

Jason Hinkle, Gary  
Horton, Shawna Mann,  
Randy Moberg, Steve  
Corn, Scott Schauer, Lisa  
Burke

**Abstention:**

#### **3.4 Approval of Financial Statements as of September 30, 2025**

**Lisa Burke**

Lisa Burke and Jason Hinkle presented the Financial Statements as of September 30, 2025. A quarter of the way through the fiscal year, the Foundation is meeting expected revenue targets. On the expense side, contract services are higher than expected due to upfront costs. Membership costs are also tracking high. Overall, though, expenses are within planned ranges.

The Golf Tournament performed well, and looks to net roughly \$85,000.

Lisa Burke requested a motion to approve the Financial Statements as of September 30, 2025.

**Motion to approve:**

Scott Schauer

**Second:**

Lisa Burke

**Voted Yes:**

Jason Hinkle, Gary  
Horton, Shawna Mann,  
Randy Moberg, Steve  
Corn, Scott Schauer, Lisa  
Burke

**Abstention:**

#### **3.4 Professional Service Agreements**

**Shawna Mann**

- **Hangar 21, Inc. – Helicopter Drop for Golf Tournament - \$2,475.00**
- **Golf Tournament Solutions, LLC – Air Cannon for Golf Tournament - \$1,000.00**
- **J&G Full Service Moving – Transport of donated tables - \$2,610.00**
  - Amendment to increase amount to \$6247.02
- **Eddie Becton – Scholarly Presentation Speaker - \$2,000.00**
- **Emilia Moscoso Borja – Guest Speaker for Music Department - \$250.00**
- **Emeazzy EMT Muzik, LLC – Scholarly Presentation Musical Performer - \$200.00**
- **Joao Junqueira - Guest Speaker for Music Department - \$250.00**

Shawna Mann requested a motion to approve the professional service agreements listed above.

**Motion to approve:**

Steve Corn

**Second:**

Lisa Burke

**Voted Yes:**

Jason Hinkle, Gary  
Horton, Shawna Mann,  
Randy Moberg, Steve  
Corn, Scott Schauer, Lisa  
Burke

**Abstention:**

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

#### **4.1 Adjournment**

**Gary Horton**

Gary Horton adjourned the meeting at 5:36 PM.