

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

**College of the Canyons Board of Directors**

**Meeting - Minutes**

July 22, 2025 5:30 PM

Canyons Hall 201

**Members Present:** Gary Horton (Foundation Chair), Shawna Mann (Foundation CEO), Scott Schauer (Foundation Vice Chair), Monica Lee Copeland (Foundation Secretary), Dawn Abasta, Lisa Burke, Joyce Carson, Tom Dierckman, Bruce Fortine, Tamara Gurney, William Harwood, Arnoldo Jaquez, Jesse McClure, Jill Mellady, Dr. Thea Alvarado, Taylor Kellstrom, Dr. Paul Wickline

**Members Absent:** David Andrus, JD (Interim President), Jason Hinkle (Foundation Treasurer), Steve Corn, Shawn Fonder, Brian Koegle, Mike Lebecki, George Reyes, Doreen Shine, Joyce Shulman, T. Meyer, Shawn Fonder, Jenny Ketchepaw, Ed Masterson, Randy Moberg, Leticia Meza-Guerrero, Matthew Sreden, Jill Mellady

**Foundation Staff Present:** Melayn Poladian (Foundation Relations Coordinator III), Dylan Mahoney (Events and Marketing Coordinator)

**District Staff**

**Present:**

**Affiliated**

**Guests Present:** Cristian Benoit

**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 5:34 PM.

**1.2 Approval of Meeting Agenda**

**Gary Horton**

Gary Horton requested a motion to approve the meeting agenda with an amendment to remove the President's Report from the agenda considering David Andrus's absence.

**Motion to Approve:**

Bruce Fortine

**Second:**

Joyce Carson

**Voting Yes:**

Gary Horton, Shawna Mann, Scott Schauer, Monica Lee Copeland, Dawn Abasta, Lisa Burke, Tom Dierckman, Tamara Gurney, William Harwood, Arnoldo Jaquez, Jesse McClure, Dr. Thea Alvarado, Jeremy Patrich, Dr. Paul Wickline

**1.3 Approval of Meeting Minutes: May 28<sup>th</sup>, 2025**

**Gary Horton**

Gary Horton requested a motion to approve both sets of meeting minutes from the Joint Foundation Board meeting with the Board of Trustees which occurred on May 28<sup>th</sup>, 2025.

**Motion to Approve:**

Joyce Carson

**Second:**

Jeremy Patrich

**Voting Yes:**

Gary Horton, Shawna Mann,  
Scott Schauer, Monica Lee  
Copeland, Dawn Abasta, Lisa  
Burke, Tom Dierckman, Bruce  
Fortine, Tamara Gurney,  
William Harwood, Arnoldo  
Jaquez, Jesse McClure, Dr. Thea  
Alvarado, Dr. Paul Wickline

## **2. PUBLIC COMMENT**

### **2.1 Comments by Members of the Audience NOT on the Agenda**

**Gary Horton**

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

## **3. GUEST SPEAKER**

### **3.1 Student Speaker: Cristian Benoit**

**Shawna Mann**

Alumni and current Building Performance Bachelor's student Cristian Benoit spoke about his experience transferring to College of the Canyons from Antelope Valley College and the impact the Architecture and Design Department has had on his life. He looks forward to working in a career in Architecture, and feels prepared thanks to the work of counselors, professor's, and the Foundation at COC.

## **4. INFORMATION AND ITEMS APPROVED BY EXECUTIVE COMMITTEE**

### **4.1 Financial Statements as of May 31, 2025**

**Lisa Burke**

Lisa Burke presented the financial statements through 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. Lisa emphasized that the Golf Tournament and Silver Spur performed above budget, which compensated for a decrease in President's Circle funding. Gary Horton asked Lisa to clarify the distinction between the operating budget for Silver Spur and the money raised for the Marlee Lauffer Endowment.

### **4.2 Professional Service Agreements**

**Shawna Mann**

- **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 presented the professional service agreements above. She also explained the ratification process.

4.3 Updated Strategic Plan – Overview

Monica Lee  
Copeland

Monica Lee Copeland presented a comprehensive overview of the Foundation’s updated strategic plan – a four-year comprehensive campaign. 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. New committees will be formed to augment fundraising efforts across the donor classes. ML shared student-focused vision statements to address federal policy changes and local funding challenges.

The Board discussed how outreach will increase to hit fundraising targets. Strategies include recruiting non-board member volunteers, expanding outreach into the San Fernando Valley, and increasing Board involvement.

ML underscored the consolidation of the donor-benefit program and the proposed donor class model; she also promoted targeted 1:1 fundraising efforts. Shawna explained that many of our Board members will play a vital role in achieving our new fundraising goals.

5. APPROVAL

5.1 ~~Adopted Budget for the 2025-2026 Fiscal Year~~

Jason  
Hinkle/Shawna  
Mann/Monica  
Lee Copeland

Due to time constraints, the Board requested that the approval of the budget be pushed to a special meeting to be scheduled in August.

Gary Horton requested a motion to approve a special meeting in August to discuss the Adopted Budget for the 2025-2026 Fiscal Year.

Motion to approve:  
Jeremy Patrich

Second:  
Joyce Carson

Voted Yes:  
Gary Horton, Shawna Mann,  
Scott Schauer, Monica Lee  
Copeland, Dawn Abasta, Lisa  
Burke, Tom Dierckman,  
Bruce Fortine, Tamara  
Gurney, William Harwood,  
Arnoldo Jaquez, Jesse  
McClure, Dr. Thea Alvarado,  
Dr. Paul Wickline

5.2 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:  
Tom Dierckman

Second:  
Tamara Gurney

Voted Yes:

Gary Horton, Shawna Mann,  
Scott Schauer, Monica Lee  
Copeland, Dawn Abasta, Lisa  
Burke, Joyce Carson, Bruce  
Fortine, William Harwood,  
Arnoldo Jaquez, Jesse  
McClure, Dr. Thea Alvarado,  
Dr. Paul Wickline, Jeremy  
Patrich

~~Shawna  
Mann/Monica  
Lee Copeland~~

### **5.3 ~~Bylaws Changes based on Strategic Plan~~**

This item was tabled alongside the Adopted Budget and will be discussed for approval in at the special meeting to be scheduled in August.

#### **Motion to approve:**

Jeremy Patrich

#### **Second:**

Joyce Carson

#### **Voted Yes:**

Gary Horton, Shawna  
Mann, Monica Lee  
Copeland, Dawn  
Abasta, Lisa Burke,  
Joyce Carson, Tom  
Dierckman, Bruce  
Fortine, Tamara  
Gurney, William  
Harwood, Arnoldo  
Jaquez, Jesse McClure,  
Dr. Thea Alvarado, Dr.  
Paul Wickline

#### **Abstention:**

Scott Schauer

## **6. REPORTS**

### **6.1 ~~President's Report~~**

~~David Andrus~~

## **7. ADJOURNMENT**

### **7.2 Adjournment**

**Gary Horton**

Gary Horton adjourned the meeting at 7:59 PM.