

**Fullerton College Foundation
Executive Committee Meeting
Minutes of the August 20, 2015 Meeting**

For Approval

Attendees: Dr. Schulz, Nicole Bernard, Mary Dalessi, Chuck Allen, Jerry Callaghan, Bob Miranda, Carol Dodson.

Meeting Called to order at 9:35AM

1. Review and approval of the Minutes of May 21, 2015 Meeting. Approved.
2. Foundation Officer Election update.
 - a. The results of the second election for board president resulted in the following results:
 - i. Nicole Bernard 15 Votes
 - ii. Tony Florentine 7 Votes
 - iii. Carol Dodson 1 Vote
 - iv. Vicki Calhoun 1 Vote
3. Board member Nomination, re-Nomination and Removal for Cause – Foundation Bylaws Discussion.
 - a. Chuck made a motion to have a list of questions regarding the board nomination process reviewed by a local law firm for a cost not to exceed to \$2,500. Dr. Schulz recommended an alternative where we present a plan to the board prior to spending any funds and, if accepted by the board, then we will proceed with a ballot containing existing board members and proposed new board members. The Nominating Committee will prepare the list of nominees to be presented at the December 1, 2015 meeting. After discussion Chuck withdrew his motion and Jerry Callaghan motioned and Carol Dodson seconded for the new board nomination process. Motion passed.
4. Fund Raising Position – Update.
 - a. Chuck and Nicole interviewed board member Bob Jensen regarding taking the fund-raising position. Jerry said that a progress report was needed in order to keep the Board up-to-date on his activities. Bob has been asked to prepare a detailed plan for his fund raising activities along with the development of a long-range for fund-raising.
 - b. There was also a discussion regarding our two membership programs – President’s Circle and Foundation Membership program. Chuck’s

recommendation is to combine the two programs into one that has a wide range of donation levels and benefits both the College and the Foundation. The Executive Committee has requested that Dr. Schulz discuss this with Fred Williams and report back at a later date.

5. CSUF Mentoring Proposal

- a. Chuck, along with Curtis Chan, has been working with the CSUF Mentoring program to develop a project where the CSUF students would study a number of areas related to Foundation fund raising. Specifically, what can the Foundation do better in order to retain visibility to students after they transfer to a four-year institution? Other areas to be studied include our marketing and branding, selecting a CRM program and how we do events. The cost of the project is a \$1,000 donation to CSUF. Three board members (Jerry, Chuck and Mary D. volunteered to cover this cost). The project was approved.

6. Annual Audit Update

- a. The audit is underway and we've had our opening meeting with them. They requested approximately 100 transactions from us to verify the documentation and appropriateness of the accounting, etc. The schedule is to deliver the draft report at the Oct. 19, 2015 executive committee meeting and the final report to the Board on Dec. 1, 2015.

7. Board authorized Budget Review Working Committee/Sub-Committee Update

- a. Nicole reported on a discussion she had with Warren Mitchell regarding providing a written status report (without discussion) on the Sub-Committee activities that will be presented to the Board at the next meeting and Warren agreed with her request.

8. 2016-2017 Proposed Scholarship Schedule

- a. Scholarship applications accepted from Nov. 23, 2015 through March 1, 2016
- b. Reviewing and scoring starts on March 9th and ends on March 30th
- c. Awarding begins on March 31st and ends on April 6th
- d. Cut-off for Division Award Forms is April 6th
- e. Scholarship Award Banquet is scheduled for Friday, May 20, 2016

9. Update on discussions with Dr. Schulz and Interim Chancellor Williams

- a. Dr. Schulz requested that we update the Master Agreement with our recommended changes and submit it to him.

10. Items for the September 1, 2015 Board Meeting Agenda

11. Other Business

- a. Foundation participation in the Founder's Day Parade