

**Fullerton College Foundation Executive Committee Meeting
Thursday, March 22, 2018, 9:30AM – 11:00AM, FC Conference Room
Minutes - For Approval**

Attendees:

Present: Dr. Greg Schulz, Chuck Allen, Irene Shaw Broden, Mary Dalessi, Bob Miranda, Darlene Jensen.

Absent: Nicole Bernard

Guests: None

Meeting Called to Order: @ 9:35am by Irene Shaw Broden, Vice President, FCF Board

1. Approval of the Minutes of the January 18, 2018 Meeting

- a. FC President Greg Schulz offered one revision: Page 2: #2.b.3, revise the word “restrictive to restricted.”
- b. Members of the FCF Executive Committee provided positive comments re: the minutes and to continue them with detail, as they are being done.
- c. **Mary Dalessi moved for approval of the Minutes as revised, Bob Miranda seconded the motion, and the revised minutes were approved with no objections.**

2. 2018-2019 Foundation Budget Discussion

- a. FCF Executive Director Chuck Allen reported that the FC Foundation Staff and FCF Board Treasurer Bob Miranda are still tracking the FC Foundation Budget. Interest rates are still low. A handout was provided. A Summary of the YTD Unrestricted Budget, as of 1/31/18 reflects the following:
 - i. Total Support and Revenue = \$137,755
 1. With Total receipts = \$329,547
 2. Pass-Through = \$113,500
 3. Scholarship Additions: \$78,292
 - ii. Total Foundation Scholarships and Grants = \$114,695
 - iii. Administrative/Salary Expenses = \$178,145.39
 - iv. Total Foundation Events and Projects = \$31,523.00
 - v. Total Administration/Events Expenses = \$209,668.39
 - vi. Total Scholarship Administration/Events and Salaries = \$324,363.39
- b. The New FCF Investment Advisor: Mark Weber, will be attending the next FCF Board meeting to present information and recommendations on Mutual Funds and Interest Earnings.

- c. In effort to prepare for the future, FCF Executive Director, Chuck Allen, recommended a \$10,000 - \$15,000 reduction in the FCF Executive Director's salary effective July 1, 2018 – June 30, 2019, with Fridays off. The cost savings would be applied to the FCF Technology budget, to provide funding for an intern to scan all the FCF documents to the FCF Cloud. Chuck shared samples of annual notebooks, records and files for each scholarship with all the recipients which are currently stored in a fireproof safe.
- d. FC President Greg Schulz recommended for FCF to raise revenue and lower expenses. He will look into FC funding source options for the FCF Technology Project.
- e. The FCF Board of Directors will review and vote on the Proposed FCF Budget at the meeting on Wednesday, June 6, 2018.

3. Foundation Board Vacancy/Nominations

- a. Mary Dalessi, Past President of the FCF Board, presented a handout of the Current Board of Directors and their terms of office. The terms of office of the 5 Board of Directors in Group II will expire June 30, 2018. There is also one Board of Director's position open in Group I, due to a vacancy. Nominations for at least 6 candidates are needed for the upcoming election. The top 5 vote recipients will be elected for 3-year terms, and the 6th will be elected for a 2-year term. Nominations/Interested Candidates should be referred to Mary Dalessi ASAP, for the Nominations Committee to review. Mary Dalessi will also follow-up with nominees recommended by the Nominations Committee.
- b. Discussion re: "Revisiting the Board of Directors Meeting Time" took place. The time was previously change to accommodate some FCF Board Member schedules. Concerns were shared regarding attendance and establishing quorum during the past two meetings. FCF Board Secretary, Darlene Jensen suggested that a preliminary e-mail be sent out to seek times (and days) that Directors are now available. "The Meeting Time" will be placed on the next FCF Board Meeting agenda for the 4/4/18 Meeting.
- c. Board of Directors Attendance was also discussed during the meeting. Chuck Allen shared a chart of Names, Terms and Attendance, dating from February 2016 through February 2018. FCF Board Secretary Darlene Jensen also shared a Board of Directors Attendance Chart and FCF Executive Committee Attendance Chart from September 2017 – March 22, 2018, attendance she has maintained since being elected as FCF Board Secretary. Discussion took place re: the attendance process. Darlene Jensen made reference to the FCF By-Laws: Article II, Section 7: Attendance and Article III, Section 1: Quorum. The By-Laws

indicates if a Board Member anticipates being absent for three (3) consecutive meetings, that the Director may request a "Leave of Absence/LOA" in writing. The maximum amount of time granted would be for no more than one (1) year. If approved, the individual on LOA would not be included in the Quorum count. Those who have missed three consecutive meetings will be contacted.

4. Fund Raising/Events

a. Planned Giving Activities

- i. Gail continues to work with Brent Hunter from NOCCCD. FCF will have 2 more tables to fill with local organizations, which will be kept in the forefront. NOCCCD may also finance a table for as many who are needed.
- ii. Bloomerang Software continues to be helpful with Directory contacts.

b. Angels Baseball Game: Friday, April 6, 2018

- i. As of this meeting date, the FC Angels Game Ticket sales were running behind. 800 were pre-sold as of 3/22/18. Last year, 1,200 tickets were sold. If 900 are pre-sold (with a \$10 profit per ticket), the remaining 300 will need to be sold on-line, however, there is less profit for online sales (only \$5 per ticket). In that scenario, 300 Angels Caps will also be left over. The event also includes tailgating with franks.
- ii. More promotions are needed. The deadline for pre-sale tickets is Friday, 3/23/18. Chuck Allen e-mailed a reminder to the FCF Board Members.
- iii. The proceeds will be applied toward the FC Students of Distinction Program/Scholarships and for the FC Chris Lamm & Dr. Toni DuBois-Walker Food Bank. Darlene Jensen inquired if in the future, the FC Foundation Scholarships could also be considered as one of three programs to benefit from the proceeds. Chuck mentioned that the FC Foundation's desire was to support Fullerton College through this event.

c. 2018 President's Gala

i. Gavel Group Proposal – President's Gala

1. Chuck Allen and the President's Gala Planning Committee recommended that the Gavel Group be considered to coordinate the "Raise the Paddle" Auction during the President's Gala in November 2018. Chuck presented a detailed proposal and 3 page handout (which is available upon request from FCF) included the benefits of spending an initial \$7,500 from the 2017 President Gala profits, to secure the Gavel Group and the High Class Live

Auction (and Silent Auction) provided. The comprehensive package includes everything needed for an efficient and successful auction. 200 prizes are included, which the FCF can choose, and 2/3 of those items generate a 50-50 split between FCF and the Gavel Group. The Gavel Group will also bring a big group of prizes.

2. Cypress College Foundation has utilized the Gavel Group for 9 years and Director Gail Taylor highly recommend them. Last year, CCF made \$85,000 on their Live Auction.
3. After thorough questions and discussion, and review of the FC President's Gala 2017 Budget and 2018 Proposed FC President's Gala Budget for 2018, **the FCF Executive Committee supported entering into a one-time/one-year contract with the Gavel Group, to pilot a "Raise the Paddle"/Live Auction for a \$7,500 initial & pre-paid cost of the Gavel Group, for the 2018 FC President's Gala.**
4. FCF can also solicit additional prizes from FC Departments if interested (i.e. Season Passes for Sporting Events and Theatre Arts Events, etc.). Darlene Jensen also suggested a popular prize she has observed at Live Auctions....offering a free parking place for a year on campus, one that is near the winner's office, classes, and/or meeting place. President Schulz commented that he may be able to arrange that.

5. Board Agenda for the Wednesday, April 4, 2018 Meeting

- a. Revisit Board of Directors Meeting Times (Dates?)
- b. The Items On this Agenda
- c. After the Meeting adjourned, Irene suggested that we recap the FC Foundation's Faculty and Staff Retiree's Luncheon.
- d. Darlene announced that she will not be present at the 4/4/18 meeting, due to traveling that week, and will make arrangements with Lindsey Gatica and Bob Miranda to scribe and record the meeting. Darlene has offered to type the minutes when she returns, unless Chuck prefers for Lindsey to type them.

6. Foundation Office Tour

- a. Scheduled to take place after the meeting.
- b. New layout, new work stations, new data hook-ups and more! Nice work, FCF Team!

7. Other Business

- a. Opus Bank & FC Foundation- Fraudulent Incident
 - i. Chuck provided an update re: a \$17,000 fraudulent incident against FCF, due to a submission of 2 fraudulent check thru FCF's Bank, Opus Bank.
 - ii. FCF did not suffer a loss, therefore the police will not pursue it.
 - iii. The situation has been resolved and a review of process has been conducted with Opus.

- b. Protection of Student Data Entered for FCF Scholarship; Scholarship Readers Agreement; and Data Release Policy to Protect Student and College Data
 - i. Need to create a Board of Director's Committee to review NOCCCD's Policy and develop a draft statement for consideration.
 - ii. Will request committee members at the next Board of Director's Meeting.

- c. FCF Promo Tables/Sign-Up Clip Boards
 - i. Darlene respectfully reminded the Executive Committee to allow a brief announcement at the beginning of the Board meetings to seek volunteers for FCF Promo Tables and to send around clip-boards.

- d. FCF By-Law Changes:
 - i. Add to list of Proposed Changes/Future Project:
 - 1. In the future, the FCF Executive Director is not a voting member, and cannot have Board in the title.

Tape Recorder stopped recording after 1 hr. 36 minutes.

Meeting adjourned: with no objection at 11:15 a.m.

Minutes Prepared by Darlene Jensen, FC Foundation Board Secretary, 3/31/18