

MENDOCINO COLLEGE FOUNDATION, INC.
MINUTES OF THE BOARD OF DIRECTORS MEETING
APPROVED

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, August 9, 2016 at Mendocino College Coast Center, Room 112, 1211 Del Mar Drive, Fort Bragg, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Foundation President Myers at 12:03 p.m.

Members Present	Charley Myers, President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Vice President	Present	Jay Epstein	Present
	Arturo Reyes, Secretary/Treasurer	Absent	Gloria Flaherty	Absent
	Brian Carter	Absent	John Goldsmith	Absent
	Jerry Chaney	Present	Tom Herman	Absent
	Linda Chapman	Absent	Tod Kong	Absent
	Richard Cooper	Present	Lynda Myers	Absent
	Channing Cornell	Present	Gary Nix	Present
	Donald Coursey	Absent	Devra Wolf	Present
	Diane Daubeneck	Present		

Staff Present Katie Fairbairn, Executive Director
Lana Eberhard, Marketing/Program Specialist
Anna Kvinsland, Coast Development Director, Consultant
Taylor Denham, Office Assistant

College Staff Present Debra Polak, Mendocino College Dean of Centers

Guests Present None.

Public Comments Dave Turner, Mayor of Fort Bragg, thanked the Foundation for having their meeting in Fort Bragg and said that the community is “stoked” to have Mendocino College (MC) at the Coast Center.

Doug Hammerstrom, Fort Bragg city council and Adopt a Fifth Grader (AAFG) Sponsor, and Laura Welter, Safe Passage Resource Center (SPRC), commented on the community’s pleasure at having MC in Fort Bragg. Welter also thanked Polak for assisting her and supporting the work of SPRC. Hammerstrom and Welter are participating on the committee to create a Foundation affiliate for the Coast Center. Also present were Brent Haugen, Executive Director of Visit Mendocino and Molly Barker Executive Director of Botanical Gardens who expressed their support of MC at the Coast Center.

Debra Polak Mendocino College Dean of Centers – Polak provided a PowerPoint presentation and highlights which included the election for the transfer of the Coast Center from College of the Redwoods to Mendocino College, the election was waived, the fine woodworking curriculum has been approved, College of the Redwoods is making facility improvements prior to the transfer on July 1, 2017, and student enrollment has grown since Mendocino College started offering classes at the Coast Center.

- Approval of Agenda* M/S/C (DeMeulenaere/Cornell) To approve the agenda as presented.
- Approval of Minutes* M/S/C (Chaney/Harden) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on June 14, 2016 as presented.

DISCUSSION/ACTION

Supplemental Crime Coverage A recommendation was made to approve supplemental crime coverage to supplement the current liability insurance for directors.

M/S/C (Daubeneck/Cooper) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the Endorsement 4 Crime Coverage to supplement the current liability coverage in the amount of \$678 for 2016-2017 or \$35.70 per director annually.

The matter passed 10-0.

Main Street Research, LLC Fee Structure The Foundation's new investment management firm Main Street Research, LLC (MSR), is in the process of moving the investment portfolios from Raymond James to Les Schwab. A recommendation was made to approve the performance fee structure as proposed by the Foundation's investment manager Main Street Research. The Board discussed the advantages of a Performance Fee Structure vs. a Traditional Fee Structure.

M/S/C (DeMeulenaere/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the Performance Fee Structure as proposed by Main Street Research, LLC.

The matter passed 10-0.

Director Resignation Director Gloria Flaherty submitted a letter of resignation from the Board. Flaherty is also the LCFMC liaison. A recommendation was made to accept her resignation with regret.

M/S/C (Cooper/DeMeulenaere) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does accept the resignation of Gloria Flaherty with regret.

The matter passed 10-0.

REPORTS FOR INFORMATION

COMMITTEES

- Land Committee* **Property update.** A commitment letter has been signed to purchase the road adjacent to the recently acquired Marsh property in 2017.
- Scholarship Committee* **Scholarship Update.** Scholarship checks for the Fall semester are in the mail.
- Finance Committee* **Investment reports.** Investment reports and a summary were presented for information.
- Donations Summary Report.** The donations summary reports for both 2015-2016 and 2016-2017 were provided for information.
- Budget Reports.** No report.

*Special Events
Committee*

Gala 2016.

- An update on sponsor, winery and appetizer station recruitment was provided
- Using social media to increase ticket sales
- Site walkthrough on August 17
- Event revenue sources include raffles, wine pull, prize pull and wine shop –
- Abra Annes is returning as auctioneer
- 7 items locked in for raffle
- Saving Bank volunteers are helping with the wine shop
- Free ticket give away scheduled on K-Wine and Facebook

*Governance
Committee*

Meeting update. The Committee is continuing their efforts to recruit prospective Board members.

EXECUTIVE & STAFF REPORTS

*Mendocino College
Superintendent/
President Report*

No report.

*Foundation
President's Report*

Myers acknowledged the directors and staff contributions to the Foundation's successes in 2015-2016.

Executive Director

Marketing report.

- **Adopt A Fifth-Grader (AAFG).** Fairbairn shared a PowerPoint she recently presented at Contra Costa Community College. She also shared a video created by Fuller Digital Media for the Foundation website.
- **Website redesign update.** The site has gone live and fine tuning continues. A demo will be presented at the October Board Meeting.
- **New releases.** Recent press releases were provided for information.
- **Appeal letter.** The June appeal letter has reached revenue of \$19,705.00 to date.
- **Marketing materials.** Five fact sheets and the new affiliate brochure are complete and were shared with the Board.
- **Rural Health Rocks Fundraiser.** The 2017 event will take place on April 8, 2017.
- **Giving USA 2016.** A recent paper by Giving USA was presented for information.

Coastal Development

Kvinsland provided a written report for information as well as her 2016-2017 operational budget. She announced there are two new AAFG sponsors for 2017.

Directors Reports

No report.

Affiliates Reports

Mendocino College Athletic Boosters (MCAB). The recent Dan Drew golf tournament was a great success.

Friends of the Mendocino College Library (FMCL). No report

Lake County Friends of Mendocino College (LCFMC). A written report provided for information. An informational flyer for the Lake Center BBQ and Open House on August 17 was provided for information.

Friends of the Mendocino College Theatre (FMCT). No report

North County Friends of Mendocino College (NCFMC). NCFMC is hosting a North County center back to school BBQ for August 31 from 4p-6p.

Friends of the Mendocino College Coastal Field Station and Natural Sciences (FNCCFSNS). No report.

Friends of the Mendocino College Nursing Program. No report

Future Agenda Items None.

ADJOURNMENT **The meeting adjourned at 1:40 p.m.**

Submitted by:

Charley Myers, President, Mendocino College Foundation, Inc.