

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

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, April 18, 2017 at Mendocino College, Room 4210, 1000 Hensley Creek Road, Ukiah, California.

**GENERAL MATTERS**

***Call to Order***           The meeting was called to order by Foundation President Myers at 12:04 p.m.

<b><i>Members Present</i></b>	Charley Myers, President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Vice President	Present	Jay Epstein	Present
	Arturo Reyes, Secretary/Treasurer	Present	Jamey Gill – arrived 12:12	Present
	Brian Carter	Present	Tom Herman	Absent
	Jerry Chaney	Present	Tod Kong	Absent
	Linda Chapman - departed 1:30	Present	Todd McMahon	Present
	Lynn Chevalier	Absent	Lynda Myers	Absent
	Richard Cooper	Absent	Travis Scott	Present
	Channing Cornell	Present	Irma Turner	Present
	Donald Coursey	Present	Devra Wolf	Absent
	Diane Daubeneck	Absent		

***Staff Present***           Katie Fairbairn, Executive Director  
Lana Eberhard, Marketing/Program Specialist  
Taylor Denham, Support Specialist  
Anna Kvinsland, Coast Development Director

***College Staff Present***   None.

***Guests Present***       Wilda Shock, Lake County Fiends of the Mendocino College

***Public Comments***     None.

***Approval of Agenda***   M/S/C (**Cornell/Chapman**) To approve the agenda as presented with the following amendment:

Agenda Items 5.1.1-5.1.3 were moved to 4.2 under Discussion/Action.

The matter passed 13-0.

***Approval of Minutes***   M/S/C (**Chaney/Cornell**) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on February 14, 2017 as presented.

The matter passed 13-0.

**DISCUSSION/ACTION**

***Director Resignation***   Director Wolf submitted a letter of resignation from the Board on February 22, 2017. Wolf has served on the Board since December 2014.

Director Daubeneck submitted a letter of resignation from the Board on March 24, 2017.

Daubeneck has served on the Board since June 2012.

**M/S/C (Harden/DeMeulenaere) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does accept the resignations of Devra Wolf and Diane Daubeneck with regret.**

The matter passed 14 – 0.

***Investment Reports*** The Foundation’s Investment reports from Main Street Research were reviewed and discussed.

***2016-2017 budget update*** The Foundation’s 2016-2017 budget was reviewed and discussed.

***Update on approved expenditures of ending fund balance*** The ending fund balance was reviewed and discussed.

***Proposed 2017-2018 Budget – first read*** The proposed 2017-2018 budget was presented for a first reading and review.  
**M/S/C (DeMeulenaere/Chaney) to Approve the first read of the 2017-2018 budget as presented.**

The matter passed 14-0.

***Proposed 2017-2018 Ending Fund Balance and expenditures – first read*** The proposed 2017-2018 Ending Fund Balance and expenditures were presented for a first reading and review. The proposed expenditures include:

- \$30,000 Coast Development Director
- \$15,000 Coast Outreach & Marketing
- \$65,000 Foundation support staff

**M/S/C (DeMeulenaere/Cornell) to Approve the first read of the 2017-2018 ending fund balance and expenditures as presented.**

The matter passed 14-0.

## REPORTS FOR INFORMATION

### COMMITTEES

***Finance Committee*** **College of the Redwoods Scholarship funds.** The College of the Redwoods Scholarship funds designated for the Coast Campus have been wired to the Foundation’s Treasury Account. An investment account has been established through Main Street Research for Coast designated donations.

**Donations summary report.** The donations summary report was provided for information.

**Directors contributions.** Total contributions to date are \$18,725.

***Scholarship*** **Scholarship update.**

- Committee**
- **Application reading.** A list of 2017-2018 Foundation scholarship recipients selected at the March 10 meeting were provided for information.
  - **Awards ceremonies.** The Foundation's Annual Scholarship Awards ceremony is scheduled for Friday, May 19, 2017 at 5:30 p.m. The Foundation also hosts the Mendocino College Scholarship and Awards ceremony scheduled for Friday, May 12 at 5:30 p.m. Board members were asked to volunteer to help at the May 19 ceremony.

**Land Committee**      **Road purchase.** The road purchase is in the final stages of completing escrow.

**Land uses.** A meeting will take place in mid-May to discuss potential uses for Foundation property.

**Special Events  
Committee**

**Gala update.**

- **Gala 2017- August 12, 2017** on the Mendocino College Athletic Field under the Really Big Tent
- Sponsor, food purveyor and winery recruitment is underway. Twenty appetizer stations and 16 wine stations have confirmed to date.
- A Save the Date postcard mailing is planned as well as a full-page ad in the summer issue of "Word of Mouth" magazine.
- The partnership with Mendocino Wine Growers is a great addition.
- Tickets will go on sale May 1, 2017 on mcfgala.com. An Early Bird purchase price is offered on the postcard for 20% off tickets if purchased by June 1, 2017.
- Senator McGuire has agreed to be the auctioneer.
- Fund A Need will raise money for a new scoreboard for the baseball field.

**Governance  
Committee**

The committee is not actively recruiting new members at this time. A recommendation was made to recruit a director with a finance background.

## EXECUTIVE & STAFF REPORTS

**Mendocino College  
Superintendent/  
President Report**

**Hiring.** The college is in the process of filling 20 positions including Vice President of Student Services.

**Equity, Inclusion and Diversity.** The college population is 30% Latino, 5% Native American. The college staff has participated in workshops to learn how to create a more welcoming campus for all students. The College is a designated Safe Haven for undocumented students.

**Coast Center Ceremony - August 9.** A Grand Opening will take place prior to the MC Board of Trustees meeting.

**Football Program.** The Board of Trustees have suspended the program.

**Enrollment.** Projected to be at the highest level for the College at 3185 FTEs, due in part to the enrollment at the Coast campus.

**MTA Bus Passes.** MTA continues to provide students with free rides.

**International program.** Mendocino College was approved to provide an international student program.

**Commencement.** Will take place on Friday, May 26 on the athletic field.

**Foundation  
President's Report**

**Student housing – March 10, 2017.** Student housing continues to be the Foundation's number one priority. It was the consensus of the Board to continue to support the College's efforts to explore the development of student housing. They also discussed what opportunities there might be to develop Foundation land for housing needs.

**Lake County Friends of Mendocino College meeting.** Myers and Fairbairn attended a recent affiliate meeting. The accomplishments of this affiliate continue to be impressive.

**Scholarship application reading.** The recent scholarship application reading was well attended, and it was the first time in recent years that there was a quorum.

**Frank R. Howard Memorial Hospital CEO.** Myers and Fairbairn attended the Hospital's open house introducing the new CEO Jason Wells.

**Mendocino County Museum Road Show.** Myers attended for the first time and it was an incredible show.

**Harlem Ambassadors.** Myers volunteered to help the Foundation staff with beverage sales and had a great time.

**Executive Director**

**Marketing update.**

- **Mendocino College Promise Program update.** The college was unsuccessful in securing this grant.
- **Athletic field scoreboard update.** The final draft of the athletic field scoreboard mock-up is in the next steps of the approval process. The target deadline for installation is August 1, 2017.
- **News releases.** Recent news releases were provided for information.
- **Foundation co-sponsored events.**
  - April 14 – Harlem Ambassadors Basketball Game** (Ukiah Rotary). The Foundation ran the concessions for this event. Costs were partially underwritten by North Coast Resource Management. Proceeds will be used for student scholarships and the athletic boosters affiliate. We anticipate revenues of \$1,400.
  - April 15 – Mendocino County Road Show** (Mendocino County Museum). The Foundation co-sponsored the matinee and evening performances in the Center for the Visual and Performing Arts Center Theatre. The Mendocino County Museum is sponsoring a \$1,000 scholarship for 2017.
  - April 29 – Rural Health Rocks concert** (FMEMC). Sponsorships are doing very well. Ticket sales are increasing. Thirty percent of the proceeds are designated for the Foundation in support of the nursing program.
  - June 2 – Ukiah Greater Chamber of Commerce Awards Ceremony & Dinner.** In exchange for the Foundation's sponsorship of this event, the Chamber is providing a \$500 scholarship for 2017.

**Professional development.**

- Chronicle of Philanthropy Webinar: Peer-to-Peer Fundraising Done Right
- Women in Business – Facebook 101
- Board Development Workshop – June 5, 2017 in Library Classroom 4210

**Coastal development.** A written report was provided for information. Highlights included the following:

- AAFG Sponsorships are at 27 for the Coast
- Scholarships – 35 coastal applicants including 9 woodworking students
- Scholarship sponsors – Three perpetual scholarships
- RHR – Running concessions to raise funds for the future coast affiliate
- Newsletter in development

- Outreach continues

### **Directors Reports**

**Director Chaney.** Chaney thanked everyone who participated in the Scholarship reading. Chaney, Coursey and Fairbairn recently gave Sutter Lakeside Hospital CAO Dan Peterson a tour of the Mendocino College campus and nursing facility.

**Director McMahon.** Reading scholarships was very inspiring.

**Director Gill.** Enjoyed going to the Special Events Committee meeting for the upcoming Gala and reading scholarships.

**Director Coursey.** It was great to meet the new CAO of Sutter Lakeside Hospital.

Director Chapman left at 1:30p

### **Affiliates Reports**

**Mendocino College Athletic Boosters (MCAB).** No report.

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

**Lake County Friends of Mendocino College (LCFMC).** A written report and a flier for Shakespeare on the Lake on July 29 and 30 were provided for information. The LCFMC has 25 applications to read for their scholarship. They are looking for sponsors for Shakespeare at the Lake. The Mendocino College Lake Center now has a Facebook page.

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

**North County Friends of Mendocino College (NCFMC).** No report.

**Friends of the Mendocino College Coastal Fields Station and Natural Sciences (FMCCFSNS).** A written report was provided for information.

**Friends of the Mendocino College Nursing Program (FMCNP).** No report.

**Friends of the Mendocino College Human Services Program (FMCHSP).** No report.

**Friends of Mendocino College Gallery (FMCG).** No report.

**Future Agenda Items** None.

**ADJOURNMENT** The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 1:38 p.m.

Submitted by: Charley Myers, President, Mendocino College Foundation, Inc.