

**MENDOCINO COLLEGE FOUNDATION, INC.
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
APPROVED**

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Wednesday, March 29, 2017 at Mendocino College, 1000 Hensley Creek Road, Room 4134, Ukiah, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Committee Chair Myers at 3:02 p.m.

Members Present	Committee Chair	Charley Myers	Present
	Committee Members	Arturo Reyes	Absent
		Richard Cooper	Absent
		Marilyn Harden	Present
		Mark DeMeulenaere	Present
		Jerry Chaney	Present

Ad Hoc Committee Chairs Present		Channing Cornell	Present
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Staff Present Katie Fairbairn, Executive Director
Lana Eberhard, Marketing/Program Specialist

College Staff Present None

Public Comments None

Approval of Agenda M/S/C (Chaney/DeMeulenaere) To approve the agenda as presented.

Approval of Minutes M/S/C (DeMeulenaere/Harden) To approve the minutes of the regular meeting of the Mendocino College Foundation, Inc. Executive Committee held on January 25, 2017 as presented.

DISCUSSION/ACTION

**Superintendent/
President Report** No report.

Foundation President Report **Director resignations.** Director Wolf has submitted a letter of resignation from the Board. Wolf has been a Board member since December 2014. It was the consensus of the committee to recommend to the Board of Directors to accept Wolf's resignation with regret.

M/S/C (Chaney/DeMeulenaere) To recommend to approve to the Board of Directors to accept the resignation of Devra Wolf with regret.

Student housing. Student housing continues to be the Foundation's number one priority. It was the consensus of the committee 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 applications reading. The recent scholarship application reading was well attended, and it was the first time in recent years that there was a quorum.

*Executive Director
Report*

Marketing update.

- **Mendocino College Promise Program grant application update.** The college was unsuccessful in securing this grant.
- **Scoreboard – athletic field.** 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.
- **Disc golf course update.** The reconstructed course will be a professional level course.
- **Harlem Ambassadors – April 14, 2017.** The Foundation is running the concessions for this event. Costs are being partially underwritten by North Coast Resource Management. Proceeds will be used for student scholarships and the athletic boosters affiliate.
- **Adopt A Fifth Grader (AAFG) 2017 – sponsor recruitment and graduating high school seniors.** There are currently 36 AAFG adoptions for 2017, and 22 are on the Coast. Seventeen (17) high school seniors were awarded AAFG scholarships in 2010, and they will be eligible to receive \$1,000 scholarships at Mendocino College for fall 2017. All were sent letters inviting them to the May 19 Foundation Scholarship Awards Ceremony.
- **Rural Health Rocks update – April 29, 2017.** 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.
- **Mendocino County Museum Road Show – April 15, 2017.** The Foundation is co-sponsoring the matinee and evening performances taking place in the Center for the Visual and Performing Arts Center Theatre. The Mendocino County Museum is sponsoring a \$1,000 scholarship for 2017.
- **Ukiah Greater Chamber of Commerce Awards Ceremony & Dinner – June 2, 2017.** In exchange for the Foundation's sponsorship of this event, the Chamber is providing a \$500 scholarship for 2017.
- **News releases.** Current press releases were provided for information.

Coastal development. Kvinsland and Fairbairn are teaming up to increase the scholarship commitments on the Coast. Kvinsland has been meeting with service organizations for Adopt a Fifth Grader and scholarship sponsorships. The prospective Coast affiliate group continues to meet regularly. The Coast campus ribbon cutting is scheduled for August 9.

Professional development. Staff and Directors recently participated in the Chronicle of Philanthropy Webinar: Peer-to-Peer Fundraising Done Right. Staff attended the Women in Business – Facebook 101 workshop. A Board Development workshop is scheduled for June 5, 2017 from 10a to 3p in the Library Classroom 4210 led by Paul Lanning, Development Director at San Jose State University.

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. A recommendation was made to approve the establishment of a Charles Schwab account for Coast designated donations.

COMMITTEES REPORTS

<i>Land Committee</i>	<p>Land use sub-committee. A recommendation was made to approve the formation of a sub-committee to review potential uses of Foundation land adjacent to the College.</p> <p>Road purchase update. Final purchase of the road adjacent to the Foundation property is pending the separation of the 2016 tax bill by the Mendocino County Assessor's office.</p>
<i>Finance Committee</i>	<p>Investment reports. Current investment reports were provided for information. A portfolio summary was provided at the meeting. Performance has been good and communication with Main Street Research has been excellent.</p> <p>2016-2017 Budget update. Budget reports were provided for information. A summary report was provided for information at the meeting.</p> <p>Update on approved expenditures of ending fund balance. A summary report was provided for information at the meeting.</p> <p>Donations Summary report. The donations summary report was provided for information.</p> <p>Directors' contributions. Total Director's contributions to date are \$17,925.</p>
<i>Special Events Committee</i>	<p>Gala 2017. Sponsor, food purveyor and winery recruitment is underway. 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. An Early Bird purchase price will be offered at 20% off tickets purchased by June 1, 2017. Senator McGuire has agreed to be the auctioneer.</p>
<i>Scholarship Committee</i>	<p>Scholarship awards ceremonies. There was a great turnout for the application reading and selection. 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.</p>
<i>Governance Committee</i>	<p>Meeting update. The committee is not actively recruiting new members at this time.</p>
<i>Future Agenda Items</i>	<p>None.</p>
ADJOURNMENT	<p>The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:26 p.m.</p>

Submitted by: Lana Eberhard, Program/Marketing Specialist
Mendocino College Foundation, Inc.