

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

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, December 5, 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
	Tom Herman	Present

Staff Present Lana Eberhard, Marketing/Program Specialist

College Staff Present None

Public Comments None

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

Approval of Minutes M/S/C (Harden/Cornell) To approve the minutes of the regular meeting of the Mendocino College Foundation, Inc. Executive Committee held on March 29, 2017 as presented.

DISCUSSION/ACTION

**Superintendent/
President Report** No report.

Foundation President Report **Staffing.** After careful review, the Foundation has withdrawn the staffing request for a Foundation Support Specialist for the current academic year.

Proposed 2018 Board and Committee meeting dates. Meeting dates for 2018 were presented for review and recommendation for approval.

M/S/C (DeMeulenaere/Harden) To recommend for approval the proposed meeting dates and times as presented.

Executive Director Report **Marketing update.**
A written report was provided for information.

- **Gratitude report.** The biennial report is in print production and scheduled for delivery on December 11, 2018 and will be handed out at the December 12, 2018 Board meeting and Holiday dinner.
- **Appeal letter.** The fall appeal letter was mailed the week of November 27, 2018 and a few donations have already been received.

- **Adopt A Fifth Grader (AAFG) program options.** Fundraising efforts for the AAFG program will target long term commitments.
- **News releases.** Current press releases were provided for information.

Operations Procedures. A consultant was hired to create an Operations Procedures manual for the Foundation office. Staff is providing documentation and the manual is anticipated for completion in early 2018.

Coastal development. Kvinsland and Fairbairn are meeting with current and prospective donors in an effort to increase Coastal scholarship and AAFG commitments with an emphasis on long term AAFG sponsorships.

COMMITTEES REPORTS

Land Committee

Highest and Best Use analysis update. Myers, DeMeulenaere, Herman and Fairbairn attended a presentation by Derivi Castellanos Architects. Some recommendations were made for consideration. Analysis continues and investment options are being researched. Another presentation is scheduled for early 2018.

Maintenance and improvements. An agreement has been reached with Mr. Marsh to do maintenance and oversee the land.

Finance Committee

Portfolio review. Current investment reports and a portfolio summary were provided for information. Performance has been good. A presentation by Main Street Research will take place immediately following the December 12, 2018 Board meeting.

2016-1017 Audit status. There were no findings or exceptions in the audit for fiscal year ending June 30, 2017. The Audit will be approved at the upcoming Board of Trustees meeting and the printed report will be provided at the February Board meeting.

2017-2018 updated ending fund balance budget. A proposed reduction to the ending fund balance budget was made to reflect the recent withdrawal of an additional permanent staff member. The revision reduces the budget from \$111,400 to \$72,900.

M/S/C (DeMuelenaere/Herman) To recommend for approval the revised ending fund balance as presented.

2017-2018 updated budget. A proposed revised budget was presented for review and discussion. Due to the recent local disasters it is anticipated that donations will be below anticipated levels for the year. A shortfall is anticipated in the projected expenditures. A recommendation was made for a one time spending increase from the General Fund of up to 6.9% from 5% to cover the deficit.

M/S (DeMeulenaere/Herman) To recommend for approval an increase in one-time spending from 5% up to 6.9% from the General Fund.

The committee discussed other options for reducing spending from the current budget such as temporarily suspending the Dean's for Innovation funding for the spring semester.

M/S/C (DeMeulenaere/Chaney) To recommend for approval the revised budget for the 2017-2018 as presented, and decreasing up to \$20,000 designated for the Deans for Innovation fund if the District has the means to offset the deficit.

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

Directors' contributions. Directors' contributions to date are \$15,985.

***Special Events
Committee***

Holiday dinner. The annual holiday dinner will take place at Dora's Gourmet Café on Tuesday, December 12, 2018 at 5:30 p.m. Cost is \$35 per attendee.

Greater Ukiah Chamber of Commerce Mixer. The mixer, hosted by the Foundation and Handley Cellars, has been rescheduled for Thursday, March 15, 2018 on the Ukiah campus.

***Scholarship
Committee***

Web-based Scholarship application update. The College's scholarship application for 2018-2019 is nearing completion by developers at AwardSpring Scholarship Management. A demonstration of the application is scheduled for college faculty and staff on Thursday, December 7 at 12:30 p.m. in Room 4135.

2018-2019 Scholarship sponsor recruitment. Recruitment is underway for the upcoming scholarship season.

***Governance
Committee***

Recruitment of additional Board members continues. Cornell, Chaney and Fairbairn are meeting with a prospective Director later this week.

Future Agenda Items

None.

ADJOURNMENT

The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:20 p.m.

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