

**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, March 13, 2018 at Mendocino College, 1000 Hensley Creek Road, Room 750, Ukiah, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Committee Chair Harden at 3:00 p.m.

Members Present	Committee Chair	Marilyn Harden	Present
	Committee Members	Arturo Reyes	Present (3:08p)
		Donald Coursey	Present
		Charley Myers	Present
		Mark DeMeulenaere	Present
		Jerry Chaney	Present

Ad Hoc Committee Chairs Present	Channing Cornell	Present
	Tom Herman	Present
	Travis Scott	Absent

Staff Present Katie Fairbairn, Executive Director
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 (Chaney/Herman) To approve the minutes of the regular meeting of the Mendocino College Foundation, Inc. Executive Committee held on December 5, 2017 as presented with the following correction:

Remove the sentence immediately following Staffing.

DISCUSSION/ACTION

**Superintendent/
President Report** Report following President’s report.

The State funding formula is changing for the all State colleges. This change could negatively impact Mendocino College’s budget funding in the near future.

Foundation President Report **Staffing.** Taylor Denham has notified staff that she has accepted a position at another organization. Her last day is Friday, March 16, 2018. A recommendation was made to send Denham an acknowledgement for her service.

Executive Director Report **Marketing update.**

- **Promotional videos.** Promotional videos for both the scholarship and Adopt A Fifth Grader programs are completed and are posted on the Foundation’s website and Facebook page. Kirk Fuller produced both videos and will complete two more before the end of the year.
- **2018 Adopt A Fifth Grader Program (AAFG).** Preparations for the upcoming AAFG program. Renewal letters have been sent to past sponsors and recruitment

is underway for new sponsors. An updated PowerPoint recruitment presentation will be shared at the next Board meeting. A mini fundraiser for AAFG is being offered at the Ukiah Chamber mixer.

- **Professional development.** Fairbairn and Eberhard attended an iModules workshop. The multi-level program is targeted at alumni and it was determined would not be a good fit for the Foundation at this time.
- **News releases.** Current press releases were provided for information which highlighted AAFG recipients, fire survivors, ESL book award recipient, and scholarship recipients.

Operations Procedures. The procedures manual is under development. All documentation has been submitted. Staff met with the consultant earlier today to determine next steps.

Coastal development. A year-end donor and scholarship recipient reception is in the planning stages, and is scheduled to take place on June 20 at 5:00 p.m. at the Coast Center. A recent Chamber mixer was very successful and well attended.

COMMITTEES REPORTS

Land Committee

Highest and Best Use analysis update. Land committee is meeting with the assessment providers on March 14 who will report on their findings.

Finance Committee

Portfolio review. Current investment reports and a portfolio summary were provided for information. Performance has been good. Main Street Research gave an investments performance presentation at a recent Special Finance Committee.

Investment Policy update. Revisions to the current investment policy are under review by the Finance Committee and will be recommended for approval at the April 10 Board meeting.

2017-2018 ending fund balance budget update. A written report was provided for information.

2017-2018 budget update. A written report was provided for information.

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

Directors' contributions. Directors' contributions to date are \$20,694.

Special Events Committee

Greater Ukiah Chamber of Commerce Mixer. The mixer, hosted by the Foundation and Handley Cellars, will take place on Thursday, March 15, 2018 at 5:00 p.m. on the Ukiah campus. A mini-fundraiser for the AAFG program will offer a prize drawing entry for each \$5.00 donation. The event invitation was provided for information.

2018 Gala. The Gala is scheduled for Saturday, August 11. The event will be a throwback to the style featuring a catered sit-down dinner and will take place in Pomo Plaza. MWI is partnering with us again this year.

Rural Health Rocks (RHR). The Foundation is a sponsor of the 2018 RHR concert. It will be a 2-day event on April 14 and 15, 2018. Once again, Michael McDonald is the featured performer.

***Scholarship
Committee***

Web-based Scholarship application update. The application period ended on March 1, 2018. While over 500 students applied only 240 completed the application. What can be done to get students to complete the application and follow-up to ensure recommendation letters have posted?

2018-2019 Scholarship selection committee. Scholarship application review is scheduled for Friday, March 16 from 9:00 a.m. to 2:00 p.m.

***Governance
Committee***

Recruitment of additional Board members continues.

Future Agenda Items

None.

ADJOURNMENT

The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:05 p.m.

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