

**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, June 12, 2018 at Mendocino College Lake Center, Room 7050, 2565 Parallel Drive, Lakeport, California.

**GENERAL MATTERS**

**Call to Order** The meeting was called to order by Foundation President Harden at 12:06 p.m.

<b>Members Present</b>	Marilyn Harden, President	Present	Jay Epstein	Present
	Donald Coursey, Vice President	Absent	Tom Herman	Present
	Arturo Reyes, Secretary/Treasurer	Absent	Tod Kong	Absent
	Brian Carter	Absent	Todd McMahon	Absent
	Greg Cavalin	Present	Charley Myers	Present
	Jerry Chaney	Present	Lynda Myers	Present
	Linda Chapman	Present	Barbara Rice	Absent
	Channing Cornell	Absent	Travis Scott	Absent
	Mark DeMeulenaere	Present	Tom Dow	Absent
			Irma Turner	Present

**Staff Present** Katie Fairbairn, Executive Director  
Lana Eberhard, Marketing/Program Specialist

**College Staff Present** Judith Kanavle, Lake Center Operations Supervisor

**Guests Present** Wilda Shock (LCFMC), Peggy Campbell (LCFMC), Kim Bradley, Branch Manager  
Community First Credit Union Lakeport

**Public Comments** Judith Kanavle welcomed the Directors to the Lake Center and introduced herself as the new Operations Supervisor for the Lake Center.

**Approval of Agenda** M/S/C (Herman/L.Myers) To approve the agenda as presented.  
  
The matter passed 10-0.

**Approval of Minutes** M/S/C (Chaney/Turner) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on April 10, 2018 and the Board Development Workshop held on May 2, 2018 as presented.  
  
The matter passed 10-0.

**CLOSED SESSION Real Property: GC 54956.8 Title: Terms and Conditions Negotiator: Tom Herman, Land Committee Chair**

Adjourned to Closed Session at 12:08 p.m.  
Reconvened to Open Session at 12:35 p.m.

Out of Closed Session President Harden reported that the Board will proceed with the sale of approximately 300 acres of Foundation land and gave Director Herman the authorization to negotiate the sale down to the land's appraised value and to spend up to \$7,500 for any associated land sale costs and legal fees.

The matter passed 9 in favor and 1 opposed as follows:  
Yes: Greg Cavalin, Linda Chapman, Jerry Chaney, Mark DeMeulenaere, Jay Epstein, Marilyn Harden, Tom Herman, Charley Myers, Lynda Myers

No: Irma Turner

**DISCUSSION/ACTION**

***2018-2019 Budget – second read***

The proposed budget for 2018-2019 was presented for approval.

**M/S/C (Turner/Chaney) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the 2018-2019 budget as presented with the date corrected on page 2 from 2017-2018 to 2018-2019.**

The matter passed 10-0.

***2018-2019 Affiliates budget***

Proposed 2018-2019 budgets for the following affiliates were presented for review and approval:

- Friends of Mendocino College Coast Field Station and Natural Science (FMCCFSNS)
- Friends of Mendocino College Nursing Program (FMCNP)
- North County Friends of Mendocino College (NCFMC)
- Friends of Mendocino College Coast Center (FMCCC)
- Lake County Friends of Mendocino College (LCFMC)

**M/S/C (Chaney/DeMeulenaere) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the 2018-2019 budgets for the following affiliates as presented: Friends of Mendocino College Coast Field Station and Natural Science (FMCCFSNS), Friends of Mendocino College Nursing Program (FMCNP), North County Friends of Mendocino College (NCFMC), Friends of Mendocino College Coast Center (FMCCC), and Lake County Friends of Mendocino College (LCFMC).**

The matter passed 10-0.

***Investment Policy Revision – second read***

The proposed revisions to the Mendocino College Investment Policy were presented for review and approval.

**M/S/C (Herman/Chapman) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the revised Investment Policy as presented.**

The matter passed 10-0.

***Affiliate Approval***

A recommendation was made to approve a new Foundation affiliate called Friends of Mendocino College Agriculture (FMCA).

**M/S/C (DeMeulenaere/Chaney) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the creation of a new affiliate called Friends of Mendocino College Agriculture (FMCA).**

The matter passed 10-0.

***Seasonal Lease Agreement of Foundation Pond***

A recommendation to approve a seasonal lease agreement to the adjacent property owners for water use rights from the Foundation's pond.

**M/S/C (Herman/Cavalin) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve a 3-month lease agreement for water use rights from the Foundation's pond as presented.**

The matter passed 10-0.

***Market Rate Housing  
Letter of Support***

A recommendation was made to send a letter from the Foundation Board to the Mendocino County Board of Supervisors in support of housing for all in Mendocino County. The letter was presented for review and approval.

**M/S/C (Chaney/Turner) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve sending a letter in support of market rate housing in the Ukiah valley to the Mendocino County Board of Supervisors with the following revisions: change Ukiah valley to Mendocino County throughout, remove market rate housing and change to housing for all.**

The matter passed 10-0.

**REPORTS FOR INFORMATION  
COMMITTEES**

***Finance Committee***

**Investment report.** Current investment reports were provided for information.

**2017-2018 budget report.** Current budget reports were provided for information.

**2017-2018 ending fund balance expenditures update.** An update on the ending fund balance expenditures was provided for information.

**2017-2018 Directors' contributions.** Total contributions to date are \$28,394.

**Donations summary report.** The 2017-2018 donations summary report was provided for information.

***Scholarship  
Committee***

**Scholarship award ceremony recap.** The Foundation award ceremony took place on Friday, May 18 at 5:30 p.m. in the Center for the Visual and Performing Arts Building Center Theatre. This year, 241 students receiving 267 scholarships totaling \$251,900. Staff thanked all the Directors for their support and participation. Student thank you notes received to date were shared with the Directors.

***Land Committee***

**Property appraisal.** No report.

***Special Events  
Committee***

**Gala 2018 update.** Event planning continues. Additional Silent and Live Auction items are still needed with a focus on experiences such as getaways that include dinners and overnight accommodations. Gala information to date:

- 18 items for experiences/silent auction
- Golden Ticket – 3 options
- Live Auction – confirmed 5 with 4 pending. The goal is a maximum of 10 items
- 140 tickets committed – 160 left to sell
- Fund a Need – Honoring our leaders. Creating 18 one time scholarships honoring the 18 Presidents of the Foundation
- 14 wineries confirmed thanks to our partnership with MWI
- Sponsorship goals have been exceeded
- Need volunteers in all areas
- Ellery Clark Catering providing the food

***Governance  
Committee***

Recruitment continues for one or two new members.

**EXECUTIVE & STAFF REPORTS**

**Mendocino College  
Superintendent/  
President Report**

No report.

**Foundation  
President's Report**

**Affiliate groups.** Directors discussed the inactivity of some affiliate groups. A recommendation was made to add affiliate participation as a future agenda item for discussion/action. A recommendation was also made to consider redefining affiliate groups and participant expectations.

**Executive Director**

**Adopt A Fifth Grader (AAGF) program update.** Presentations to 101 recipients (40 coast/61 inland Mendocino and Lake Counties) at 23 schools in the Mendocino-Lake Community College District have been underway for the past few weeks.

**Planned giving.** A presentation by Thompson & Associates is scheduled for Wednesday, June 27 from 1:00-2:00 p.m. in the Board Room, regarding a planned giving program. A recommendation was made to discuss ways of creating a conduit for soliciting and cultivating planned giving gifts.

**Elwood Fund.** Documentation has been prepared for a new bequest to support Theatre students through scholarships and instructional needs.

**Press releases.** Recent press releases were provided for information.

**Standard Operating Procedures (SOP) manual.** The most recent draft of the SOP manual index was provided for information.

**Upcoming events.**

- **Coast Center Donors and Scholarship Recipients reception** –June 20, Coast Center
- **Shakespeare at the Lake** – July 28-29, Lakeport
- **Mendocino County Wine Competition** – August 10, Ukiah Campus Pomo Plaza
- **Gala Wine Festival** – August 11, Ukiah Campus Pomo Plaza

**Coastal development.** A written report was provided for information.

**Directors Reports**

No report.

**Affiliates Reports**

**Mendocino College Athletic Boosters (MCAB).** Dan Drew Golf Tournament is scheduled for August 3.

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

**Lake County Friends of Mendocino College (LCFMC).** A written report was provided for information. A handout was provided for the upcoming Shakespeare at the Lake on Saturday, July 28 and Sunday, July 29.

**Friends of the Mendocino College Theatre (FMCT).** A written report was provided for information

**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).** A written report was provided for information.

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

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

**Friends of the Mendocino College Coast Campus (FMCCC).** A written report was provided for information.

***Future Agenda Items***

- Affiliates groups – definitions and expectations
- Planned giving - conduit for soliciting and cultivating planned giving gifts

***Adjournment***

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 1:50 p.m.

Submitted by: Marilyn J. Harden, President, Mendocino College Foundation, Inc.