

**MENDOCINO COLLEGE FOUNDATION, INC.
EXECUTIVE COMMITTEE AGENDA**

Thursday, November 1, 2018

3:00 – 4:00 p.m.

Mendocino College Ukiah Campus
1000 Hensley Creek Road, Room 4134
Ukiah, California

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS**
The public is welcome to make comments on any items after being recognized by the Chair.
3. **APPROVAL OF AGENDA AND MINUTES**
 - 3.1 Approval of agenda
 - 3.2 Approval of May 22, 2018 regular meeting minutes and September 28, 2018 Special meeting minutes.
4. **DISCUSSION/ACTION**
 - 4.1 Scholarship program recommended changes
 - 4.2 Ad hoc Bylaws Review Committee recommendations
5. **ADJOURNMENT**

Next meeting: December 4, 2018

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

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, May 22, 2018 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 Harden at 3:00 p.m.

Members Present	Committee Chair	Marilyn Harden	Present
	Committee Members	Arturo Reyes	Absent
		Donald Coursey	Present
		Charley Myers	Present
		Mark DeMeulenaere	Present
		Jerry Chaney	Present left 3:36p

Ad Hoc Committee Chairs Present	Channing Cornell	Present
	Tom Herman	Present left 4:35p
	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 (Cornell/DeMeulenaere) To approve the minutes of the regular meeting of the Mendocino College Foundation, Inc. Executive Committee held March 13, 2018 as presented.

DISCUSSION/ACTION

Finance Committee **Portfolio review.** James Demmert of Main Street Research gave an investments performance overview of the Foundation’s accounts. Demmert spoke to the current economic climate and projected investment performance in the next year. He gave a recap of the sectors in which Foundation funds are currently invested in and how they are performing.

Investment Policy update. Revisions to the current investment policy were presented for review along with a recommendation for approval at the June Board meeting. A summary sheet of revisions was provided for information and discussion.

M/S/C (Herman/Cornell) To recommend for approval to the Mendocino College Foundation Board of Directors the revised Investment Policy as presented.

CLOSED SESSION Committee Chair Harden adjourned the meeting to Closed Session at 3:43 p.m.

**Real Property: GC
54956.8.**

Committee Chair Harden reconvened the meeting at 4:10 p.m. Out of Closed Session, Harden announced that no action was taken.

<i>Finance Committee continued</i>	<p>2017-2018 ending fund balance budget update. A written report was provided for information.</p> <p>2017-2018 budget update. A written report was provided for information. We are on target to meet the budget.</p> <p>2018-2019 proposed budget. A written report was provided for information.</p> <p>2018-2019 proposed ending fund balance budget. No funds will be budgeted out of the 2018-2019 ending fund balance.</p> <p>Donations Summary report. The donations summary report was provided for information.</p> <p>Directors' contributions. Directors' contributions to date are \$27,894.</p>
<i>Land Committee</i>	<p>Foundation property appraisal. The appraisal was completed and results will be presented at the June Board meeting.</p> <p>Foundation property pond. A parcel of Foundation property has a pond. Adjacent property owners have requested permission to access water from that pond for their vineyard. A recommendation was made to agree to a 3-month seasonal lease for water use rights to the property owner for approval at the June Board meeting.</p> <p>M/S/C (Herman/DeMeulenaere) To recommend for approval to the Mendocino College Foundation Board of Directors to provide a 3-month seasonal lease agreement (June through August 2018) of water use rights from the Foundation's pond to the adjacent property owners.</p>
<i>Special Events Committee</i>	<p>2018 Gala. A request was made for the Directors to help sell tickets and procure live auction items for the August 11 Gala Harvest Festival. The goal is to sell out tickets by the end of June.</p>
<i>Scholarship Committee</i>	<p>Scholarship award presentations. The Foundation hosted scholarship ceremonies on May 11 and May 18 honoring 241 students receiving 267 scholarships totaling \$251,900. A recommendation was made by staff to consider an alternative to the Scholarship ceremonies.</p>
<i>Governance Committee</i>	<p>Recruitment of additional Board members continues.</p>
<i>Superintendent/President Report</i>	<p>No report.</p>
<i>Foundation President Report</i>	<p>Support for Ukiah Valley housing project. A request was made for approval for staff to craft a letter from the Foundation Board of Directors to the Mendocino County Board of Supervisors in support of market rate housing in Mendocino County.</p> <p>It was the consensus of the committee to have the Foundation Executive Director craft a letter on behalf of the Board of Directors.</p>
<i>Executive Director Report</i>	<p>Marketing update.</p> <ul style="list-style-type: none"> • Promotional videos. Kirk Fuller is producing one additional video.

- **2018 Adopt A Fifth Grader Program (AAFG).** To date, there are 101 recipients for 2018.
- **Professional development.** None.
- **News releases.** Current press releases were provided for information.

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

Operations Procedures. The procedures manual is under development and nearly complete. The most recent draft will be shared at the June Board meeting.

Coastal development. To date, there are 40 AAFG recipients on the Coast. A long term AAFG sponsorship is under consideration by a Coast donor.

Future Agenda Items None.

ADJOURNMENT The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:57 p.m.

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

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

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Friday, September 28, 2018 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 Harden at 2:00 p.m.

<i>Members Present</i>	Committee Chair	Marilyn Harden	Present
	Committee Members	Arturo Reyes	Absent
		Donald Coursey	Present
		Charley Myers	Present
		Mark DeMeulenaere	Present
		Jerry Chaney	Present

<i>Ad Hoc Committee Chairs Present</i>	Channing Cornell	Absent
	Tom Herman	Present
	Travis Scott	Absent

Staff Present Katie Fairbairn, Executive Director

College Staff Present Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services

Public Comments None

Approval of Agenda M/S/C (DeMeulenaere/Myers) To approve the agenda as presented. The matter passed 5-0.

DISCUSSION/ACTION

Bylaws Revision The current bylaws include areas that are inconsistent, obsolete or out of date. A recommendation was made to appoint an ad hoc Bylaws Review Committee to review the current bylaws and make recommendations for revisions.

M/S/C (Coursey/Chaney) To recommend to the Mendocino College Foundation Board of Directors the creation of an ad hoc Bylaws Review Committee comprised of Directors Myers, DeMeulenaere and President Harden to review the current bylaws and make recommendations for revisions.

ADJOURNMENT The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 2:10 p.m.

Submitted by: Katie Fairbairn, Executive Director
Mendocino College Foundation, Inc.