



The mission of the Mendocino College Foundation is to educate leaders, foster intellectual growth and enrich lives by creating opportunities to invest in a better future for our students and communities.

**MENDOCINO COLLEGE FOUNDATION, INC.
MINUTES OF THE BOARD OF DIRECTORS MEETING**

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A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, May 26, 2020 via Zoom.

GENERAL MATTERS				
<i>Call to Order</i>	President Dow called the meeting to order at 12:03pm			
<i>Members Present</i>	Tom Dow, President	Present	Jay Epstein	Present
	Linda Chapman, Vice President	Present	Tom Herman	Present
	Marilyn Harden, Immediate Past President	Present @ 12:07pm	Matthew Kendall	Present
	Eileen Cichocki, Secretary/Treasurer	Present	Tod Kong	Present
	Kim Bradley	Present	Todd McMahon	Present
	Greg Cavalin	Present @ 12:14pm	Tina Rader	Present
	Jerry Chaney	Present	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Present
	Donald Coursey	Present @ 12:05pm	Irma Turner	Present
	Mark DeMeulenaere	Present		
<i>Staff Present</i>	Katie Fairbairn, Executive Director Eliza Fields, Administrative Assistant II/Scholarship Coordinator Anna Kvinsland, Coastal Development Contractor			
<i>College Staff Present</i>	Joe Atherton, Director of Fiscal Services (arrived @ 12:12pm)			
<i>Guests Present</i>	Wilda Shock, Lake County Friends of Mendocino College			
<i>Public Comment</i>	None			
<i>Approval of Agenda</i>	Superintendent/President Cichocki requested to move her report above the Finance Committee Report due to having to exit the meeting at 1:00pm. M/S/C (Herman/Chaney). To approve the agenda as presented with the amended motion. The matter passed 18-0.			



<p>Approval of Minutes</p>	<p>M/S/C (Herman/Harden). To approve the minutes of the regular meeting held on April 15, 2020 and the special meeting on May 1, 2020.</p> <p>The matter passed 17 with one abstention 1 (Turner).</p>
<p>REPORTS FOR INFORMATION</p>	
<p>Mendocino College Superintendent/President</p>	<p>District Budget. Superintendent/President Cichocki briefed the board that the state has cut 2 million dollars from the district budget and the district must eliminate 1.6 million from the overall budget. The Mendocino College Board of Trustees has set a 15% reserve parameter. The district's budget and planning committee will be meeting next week to discuss ways to reduce the impending budget deficit.</p> <p>2020 Commencement. Superintendent/President Cichocki informed the board that 160 students took advantage of the \$50 meal voucher for graduates. Yard signs were distributed to graduates for their homes and a banner congratulating all 2020 graduates was displayed over State Street.</p> <p>Monument Sign. Superintendent/President Cichocki thanked the board for the funding of the monument sign. She indicated that the sign had been installed and looks fantastic. There is an ad running on the sign thanking the Foundation for the sign as well as congratulating the 2020 grads.</p> <p>Traffic Light. Superintendent/President Cichocki indicated the traffic light at Hensley Creek Road and State Street intersection will be activated next week.</p>
<p>COMMITTEE REPORTS</p>	
<p>Finance Committee</p>	<p>Investment Portfolio. Schwab reports ending on April 30, 2020 were included and reviewed for information.</p>
	<p>Portfolio Summary. Director DeMeulenaere indicated that the portfolio summary is a comprehensive look at how the assets performed over the last year.</p>
	<p>Reserve Fund Balance. Director DeMeulenaere informed the board that the reserve fund balance was originally set aside to spend on prior year activities. He advised the board to revisit the fund and consider general spending in the near future.</p>
	<p>19/20 Budget Update. The board reviewed actual expenditures versus budgeted amounts and in no areas did the Foundation exceed the budget.</p>
	<p>Donations Summary Report. Donations Summary Report attached for information.</p>



	Director's Contributions. Director's Contributions listed for information.
<i>Superintendent/President Cichocki left at 12:53pm</i>	20/21 Disbursement Letter to Schwab. Director DeMeulenaere informed the board that we have met our 19/20 financial obligations to the district. The portfolios continue to do well even with the current market conditions.
	20/21 Revised COVID-19 Budget. Director DeMeulenaere advised that due to our inability to plan our fundraising event in November the proposed revenue has been removed from the budget. To adjust for changes, the annual distribution has been increased to 6.5%, which provides for a balanced budget going into 20/21.
<i>Director Kendall left at 12:58pm</i>	Adopt A Fifth Grader Strategic Plan. The board reviewed a draft plan and expenses for activities. The board will bring the item back to the August board meeting for discussion.
Scholarship Committee	20/21 Scholarship Application Results. Director Chaney reminded the board that scholarship program is central to the mission of why we exist. The scholarship season was extremely successful this year with over 380 applicants. 160 scholarships were given out at over \$200,000 in total scholarship dollars.
	Scholarship Thank You Letters. Two thank you letters from students were provided for information.
Land Committee	Foundation Property Discussion. Director Herman tabled the discussion and indicated that he would give a briefing at the next meeting.
	Annual Land Appraisal. The annual appraisal was attached for information.
	Mendocino County Cooperative Aerial Fire Patrol. Director Herman discussed the benefit of purchasing the cooperative's aerial fire patrol coverage. The aerial will provide updates should there be a fire on Foundation property.
Special Events Committee	Cancellation of Mushroom Festival. Director Scott informed the board that Visit Mendocino has cancelled the entire Mushroom Festival across the county. Director Fairbairn discussed that she had obtained 3 sponsors for the event and will reach out to them when another event is in the works.
Governance Committee	Director Cornell reported that the board should be looking for individuals that have expertise or experience in a variety of occupations. The board is in need of a director from the legal field.
DISCUSSION/ACTION	
Approval of 20/21 Foundation Budget	M/S/C (Chaney/Cornell). To approve the 20/21 Foundation Budget as presented.



	The matter passed 16-0.
Approval of accounting of Fort Bragg Rotary match funds	<p>Director DeMeulenaere requested to replace the words “excess or unused funds” to be changed to “surplus funds”.</p> <p>Anna Kvinsland added that not only does the Fort Bragg Rotary match Dana Gray Elementary School but also Three Rivers Charter School.</p> <p>M/S/C (Turner/Rice). To approve the annual accounting of Fort Bragg Rotary match funds deposited into the AAFG endowment account and agree that any surplus funds in the future will be used for additional fifth grade awards at Dana Gray Elementary School and Three Rivers Charter School.</p> <p>The matter passed 16-0.</p>
Recommendation to approve 20/21 Foundation Affiliate Budget	<p>M/S/C (Harden/Chaney). To approve affiliate budgets as presented.</p> <p>The matter passed 16-0.</p>
Approval of Cancellation of Mushroom Festival – November 2020	<p>M/S/C (Scott/Chapman). To approve the cancellation of the Mushroom Festival for November 2020.</p> <p>The matter passed 16-0.</p>
REPORTS FOR INFORMATION	
Foundation President	<p>Nursing Graduation. President Dow reported that he participated in the Nursing Graduation to congratulate the nursing students on receiving checks for the NCLEX Exam Fees. The ceremony was quite moving and there were 23 graduates.</p>
	<p>AAFG Ad Hoc Committee Report. President Dow tabled this discussion.</p>
Executive Director	<p>Appeal Letter. Director Fairbairn indicated that the Summer appeal letter will go out next week.</p>
	<p>Press Release. Attached for information.</p>
	<p>Foundation for Community Colleges Relief Recover Grant Fund. Director Fairbairn applied for a grant through the Foundation for Community Colleges for Relief Recover Grants Funds for first year nursing students. 10 Students will be receiving funding for basic support. The grant will be wrapped up by June 15.</p>



	Student Emergency Fund. Over \$100,00 has been fundraised for the Student Emergency Fund Director Fairbairn informed. Foundation has matched \$50,000.
	AAFG Program Update. 69 Fifth Graders will receive a AAFG scholarship this year and the program will be completed by mid-June.
	Annual Thank You Advertisement in Ukiah Daily Journal. Director Fairbairn discussed that she and staff are working with the graphic artist to create the donor thank you ad for the Ukiah Daily Journal that will run Father's Day Sunday.
	Coastal Development Report. Anna Kvinsland stated her appreciation for considering the AAFG coastal account and thinking through the process of the fund.
	Foundation Website. Director Fairbairn advised that she and staff are working with Colored Horse Studios to provide a cleaner donations page for the Foundation Website.
	Gratitude Report. Director Fairbairn discussed that she and staff have been working on the Gratitude Report for the last few months and they are finalizing the report in the next two weeks.
Directors Reports	No Report.
Affiliate Reports	Friends of the Mendocino College Coastal Field Station and Natural Sciences (FMCCFSNS). Report attached for information.
	Lake County Friends of Mendocino College (LCFMC). Report attached for information.
	Friends of Mendocino College Coast Center (FMCCC). Report attached for information.
	Friends of the Mendocino College Theatre (FMCT). Report attached for information.
	Friends of Mendocino College Culinary Arts Program (FMCCAP). No Report.
	Friends of Mendocino College Recording Arts & Technology (FMCRAT). No Report.
	Friends of the Mendocino College Gallery (FMCG). No Report.



	Friends of the Mendocino College Nursing Program (FMCNP). Report attached for information.
	Mendocino College Athletic Boosters (MCAB). No Report.
	North County Friends of Mendocino College (NCFMC). No Report.
	Friends of Mendocino College Agriculture (FMCA). No Report.
FUTURE AGENDA ITEMS	<ul style="list-style-type: none"> • 20/21 Budget • AAFG Ad Hoc Report
ADJOURNMENT	<p>The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 1:35 pm by Foundation President Dow.</p> <p>Submitted by: Tom Dow, Foundation President, Mendocino College Foundation, Inc.</p>

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