



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
APPROVED AT BOARD OF DIRECTORS MEETING ON APRIL 15, 2020

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, February 4, 2020 at Mendocino College, Main Campus, 1000 Hensley Creek Road, Ukiah, CA 95482.

GENERAL MATTERS				
Call to Order	The meeting was called to order by Foundation President Dow at 12:05pm.			
Members Present	Tom Dow, President	Present	Mark DeMeulenaere	Present
	Linda Chapman, Vice President	Present	Jay Epstein	Present
	Marilyn Harden, Immediate Past President	Present	Tom Herman	Present
	Eileen Cichocki, Secretary/Treasurer	Present	Tod Kong	Absent
	Kim Bradley	Present	Todd McMahon	Absent
	Greg Cavalin	Absent	Tina Rader	Present
	Jerry Chaney	Present	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Absent
	Donald Coursey	Absent	Irma Turner	Present
Staff Present	Katie Fairbairn, Executive Director Eliza Fields, Administrative Assistant II/Scholarship Coordinator Anna Kvinsland, Coastal Development Contractor			
College Staff Present	Joe Atherton, Director of Fiscal Services			
Guests Present	None			
Public Comment	None			
Approval of Agenda	M/S/C (Herman/Harden). To approve the agenda as presented. The matter passed 13-0.			
Approval of Minutes	Director Fairbairn made mention that the affiliate report for the Lake County Friends of Mendocino College was not included in the minutes and asked for a motion to amend.			



	<p>M/S/C (DeMeulenaere/Harden). To approve the amended motion to include the Lake County Friends of Mendocino College report in December 10, 2019 minutes.</p> <p>The matter passed 13-0.</p>
COMMITTEE REPORTS	
<i>Finance Committee</i>	<p>Investment Portfolio. December 31, 2019 reports attached. Director DeMeulenaere advised that the stock market is doing well and in return there is a higher position in equities. Striving for uniformities across all of the accounts.</p>
	<p>Director's Contributions to Date. An updated Director's Contributions to date was provided for information. Foundation President Dow discussed the annual goal of the contributions is \$25,000.</p> <p>Director Fairbairn advised to please make deposits through the Foundation Office in order for the amounts to be accounted for affiliate donations.</p>
	<p>Donations Summary Report. An updated donations summary report was provided for information.</p>
	<p>19/20 Foundation Budget Update. Director DeMeulenaere discussed that the budget has been reviewed with Director Fairbairn and Director of Fiscal Services, Joe Atherton and the budget is trending on track.</p>
	<p>The Ending Fund Balance.</p>
	<p>2021 Budget - Beginning Budget Preparation.</p>
<i>Scholarship Committee</i>	<p>Scholarship Outreach. Foundation staff has participated in scholarship workshops in both Mendocino and Lake counties. Staff has visited high schools in both counties and classrooms at Ukiah Campus, Lake Campus, and Coast Campus. Staff has purchased retractable signage and banners displayed around campus. Bright poster, flyers and postcards have been posted around all campus, including high school campus, and handed out to students at workshops. Text messages have been sent out to students via Regroup, a software that Admissions & Records oversees. Emails are being sent out to students who have not completed their applications and emails are being sent out to recommenders that have not completed letters of recommendations for the students.</p>
	<p>Scholarship Reviewers. Staff has ensured that everyone has a login and password for AwardSpring to review applications starting March 3 after the application deadline.</p>



	Reviewing of Scholarship Applications and Scorecards. Director Fairbairn provided a brief overview of Scholarship Applications and Scorecards that should be followed when reviewing applications.
Land Committee	No Report.
Special Events Committee	Fungus Faceoff. Draft budget for Mushroom Festival included. Director Fairbairn advised that the Mushroom Festival traditionally has taken place on the Coast, but this year they would like to expand it to inland Mendocino County. The Foundation will partner with Visit Mendocino.
Governance Committee	The board welcomed Tina Rader to her first Mendocino College Foundation Board Meeting. Director Rader is from Savings Bank of Mendocino County Human Resources. She is a MC alumna and during her time here she also received a scholarship from the college that gave her the ability to attend school.
DISCUSSION/ACTION	
Committee Members and Affiliate Liaisons Lists	<p>Director Rice advised that she would like to take the role as liaison for the Friends of the Mendocino College Coastal Field Station and Natural Sciences.</p> <p>Director Turner requested to be added as a second liaison to the Friends of the Mendocino College Gallery.</p> <p>M/S/C (Chaney/DeMeulenaere). To approve Committee members and Affiliate Liaisons List with the additions of Directors Rice and Turner.</p> <p>The matter passed 13-0.</p>
Draft Budget - "Fungus Faceoff"	<p>M/S/C (Chaney/Chapman). To approve Draft Budget for "Fungus Faceoff". Budget to be included in next fiscal year of 20-21.</p> <p>The matter passed 13-0.</p>
First reading of Policy No. 4 - Financial Controls	<p>M/S/C (Herman/Harden). To approve the first reading of Policy No. 4 - Financial Controls.</p> <p>The matter passed 13-0.</p>
REPORTS FOR INFORMATION	
Mendocino College Superintendent/President	President Cichocki advised that a contractor for the monument sign has been selected and the district is finishing the final details of the contract. The installation of the traffic light has begun.



	<p>President Cichocki included that the Accreditation visit is quickly approaching in the last week of February. The district has been preparing for this visit the last few years.</p> <p>Senator McGuire visited the Ukiah Campus to address the shortage in construction programs and to announce the \$1M grant that Mendocino College received for the program.</p>
Foundation President	<p>Directors Contributions. Foundation President Dow gave a gentle reminder of payment for board lunches and expressed his appreciation for the individuals serving on the board.</p>
Executive Director	<p>Monument Sign Ad Hoc Committee Report. Per the December Board Meeting, Director Fairbairn advised that the Ad Hoc Committee for the monument sign have met; the sign looks beautiful, simple, and presents a clean look for the College.</p>
	<p>5th Grader College Day. Director Fairbairn invited all board members to participate. Students and chaperones from Dana Gray and Laytonville Elementary Schools will participate in a career fair, guest speaks, classroom tours and much more on March 30, 2020. This event will bring over 200 5th graders on campus.</p>
	<p>MWI Wine Competition. Partnership with MWI began a little over three years ago. The wine competition takes place on campus every other year. The Mendocino College Foundation is a co-sponsor for this event and in return MWI provides two scholarships for Agricultural students.</p>
	<p>Foundation Website. The new Foundation website is up and running. There is a new, streamlined donations page for users.</p>
	<p>Foundation Co-Sponsorship Policy. Director Fairbairn advised that she is working with the district on a Co-Sponsorship Policy for events that take place on campus that would like to provide alcohol. The Foundation understands the risk and benefits of alcohol and is working on a policy to provide clear and strict guidelines for the way it should be handled.</p>
	<p>Nursing Program. The program is flourishing. The new Director-Dean and Faculty member are now hired.</p>
	<p>Adopt A Fifth Grader. AAFG postcard will go out to all AAFG Alumni. There is a struggle to keep good information on the students along the 7-year span from fifth grade to high school graduation.</p>
	<p>2019 Charitable Contribution Letters. Foundation Staff is working on Charitable Contribution Letters for the year of 2019 and they will go out in the mail this week.</p>



	Gratitude Report. Theresa Whitehill has started working on the design of the report and in the coming weeks Foundation Staff will provide her with the content for the report.
	Mendocino College Commencement 2020. The district has informed the Foundation that they will use the Commencement money to provide food for guests. The ceremony will take place Friday, May 22, 2020.
	Professional Development Training. Director Fairbairn advised that she is still working on the development for a professional training that will include the Board of Trustees and the Foundation Board of Directors to continue building relationships.
	Gift Vehicles. CCLC Brochure included in packet for information. Life insurance is a wonderful gift vehicle as well as gift annuities because of the interest rate.
	Coast Development Report. Anna Kvinsland shared the AAFG poster she had made for the Coast. May 21 st is set for the Dana Gray AAFG award ceremony on the Coast. Anna advised of her participation in the scholarship program on the Coast as she has provided workshops to various high schools on the Coast. The MacCallum House is doing a “Dine Out” Valentine’s dinner in which a percentage of the proceeds will go to benefit the Coastal Friends.
Directors Reports	<p>Planned Giving Moment. Director Chapman gave a list of the benefits of purchasing a fundraising software such as <i>iWave</i>. After being invited on a call with Director Fairbairn and Foundation President Dow, she provided the assets of having such a software.</p> <p>Director Fairbairn provided a handout titled “Donor Bill of Rights” which should be utilized when asking for a gift and after one has been received to provide the donor with guidelines that describes how the gift shall be handled under the donor’s criteria.</p>
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. Director Chapman discussed that out of the 250 tickets for the



	Tri-Tip Dinner, conducted by the Theatre affiliate, 230 tickets were sold and the fundraiser was a huge success.
	Friends of Mendocino College Culinary Arts Program (FMCCAP). No Report.
	Friends of Mendocino College Recording Arts & Technology (FMCRAT). Report attached for information.
	Friends of the Mendocino College Gallery (FMCG). No Report.
	Friends of the Mendocino College Nursing Program (FMCNP). Director Chaney advised that the next Nursing Affiliate meeting will take place next Monday, February 10.
	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	Review of Co-Sponsor Policy.
ADJOURNMENT	The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 1:55pm by Foundation President Dow. Submitted by: Tom Dow, Foundation President, Mendocino College Foundation, Inc.