



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 EXECUTIVE COMMITTEE MEETING
APPROVED AT EXECUTIVE COMMITTEE MEETING ON SEPTEMBER 22, 2020

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, May 19, 2020 via Zoom.

GENERAL MATTERS				
Call to Order	The meeting was called to order by Foundation President Dow at 3:04pm.			
Members Present	Tom Dow, President	Present	Channing Cornell	Present
	Linda Chapman, Vice President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Immediate Past President	Present	Tom Herman	Present
	Eileen Cichocki, Secretary/Treasurer	Present	Travis Scott	Present @ 3:14 pm
	Jerry Chaney	Present @ 3:10 pm		
Staff Present	Katie Fairbairn, Executive Director Eliza Fields, Administrative Assistant II/Scholarship Coordinator			
College Staff Present	None			
Guests Present	None			
Public Comment	None			
Approval of Agenda & Minutes	M/S/C (Dow/Herman). To approve the agenda and minutes from December 3, 2019 as presented. The matter passed 7-0.			
DISCUSSION/ACTION				
Finance Committee	Investment Portfolio. April 30, 2020 reports attached for information.			
	Director's Contributions to Date. An updated Director's Contributions to date was provided for information.			
Director Scott exited at 3:22pm	Donations Summary Report. An updated donations summary report was provided for information.			



	<p>20/21 Revised COVID-19 Budget. Director DeMeulenaere reviewed that many changes had been made to the budget due to the COVID-19 pandemic. That being said, the mushroom festival has been currently cut out of the budget for the 20/21 FY as well as a reduction to the marketing budget. Donation of the dean's list and affiliate fundraising events from the Foundation have been backed out of the budget as well due to the pandemic. Director DeMeulenaere asked the board to review the 20/21 budget as a first read.</p> <p>M/S/C (Herman/Chapman). To recommend budget as presented to the full board.</p> <p>The matter passed 8-0.</p>
<i>Director Scott returned at 3:29pm</i>	<p>Disbursement Letter to Schwab. 19/20 FY expenses have been reviewed and the draw down disbursement letter for expenses has been sent to Schwab.</p>
<i>Director Scott exited at 3:35pm</i>	<p>19/20 Budget Update. Director DeMeulenaere discussed that much time as been spent on the disbursement letter for the 19/20 FY, but working on updating any current expenses. The budget for the 19/20 FY has stayed on track.</p>
Foundation President Report	<p>Board Lunches. Foundation President Dow tabled this discussion until the next meeting.</p>
Scholarship Committee	<p>Scholarship Update. All recipient letters have been distributed to students for the 20/21 scholarship season. Exciting news for one first year nursing student; a \$2,500 scholarship was gifted in honor of Dr. Ken & Brenda Hoek funded by Dr. Scott Gherini and Holly Enzler.</p>
Land Committee	<p>Foundation Property Discussion. Director Herman advised that a discussion of selling the foundation property would need to be thoroughly thought out before making any decisions. Must keep in mind that Foundation must have access to emergency exit road of the westerly half of the property but there could be the possibility of a boundary line adjustment.</p>
	<p>Land Appraisal. Director Herman tabled this discussion for the next meeting in order to further his research.</p>
Special Events Committee	<p>Cancellation of Mushroom Festival. Due to the COVID-19 pandemic, the mushroom festival is rescheduled to FY 20/21.</p> <p>M/S/C (Harden/Cornell). To recommend that the mushroom festival be postponed to a later date due the COVID-19 pandemic to the full board.</p>



	The matter passed 8-0.
Superintendent/President Report	<p>College Update. Interim Superintendent/President Cichocki reviewed that there was a May revision to the district budget. There is cuts and deficits that will need to be resolved with the state. The district currently holds a favorable reserve. Cuts have been made to various programs due to state funding. The district will have a better idea of the impact after the state revises their budget in August/September.</p> <p>Additionally, currently working on commencement meals for students with Foundation staff. Fall classes will be held primarily online with a limited amount of capacity. Expecting to have a robust amount of enrollment in the Fall semester.</p>
Executive Director Report	<p>Spring/Summer Appeal Letter. Flyer included in packet for information.</p>
	<p>Student Emergency Fund. Director Fairbairn reviewed that roughly \$97,000 has been given out in emergency funding to students. The MC Foundation has matched close to \$49,000 in Student Emergency Fund donations.</p>
	<p>Nursing Graduation. Director Fairbairn discussed that this year's Nursing Graduation would be taking place virtually and Foundation President Tom Dow would be announcing the NCLEX gift to the nursing students during the graduation.</p>
	<p>Commencement Meals. In conjunction with the district, the foundation is assisting in providing meals to graduating students on the day of graduation at all four locations (Ukiah, Lake, Willits, and Coast). Local vendors have stepped up in making this gift to students possible.</p>
	<p>AAFG Program Update. Director Fairbairn advised that the Adopt A Fifth Grader Ad Hoc committee met on Monday, May 18th to review the first draft of the annual strategic plan.</p>
	<p>Annual Thank You advertisement in UDJ. Foundation staff is working on the large donor list to complete the annual Donor Thank You Ad that appears in the Ukiah Daily Journal in mid-June.</p>
	<p>Gratitude Report. Director Fairbairn discussed the completion of the gratitude report as it is getting near the final review.</p>
	<p>Relief Recovery Funds – Nursing Program. Director Fairbairn explained that the Mendocino County Community Foundation provided a gift for relief recovery funds for nursing students. Foundation staff is working with the nursing department to assist with bookkeeping and reporting of the gifts.</p>
FUTURE AGENDA ITEMS	



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ADJOURNMENT	<p>The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 4:12 pm by Foundation President Dow.</p> <p>Submitted by: Tom Dow, Foundation President, Mendocino College Foundation, Inc.</p>