



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 October 6, 2020.

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, August 4, 2020 via Zoom.

GENERAL MATTERS				
<i>Call to Order</i>	President Dow called the meeting to order at 12:07pm.			
<i>Members Present</i>	Tom Dow, President	Present	Jay Epstein	Present
	Linda Chapman, Vice President	Absent	Tom Herman	Present
	Marilyn Harden, Immediate Past President	Present	Matthew Kendall	Present
	Timothy Karas, Secretary/Treasurer	Present	Tod Kong	Present
	Kim Bradley	Present	Todd McMahon	Absent
	Greg Cavalin	Present @ 12:12pm	Tina Rader	Present
	Jerry Chaney	Present	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Present
	Donald Coursey	Absent	Irma Turner	Present @ 12:36pm
	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>	Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services Joe Atherton, Director of Fiscal Services (arrived @ 12:10pm)			
<i>Guests Present</i>	Wilda Shock, Lake County Friends of Mendocino College James Demmert, Main Street Research Theresa Whitehill, Colored Horse Studios Adrienne Simpson, Colored Horse Studios			
<i>Public Comment</i>	None.			
<i>Approval of Agenda</i>	M/S/C (Cornell/Channing). To approve the agenda as presented.			



	The matter passed 14-0
Approval of Minutes	M/S/C (Channing/DeMeulenaere). To approve the minutes of the special meeting on May 26, 2020. The matter passed 12-0-2 (Rader and Karas abstained).
MISSION MOMENT	Video presented to the board: https://youtu.be/5pWA1Ai-yV4
TIMED ITEMS	
James Demmert of Main Street Research <i>James Demmert exited at 12:27pm</i>	Demmert notified the board that this recession has occurred so quickly that the country just wasn't prepared for the fallout of large unemployment numbers, bankruptcies and business closures. Fortunately, while the stock market was falling on average 30%, the foundation funds fell by only 8-9%. Demmert explained that the risk management tools the company has in place worked very well and helped us avoid catastrophic losses. Once the US Treasury injected money into the system, Main Street was able to reinvest quickly. They targeted COVID-19 related companies such as essential household supplies. Everyone must begin taking care of the economy by keeping masks on, staying healthy and reducing the spread of Covid-19. In this quarter, the portfolio is up 5% after fees and the market is down by 2%.
Theresa Whitehill & Adrienne Simpson of Colored Horse Studios	Whitehill shared with the board, how pleased she and staff were with how the gratitude report turned out. She employed similar style concepts in the redesign of the website. A new header and footer on the main page was developed and minor revisions were made to the Foundation logo. Updated all the typography to reflect what the foundation does. The new gratitude report can be found at the bottom of the homepage by clicking on the pdf.
COMMITTEE REPORTS	
Finance Committee	Investment Portfolio. Schwab reports ending on June 30, 2020 were included and reviewed for information.
	Donations Summary. Donations Summary attached for information.
	20/21 Budget Update. Not many expenses have come through due to the beginning of the Fiscal year. Annual expense contracts have been processed for the year. More information will be available at the next board meeting in October.
	19/20 Budget Update - Year End Close. Director of Fiscal Services, Joe Atherton reported that he is looking at the end of year and getting everything ready for the audit. The audit report will be ready in December and available for review.



<p><i>Director Turner entered at 12:36pm</i></p>	<p>Emergency Fund Update. Opened campaign in mid-March with \$5,000 from the Foundation's operating budget. The fund grew to over \$100,000. Student requests have slowed since late June.</p>
<p>Scholarship Committee</p>	<p>Scholarship Update. All funding has been put in today. Foundation Staff and Patti Gulyas are working on all of the scholarship POs for all of the scholarship recipients.</p>
<p>Land Committee <i>Theresa Whitehill and Adrienne Simpson entered at 12:42pm</i></p>	<p>Director Herman suggested that we not proceed with possibly selling additional foundation property.</p> <p>Director Fairbairn mentioned that the previous owner of the pond property, Mr. Tim Marsh, agreed to keep an eye on the property. He recently reported increased activity so the padlock to the main gate has been replaced with a new security code.</p>
<p>Special Events Committee <i>Theresa Whitehill & Adrienne Simpson exited at 12:58pm</i> <i>Director Kendall exited at 1:05pm</i></p>	<p>Director Fairbairn advised that many organizations are going completely virtual, including online bidding and auctions. Trying to make events as user friendly as possible to keep events like galas and fundraising moving forward.</p> <p>Director Fairbairn discussed that she is regularly looking to see what types of events that are mission specific to the foundation which could take place online in the future for fundraising.</p>
<p>Governance Committee</p>	<p>New Board Member Prospecting. Director Cornell attended a meeting with Director Fairbairn and realized that we did not have any legal representation as a director on the Foundation Board. Director Cornell advised that he would like fellow directors to begin contacting any legal representation contacts that may want to join the Foundation Board.</p>
<p>CLOSED SESSION <i>Travis Scott exited at 1:30pm</i></p>	<p>The Foundation Board adjourned to Closed Session at 1:08pm with Board President Dow stating items 6.1 would be discussed.</p> <p>The Foundation Board returned to open session at 1:34pm with Board President Tom stating there was nothing to report out from closed session.</p>
<p>DISCUSSION/ACTION</p>	
<p>Student Emergency Fund COVID-19</p>	<p>Director Fairbairn recommended that the board discontinue the COVID-19 Student Emergency Fund fundraising and Foundation Match campaign.</p> <p>M/S/C (Cornell/Chaney). To approve the action as presented.</p> <p>Director Turner asked whether or not we should keep the COVID-19 Student Emergency Fund due to the influx of the virus that may take place in the fall. Director Fairbairn advised that after discussion with Mendocino College's Institutional Researcher that we may need to redirect our services based on other student needs.</p>



	<p>The regular student emergency fund is still open for student use and has an approximate balance of \$5,000.</p> <p>The matter passed 14-0.</p>
	<p>Director Fairbairn recommended to allocate \$5,000 to the Mendocino College Food Pantry.</p> <p>M/S/C (Rader/Turner). To approve the action as presented.</p> <p>The matter passed 14-0.</p>
<p>Approve Affiliate Budget for 20/21 – Not previously approved</p>	<p>Foundation President recommended to approve the 20/21 Affiliate Budgets as presented.</p> <p>M/S/C (DeMeulenaere/Chaney). To approve the action as presented.</p> <p>The matter passed 14-0.</p>
<p>Adopt A Fifth Grader Strategic Plan</p> <p><i>Director Herman exited at 1:55pm</i></p> <p><i>Director Chaney and Director Cavalin exited at 2:00pm</i></p>	<p>Director DeMeulenaere recommended that we do not adopt the strategic plan due to COVID-19 based on the fact that many of the plans would require staff attendance on campus. He recommended that the Foundation postpone until the following fiscal year.</p> <p>M/S/C (Cornell/Harden). To approve the action as presented.</p> <p>Director Cornell and Director Harden withdrew their motion and second.</p> <p>Director Turner motioned to modify the strategic plan by taking action to approve items 1.1, 1.2, 1.5 and 1.9 on the AAFG Strategic Plan.</p> <p>M/S/C (Turner/Cornell). To approve the action as presented.</p> <p>Director Fairbairn recommended that Foundation Staff use their existing budget to carry out strategic goal 1.2 and create a newsletter for alumni. She further suggested that the AAFG strategic plan be a standing item on the board agenda to see the progress being-made on the goals. The other goals (1.1, 1.5 and 1.9) could be reviewed at an upcoming board meeting to determine if funding is available for those goals to be carried out.</p> <p>Director Turner and Director Cornell withdrew their motion and carry.</p> <p>No action was taken.</p>
<p>REPORTS FOR INFORMATION</p>	
<p>Mendocino College Superintendent/President</p>	<p>Welcome/Introduction. President Karas discussed his previous position at College of Alameda and is currently relocating to Ukiah. He is thrilled to be a</p>



	part of the Foundation Board of Directors to be able to support and be a part of the programs that support students.
<i>Director DeMeulenaere exited at 2:21pm</i> <i>Director Rader exited at 2:23pm</i>	District Budget Update by Eileen Cichocki. Vice President Cichocki informed the board that the Governor had an 8% cut on College reapportionment and budget cuts also included cuts to categorical programs. The state budget relies heavily on federal funding. Good financial news that the tax collections came in over their projections; news but not a solution. No good economic news at this time. The college has a tentative budget that includes those cuts and one that does not include the cuts; not sure which will be approved by the Board of Trustees. The district has placed a hold on hiring; has cut the supplies budget by 25% which saved \$400,000 and has a hold on technology upgrades. Hiring fewer temporary employees. Fewer class sections will be offered. Enrollment for summer was up by 5.5% and for fall enrollment is down by 10%.
Foundation President	Directors Contributions. Foundation President Dow encouraged fellow directors to make a contribution in the new 2020/21 fiscal year.
Executive Director	News Releases. News Releases are included in the packet for review.
	NCLEX Campaign Thank You Flyer. NCLEX Campaign Thank You Flyer is included the in packet for review.
	Gratitude Report. Gratitude Report is included on the website for review.
	AAFG Thank You Flyer. AAFG Thank You Flyer is included in the packet for review.
	CCC Relief Fund Flyer. CCC Relief Fund Flyer is included in packet for review.
	Crisis Leadership – “Boards Now More Than Ever”. Article included in packet for review.
	UDJ Thank You Ad. Thank You Ad included in packet for review.
	Fall Newsletter. Director Fairbairn advised that all the information for the newsletter has been gathered and she will be working with the graphic designer to generate a newsletter for late summer/early fall.
	Mailing List. Director Fairbairn discussed the use of the iWave system to update our mailing list. This process takes place every few years.
	Coastal Development Report. Anna Kvinsland shared the Coastal Adopt a Fifth Grader and Scholarship Awardees flyer with the board.



	Student Emergency Resource List. Director Fairbairn explained that with the help of College Staff and Foundation Director Chapman they put together a list of college based resources and outside based resources for students.
	New Perpetual Scholarship. Director Fairbairn reported out that a new perpetual scholarship has been created to honor Mr. Ned Walsh. The scholarship will be awarded to a student enrolled in the Alcohol and Other Drug Studies program at Mendocino College.
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). No Report.
	Friends of Mendocino College Coast Center (FMCCC). No Report.
	Friends of the Mendocino College Theatre (FMCT). No Report.
	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). No Report.
	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	No future agenda items.
ADJOURNMENT	The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 2:37 pm by Foundation President Dow. Submitted by: Tom Dow, Foundation President, Mendocino College Foundation, Inc.