



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 December 7, 2020.**

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, October 6, 2020 via Zoom.

GENERAL MATTERS				
Call to Order	President Dow called the meeting to order at 12:02pm.			
Members Present	Tom Dow, President	Present	Jay Epstein	Present
	Linda Chapman, Vice President	Present (@12:05pm)	Tom Herman	Absent
	Marilyn Harden, Immediate Past President	Present	Matthew Kendall	Present (@ 12:07pm)
	Timothy Karas, Secretary/Treasurer	Present	Tod Kong	Present (@ 12:06pm)
	Kim Bradley	Absent	Todd McMahon	Present
	Greg Cavalin	Absent	Tina Rader	Absent
	Jerry Chaney	Present	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Present
	Donald Coursey	Present (@ 12:03pm)	Irma Turner	Absent
	Mark DeMeulenaere	Present		
Staff Present	Katie Fairbairn, Executive Director Eliza Fields, Administrative Assistant II/Scholarship Coordinator Anna Kvinsland, Coastal Development Contractor (arrived @ 12:19pm)			
College Staff Present	Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services Joe Atherton, Director of Fiscal Services (arrived @ 12:03pm)			
Guests Present	Wilda Shock, Lake County Friends of Mendocino College			
Public Comment	None.			
Approval of Agenda	M/S/C (Scott/Cornell). To approve the agenda as presented. The matter passed 14-0.			
Approval of Minutes	M/S/C (Chaney/Harden). To approve the minutes of the regular meeting on August 4, 2020.			



	The matter passed 14-0.
COMMITTEE REPORTS	
<i>Finance Committee</i>	Investment Portfolio. Schwab reports ending on August 31, 2020 were included and reviewed for information. Schwab reports ending on September 30, 2020 were distributed the day before the meeting and reviewed for information.
	Donations Summary. Donations summary attached for information.
	20/21 Budget Update. Foundation Staff and Fiscal Services went through the 20/21 budget in great detail. Operating expenses are tracking on budget. Scholarships and disbursements will be similar to previous years. Director DeMeulenaere discussed that based on the uncertainty due to world events it will be interesting to see if donations meet budget parameters for the 20/21 fiscal year. Actual to budget will be close as in prior years.
	Student Emergency Fund. Director Fairbairn advised that the student emergency fund ran out of funding in early September. Director Fairbairn was able reach out to long term donors and now has a balance of a little over \$6k after disbursements.
	Ending Fund Balance FY 20/21. Director DeMeulenaere explained that Foundation Staff and Fiscal Staff will take a look at the history of the ending fund balance at the end of the month to put together a report for the December board meeting. Director Fairbairn and Director DeMeulenaere reached out to Main Street Research about conducting a wellness study on the Foundation's spending and they have agreed to conduct the study. Reports will be available at the December board meeting.
	Main Street Research Update. Main Street Research has sent out multiple stock market updates to be reviewed. Director DeMeulenaere extended the invitation to reach out with any questions to him or Main Street Research.
<i>Scholarship Committee</i>	Scholarship Alternates. Foundation Staff has selected all of the Fall alternates for scholarships in which the original recipients did not meet the requirements of the scholarship. Foundation Staff is beginning to work on setting up the software system for the 21-22 scholarship season that will open on November 30, 2020.
<i>Land Committee</i>	Updated Property Map. Director Fairbairn indicated that Director Herman was unable to attend the meeting today, but will have an updated property map at the December board meeting.
<i>Special Events Committee</i>	Director Scott discussed that Director Fairbairn and him are working on a socially distanced event for donors. Director Fairbairn added that she is



	keeping track of fundraising events to see what would possibly be an option for the Foundation to use going forward.
Governance Committee	Director Cornell is actively researching possible new directors that would fill the categories of legal or agricultural experience.
DISCUSSION/ACTION	
Directors Contribution Invoice in lieu of Board Lunches	<p>M/S/C (Scott/Chapman). To approve invoicing every director for annual charitable contribution in the month of October in lieu of Board Lunches invoice.</p> <p>The matter passed 14-0.</p>
REPORTS FOR INFORMATION	
Mendocino College Superintendent/President	<p>College Update. President Karas explained two operational items that affect Spring; decision to stay with remote learning for the Spring 2021 semester and the 20/21 budget. Class schedules for Spring 2021 will be similar to the schedule produced for Fall 2020.</p> <p>Vice President Cichocki reviewed that the 20/21 budget will be going to the Board of Trustees next week for review. Cash deferrals for the colleges and K12 systems are taking affect which is better than budget cuts. It is simply about the timing being delayed on the cash standpoint. Looking forward into 21-22 which will be a more difficult budget year based on those cash deferrals.</p>
Foundation President	Directors Contributions. Foundation President Dow reviewed that directors will be invoiced for annual director contributions and the range is from \$250 to \$5,000.
Executive Director	AAFG Alumni Newsletter & Statistics. Director Fairbairn discussed that the AAFG alumni newsletter is included on the AAFG strategic plan and will be paid for out of the Foundation's general budget. All the content for the newsletter have been completed and it is in the design phase with Colored Horse Studios. The newsletter will be in English and Spanish. Thanks to Jackeline Gonzalez De Orozco, HEP Program Manager for Mendocino College for interpreting the newsletter into Spanish. The first ever newsletter is geared towards parents and students of AAFG. Additionally, Foundation Staff reviewed the statistics of AAFG recipients based on their enrollment and completion rates at Mendocino College.
	Updated AAFG Strategic Plan. Director Fairbairn reviewed the updated strategic plan. The plan will be included in upcoming agenda packets to ensure review and discussion. Much outreach is going on with AAFG recipients. She noted that many of the items are on hold due to COVID-19 restrictions.



	MC Student Emergency Fund. Director Fairbairn spoke to the student emergency fund earlier in the meeting, but expressed concern that once the weather turns, we may see an increase in use for that fund. Director Fairbairn expressed that she is consistently soliciting for donations to the Student Emergency Fund.
	News Releases. News Releases attached for information.
	Mailing List. Director Fairbairn tabled this report.
	Foundation Fall Newsletter. Director Fairbairn advised that the Foundation Fall Newsletter should be hitting mailboxes soon.
	Fall Appeal Letter. Fall Appeal letter will highlight a student by the name of Joey Beak. The Fall Appeal letter will go out in early November.
	Nursing Donation. Director Fairbairn advised that a long time donor who is quite supportive of the nursing program gave a very generous donation. Foundation Staff has worked with Nursing Staff to set up criteria for the donation. The donation will go towards the balance of the NCLEX fees for state exam fees (Class of 2021) and the rest will go to the nursing advanced education loan program.
	Social Media. Foundation spends minimal amounts of money on boosting posts on Facebook to promote student success stories and thanking donors.
	Coastal Development Report. Report attached for information.
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). Report attached for information.



	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"> • Additional Solicitations
ADJOURNMENT	<p>The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 1:13 pm by Foundation President Dow.</p> <p>Submitted by: Tom Dow, Foundation President, Mendocino College Foundation, Inc.</p>