



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 the Executive Committee Meeting on December 1, 2020.

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, September 22, 2020 via Zoom.

GENERAL MATTERS				
<i>Call to Order</i>	The meeting was called to order by Foundation President Dow at 3:03 pm.			
<i>Members Present</i>	Tom Dow, President	Present	Channing Cornell	Present
	Linda Chapman, Vice President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Immediate Past President	Present	Tom Herman	Present
	Timothy Karas, Secretary/Treasurer	Present	Travis Scott	Present
	Jerry Chaney	Present		
<i>Staff Present</i>	Katie Fairbairn, Executive Director Eliza Fields, Administrative Assistant II/Scholarship Coordinator			
<i>College Staff Present</i>	Eileen Cichocki, Assistant Superintendent Vice President of Administrative Services			
<i>Guests Present</i>	None			
<i>Public Comment</i>	None			
<i>Approval of Agenda & Minutes</i>	M/S/C (Cornell/Chaney). To approve the agenda and minutes from May 19, 2020 as presented. The matter passed 9-0.			
DISCUSSION/ACTION				
<i>Finance Committee</i>	Investment Portfolio. August 31, 2020 reports attached for information.			
	Donations Summary Report. An updated donations summary report was provided for information.			
	19/20 FY Audit Update. Director DeMeulenaere advised there is nothing out of the ordinary from the auditors. Information is being collected to meet			



	<p>this year's audit timeline. The discussion will be tabled until the next Board of Directors meeting in December.</p>
	<p>20/21 Budget Update. Director DeMeulenaere reported out that expenses have been tracking the same as budgeted for the 20/21 fiscal year. The Foundation's performance to budget is on track so far. Director Fairbairn advised regarding the general and marketing budgets; funds allocated to the marketing budget are encumbered for this year. All the current encumbrances are for projects that are anticipated throughout this current fiscal year.</p>
	<p>Ending Fund Balance FY 20/21. When the Foundation did the original calculations, the ending fund balance had been underspending the annual percentage within the policy. It is important to take another look at the historical data, determine the intent of how gains on investments should be spent, and confirm the policy language around how the ending fund balance is calculated. Director DeMeulenaere will meet with college and foundation staff in the coming months to discuss.</p>
<i>Foundation President Report</i>	<p>Director's Contributions. Foundation President Dow encouraged fellow directors to make their annual contribution to the Foundation.</p>
<i>Scholarship Committee</i>	<p>Fall 2020 Scholarship Alternates. Scholarship recipients that did not meet the criteria of their scholarship have been reallocated to alternate recipients that meet the criteria for the Fall 2020 semester.</p>
<i>Land Committee</i>	<p>Foundation Property Discussion. Director Herman tabled the discussion and advised that he would include a revised land map to include at the next Board of Directors meeting.</p>
<i>Special Events Committee</i>	<p>Update. Director Scott and Director Fairbairn are working on a small social distancing event for donor base to keep in contact with the Foundation. Director Fairbairn has been watching and participating in fundraising events to see what may best suit the Foundation in the future for fundraising purposes.</p>
<i>Superintendent/President Report</i>	<p>College Update. President Karas advised that the college will continue remote learning through Spring 2021 and many other districts are announcing similar news. Enrollment at the college is fairly stable although enrollment is down about 4% over last fall which is better than expected.</p>
<i>Executive Director Report</i>	<p>AAFG Program Update. Director Fairbairn advised that status updates are included in the AAFG Annual Strategic plan. The strategic plan will be included in future board of directors meeting packets so that the board may discuss the progress of the plan. The AAFG Alumni Newsletter is currently being created and all content for the newsletter has been delivered. The projected date for mailing out the newsletter is October 2020. Foundation</p>



	staff have reached out to all AAFG 2020 High School graduates; out of 39, 18 are enrolled at Mendocino College this fall and 13 have provided proof of their high school graduation in order to receive their \$500.
	Student Emergency Fund. COVID-19 Student Emergency Fund has been closed. Director Fairbairn announced that due to the generosity of two long time donors, the regular district emergency fund has received \$8,000 in gifts to date.
	News Releases. News Releases were provided for information.
	Mailing List. Updated Inland and Coastal mailing lists.
	Fall Newsletter. Discussion tabled.
	Fall Appeal Letter. Director Fairbairn discussed that Joey Beak from the coast will be the student highlight on this fall's appeal letter. Content has been turned over to the graphic artist for creation. The fall appeal letter will go out earlier than normal this year; projected to be mailed out November 2020.
	Nursing Donation. Director Fairbairn discussed that a long time donor reached out regarding a gift of \$10,000. Foundation staff met with the nursing program to determine how best to utilize the funds. 60% of the funding will go towards this year's NCLEX state board exam fees and the 40% remaining will go into the loan program for students for advanced education.
FUTURE AGENDA ITEMS	
ADJOURNMENT	The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 4:03 pm by Foundation President Dow. Submitted by: Tom Dow, Foundation President, Mendocino College Foundation, Inc.