

**College of the Canyons Foundation  
Foundation Board**

**Meeting Minutes**

Tuesday, May 24, 2022 5:30pm

In Persona and Via Zoom Video Conferencing

Present: Tamara Gurney (Chair), Dianne Van Hook, Lisa Burke, Peggy Cannistraci (via zoom), Sharlene Coleal, Diane Fiero, Shawn Fonder, Bruce Fortine, Gary Horton, Mark Jenkins, Taylor Kellstrom, Jenny Ketchepaw, Ed Masterson, Jill Mellady, Randy Moberg, Doreen Shine, Joyce Shulman, Heather Stewart, Ryan Theule, Omar Torres, Doris Marie Zimmer

Present COC Staff: Desiree Dodd, Rané Franklin, Jason Hinkle, Shawna Lubs

Absent: Fred Arnold (Co-Chair), Steve Corn, Tom Dierckman, Sharlene Duzick-Johnson, Brian Koegle, Mike Lebecki, Ed Masterson, T. Meyer, Gary Saenger, Shaun Sarkissian, Jeff Thomas, William Harwood

Guests: Edel Alonso, Bill Drayton (Community Member, via Zoom)

**I. CALL TO ORDER/ESTABLISHMENT OF A QUORUM**

**Tamara Gurney**

The meeting was called to order at 5:52pm. A quorum was established.

**II. APPROVAL OF THE AGENDA AND MINUTES**

**A. Board Minutes 3/22/2022**

**Tamara Gurney**

**B. Board Agenda 5/24/2022**

**Tamara Gurney**

*Motion to approve by Doris Marie Zimmer and Seconded by Taylor Kellstrom. All in favor, no abstentions.*

**III. PUBLIC COMMENT**

**Tamara Gurney**

Comments by Members of the Audience NOT on the agenda

*Welcome Edel Alonso, representing the Board of Trustees.*

*Welcome Bill Drayton, Community Member.*

*No Public Comment.*

**IV. FOUNDATION BOARD, STAFF, AND COMMITTEE RELAUNCH Tamara Gurney**

**A. One True North Update**

The Executive Committee met with One True North on May 19, 2022. The outcome of this committee was 7 new goals for the Foundation. Those goals are: 1.) Hire staff, 2.) Develop and train the staff, 3.) Engage the Board and the staff with each other, 4.) Re-engage donors, 5) Execute Events, 6.) Case Statement for the Advanced Technology Center, 7.) Redefine the Scholarship Committee.

**V. APPROVAL**

**A. Financial Report through March 31<sup>st</sup>, 2022**

**Sharlene Coleal**

Sharlene Coleal presented Financial Overview, which has been approved by the Finance Committee. Currently Revenues are at 64% of Actuals and Expenses are at 82%. We have a net revenue of negative

\$37,698. Golf Tournament has done well. Chancellor's Circle is at \$28,000, and we believe there is more coming in. Silver Spur up to \$29,000 as of March 31<sup>st</sup> but as of the end of April, we actually have about \$69,000 in revenue. For Expenses, we will likely be underspent in Salaries and Benefits due to vacant positions. Development Fundraising has a lot of large expenses such as Raisers Edge NXT and Sage Staffing, but they are out already so we shouldn't see much increase for the rest of the year. On track with General Supplies, but Office Supplies a little high due to some increased expenses related to events, with purchases for items to be used at all events going forward.

*Motion to approve by Lisa Burke and Seconded by Randy Moberg. All in favor, no abstentions.*

**B. Tentative Budget 2022-23**

**Sharlene Coleal**

Sharlene Coleal presented the Tentative Budget for FY2022-23 The budgeted revenue remains the same for this coming fiscal year, with the exception of an increase in General Fundraising, based on the new Chief Development Officer being hired. We are increasing the Golf Tournament revenue to \$50k based on historical data. Reduced the budget for part time staff. We will be continuing the Raiser's Edge NXT platform. Campaign fundraising decreased to \$1,000. Leaving the golf expense as they were.

*Motion to approve by Lisa Burke and Seconded by Randy Moberg. All in favor, no abstentions.*

**C. Board Member Recommendation**

**Tamara Gurney**

Randy Moberg has recommended Dawn Abasta as a member of the Board of Directors.

*Motion to approve by Doris Marie Zimmer and Seconded by Joyce Schulman. All in favor, no abstentions.*

**VI. WHAT YOU NEED TO KNOW**

**A. Student Highlight**

**Rané Franklin**

*Rané Franklin presented COC Student Qian Hui*

Qian Hui is an international student from Taiwan. She started her journey at COC in 2021 and plans to transfer to UCLA. She has received some scholarships that assist with her tuition. She currently services as the Second VP for the International Club and is a VITA volunteer. She will be graduating with honors and plans to study accounting at UCLA. Her career goal is to be a Financial Analyst. She credits her success to the fact that she reached out to a professor during their office hours, and that professor encouraged her to step out of her comfort zone. She stated that without that connection and encouragement, she would not have been as successful.

**B. Foundation Staffing Update**

**Shawna Lubs**

The Foundation is currently hiring for the Events Coordinator position. We have interviews coming up soon for that. We are also hiring for the Executive Director position. If any Board Members know someone who might be a good fit, please let us know.

**C. Emeritus Board Member Program**

**Tamara Gurney**

Former Board Members have reached out asking how they can be involved without being fully active. Previously, the Emeritus Program was started, but it has been dormant for some time. We would like to relaunch this program in order to keep the institutional knowledge of these former Board Members and keep them engaged.

**D. Chancellor's Update – What's New & What's Ahead**

**Dianne Van Hook**

*Dianne Van Hook presented the Chancellor's Update to board.*

*Link to full presentation:*

<https://www.canyons.edu/resources/documents/administration/chancellor/presentations/ChancellorsReport51122.pdf>

**VII. COMMITTEE REPORTS**

**A. Chancellor's Circle Update**

**Jill Mellady**

*Jill Mellady presented a Chancellor's Circle update to board*

Chancellor's Circle Breakfast Briefing scheduled for May 26, 2022. Fred and Tamara will be presenting along with our Financial Advisor, James Schramm.

**B. Patrons of the Arts Update**

**Doreen Shine**

*Doreen Shine presented the Patrons update to board.*

We had 156 works of art submitted for our Juried Student Art Exhibition. Fifty-five works were selected for display and over \$5,000 in scholarships were awarded. The Patrons of the arts have had 5 pre-show events this year. If you are not a member, please join us.

**C. Silver Spur Update**

**Jill Mellady**

*Jill Mellady presented the Silver Spur update to board in Ed's absence.*

We waited 2 years for this event. Between the committee, Jasmine Foster, and the Foundation Staff, we were able to transform the backlot into a beautiful event for Bruce Fortine.

**D. Alumni**

**Taylor Kellstrom**

*Taylor Kellstrom presented the Alumni update to the board*

The Alumni committee held their first mixer on April 28, 2022. We had about 15 people in attendance. The main focus of this event was to engage alumni and now that we have 360 alumni, we can do even more engagement. We plan to have a booth at Grad Walk and Commencement to hand out alumni buttons.

**E. Golf**

**Shawn Fonder**

*Shawn Fonder presented the Golf update to the Board*

The tournament is scheduled for Monday, August 29, 2022 at the Oaks. Next committee meeting will be June 2, 2022.

**F. Board Development**

**Tamara Gurney**

*Tamara Gurney presented the Board Development update to the Board in William Harwood's absence*

Tamara shared that we are looking for a co-chair for this committee. Dianne Van Hook stated that Sharlene Duzick has volunteered. Shawna will reach out.

**G. Marketing Committee**

**Jill Mellady**

*Jill Mellady presented New Marketing Committee update to the Board*

Spring appeal will go out this week.

**VIII. REVIEW OF ITEMS APPROVED BY EXECUTIVE COMMITTEE**

**A. PSA 24/7 Events**

**Shawna Lubs**

Increase cost due to increase in silverware and glassware due to increased guest count.

**B. Credit Cards for Foundation Staff**

**Shawna Lubs**

Due to Michelle's departure, we need to change our Key Executives to include just Rane Franklin and Shawna Lubs.

**IX. ANNOUNCEMENTS**

**A. Board Installation Dinner**

**Shawna Lubs**

Board Installation Dinner will be held in late June. Please watch your emails for invites!

**X. ROUND TABLE DISCUSSION**

Breakout session for Board Members to discuss topics and/or committees specific to their personal interests.

**XI. ADJOURNMENT**

**Tamara Gurney**

7:30pm adjournment

Next Board Meeting – July 26, 2022