Copper Mountain College Foundation
Joshua Tree, CA
Minutes of Regular Meeting, Board of Directors
Room 410
October 24, 2011

In attendance: Fred Bryant, Karen Coghill, Barbara Dunn, Nancy Huntington, Cathy Larson, Liz Meyer, Vala Stults, Pete Wood, Sandy Smith, Diana Morris, Stephanie Ince, Dean Pieper, DeWayne Roberts, Jane Smith, Mario Villescas

Not in attendance: Meredith Plummer, Kevin Cosgriff, Roger Wagner, Chuck Uyeda

Guests: Ana Mata, Amy Dutt

Call to Order
President Cathy Larson called the meeting to order at 5:35 pm.

Public Comment: None

Agenda Approval: Motion to approve the agenda: Vala Stults; Seconded: Barbara Dunn. Motion passed.

Approval of Minutes: Motion to approve the minutes of the September 26, 2011 meeting: Liz Meyer; Seconded: Fred Bryant. Motion passed.

Executive Director Report: In addition to her written report, Sandy Smith highlighted the NCCCF Conference in Anaheim where the focus was on institutional development. Stephanie Ince also attended the conference.

Treasurer's Report: Treasurer Pete Wood distributed graphs showing changes in the investments for August and September. Due to the decline in the stock market, assets are diminishing.

Real Estate Report: Barbara Dunn has received another offer of a 2.5 acre land donation in Landers, valued at $2000. No action was taken. The college owns Lot 45 in Panorama Heights near the fire station. The property was transferred in 2002.

Information and Discussion Items:

a. Cathy Larson introduced Ana Mata, President and Amy Dutt, Public Relations Officer, Phi Theta Kappa: Bet Rho Pi. Ana and Amy reported on the activities and fundraising plans of the honorary society. Their goal is to represent CMC at the national convention in Nashville, TN in the spring where Ana will be running for national office.
b. Mini-Grant Incentives: Liz Meyer presented a mini-grant incentive program for faculty and staff of up to $1000 per semester. The criteria are the requesting employee must be a participant in the employee payroll deduction program.
c. Presidents' Circle December 11, 2011 will be a holiday theme in the front foyer of the Bell Center.

d. Wreath Auction November, 20, 2011 in the Community Room. Tickets are $5 per person.
e. Fall Dinner recap: Net income was $8800 with 75 people in attendance.
f. Annual Appeal letters will be sent out November 4, 2011.
g. Golf Tournament April 14, 2012: Mario Villescas reported the committee is working on sponsorships. Vala Stults volunteered to help.
h. Honorary Directors for Life: Bob Thacher and Howard Van Elgort were made Honorary Directors in 1987 and 1986, respectively.
i. The December Board meeting will be on 19th in room 410 at 5:30pm.

Action Items

a. Finance Committee recommendations:
   - Motion to designate $3750 of *Mark Samet* money in the Temporarily Restricted checking account to establish a Phi Theta Kappa fund: Vala Stults; Seconded: Stephanie Ince. Motion passed. Exact allocation of the funds will be voted upon at the November 28, 2011 Board meeting.
   - Motion to discontinue the Greenleaf Scholarship Standing Committee: Stephanie Ince; Seconded: Liz Meyer. Motion passed. It was recommended and agreed upon by the Board that the trust be referred to an attorney.
   - Motion to file an extension for the 2010 IRS Form 990: Stephanie Ince; Seconded: Fred Bryant. Motion passed.
b. Revised Bylaws: See Board Manual Task Force recommendation #7.
c. Board Manual Task Force recommendations:

   #1, #2 BMTF Funding Request to publish Section A of Manual—1st read.

   #3 Motion to amend Policy: Funding Requests: Pete Wood; Seconded: Liz Meyer. Motion passed. The Policy will be forwarded to the Board of Trustees for approval.

   #4 Motion to amend Funding Request Instructions: Liz Meyer; Seconded: Fred Bryant. Motion passed.

   #5 Motion to amend Policy: Conflicts & Disclosure: Pete Wood; Seconded: Liz Meyer. Motion passed. Policy goes to Superintendent/President for approval.

   #6 Motion to amend Policy: Investments: Mario Villescas; Seconded: Stephanie Ince. Motion passed. Policy goes to Superintendent/President for approval.

   #7 Motion to approve modified Foundation Bylaws: Liz Meyer; Seconded: Jane Smith. Motion passed. The composition of the Board now reads *13 voting* members. The composition of the Executive Committee now reads *two* other voting members, adding a Director at Large. The Bylaws will be forwarded to the Board of Trustees for approval.

   #8 Motion to approve the position statement Board of Directors: Fred Bryant; Seconded: Liz Meyer. Motion passed.

   #9 Motion to approve the position statement Board Officers: Liz Meyer; Seconded: Fred Bryant. Motion passed.

   #10 Motion to approve Foundation Core Values, Code of Ethics and Standards of Good Practice: Liz Meyer; Seconded: Fred Bryant. Motion passed.

   #11 Motion to approve Foundation and the Executive Director: Fred Bryant; Seconded: Mario Villescas. Motion passed.
d. Board Retreat: The Board Development Committee will arrange a Board retreat.
e. Fund Development Committee recommendations:
   - Motion to approve Major Gifts Campaign: Liz Meyer; Seconded: Stephanie Ince. Motion passed. The campaign will be called "Open Doors for Open Minds" with a goal of $500,000 to build a student center next to the Foundation office and faculty advisement center in

Phase I. This will be an 18 month project beginning January 1, 2012. More information is forthcoming.

- Motion to approve Major Gifts Campaign budget of $32,000: Pete Wood; Seconded: Nancy Huntington. Motion passed.

Next Meeting Discussion Items

a. Document approval process--Fred

Next Meeting Action Items

a. Mark Samet money designated use
b. Mini-Grant Incentives approval
c. Greenleaf Trust documents

Written Reports/Director Comments

Board Manual Taskforce Minutes—October 5, 2011
Finance Committee Minutes—October 18, 2011
Fund Development Committee Minutes—October 4, 2011

The next regular meeting of the Board of Directors will be November 28, 2011 at 5:30pm in Room 410.

There being no further business, the meeting adjourned at 7:35pm.

Respectfully submitted,

Diana Morris, Clerk for the Meeting
Administrative Assistant II and

Nancy Huntington, Secretary

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