

# Copper Mountain College Foundation Joshua Tree, CA Minutes of Regular Meeting, Board of Directors Room 410 November 28, 2011

<u>In attendance</u>: Kevin Cosgriff, Karen Coghill, Nancy Huntington, Stephanie Ince, Cathy Larson, Liz Meyer, Dean Pieper, Meredith Plummer, Jane Smith, Vala Stults, Chuck Uyeda, Pete Wood, Mario Villescas, Roger Wagner, Sandy Smith, Diana Morris

Not in attendance: Fred Bryant, Barbara Dunn, DeWayne Roberts

Guests: Ana Mata, Josh Valentin

### Call to Order

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

<u>Public Comment</u>: Ana Mata, President of Phi Theta Kappa, thanked the Foundation Board and presented them with an update on the club. They received the *Pinnacle Award* for increasing their membership by 5%. She also introduced Josh Valentin, Vice-President.

<u>Agenda Approval:</u> Motion to approve the agenda: Liz Meyer; Seconded: Kevin Cosgriff. Motion passed.

<u>Approval of Minutes:</u> Motion to approve the corrected minutes of the October 24, 2011 meeting: Jane Smith; Seconded: Pete Wood. Chuck Uyeda abstained. Corrections: The Faculty Advisement Center will be located in Phase I, not Phase III. The Board Manual Task Force only submitted October 5, 2011 meeting minutes, not the October 19 minutes and the Board meeting room should read room 410. Motion passed.

**Executive Director Report:** Sandy Smith reported that we have received a check for a Simi Dabah purchase of \$625.

<u>Treasurer's Report:</u> Pete Wood reported that the investments fared better in October than September and handed out comparison graphs.

**Real Estate Report**: Cathy Larson reported the Landers property sale is moving forward.

#### Information and Discussion Items:

- a. Document approval process—Fred Bryant: Tabled until next meeting when Fred Bryant is present.
- b. Document Status:
  - 1. Policy: Funding Requests—received Board of Trustee approval November 3, 2011.
  - 2. Policy: Foundation Bylaws—Board of Trustees approved November 3, 2011 with minor adjustments regarding Brown Act language.
  - 3. Brown Act Determination—See above Bylaw approval

## **Action Items:**

- a. Mark Samet money designated use for Phi Theta Kappa--\$3750 will be designated for Club use in consultation with Janie Ramstorf. This item will be on the December agenda.
- b. Mini-Grant Incentives—Tabled until next meeting. Liz Meyer will present.
- c. Greenleaf Trust documents—Tabled until more information is received from legal consultation.
- d. New Copier purchase/lease proposal—Pete Wood recommended the Foundation get additional bids, as the one quoted seemed high. Sandy will bring usage history to next meeting. Motion tabled until the next meeting.
- e. Board Manual Task Force Items:
  - 1. Appoint a Director at Large, Executive Committee—President Cathy Larson appointed Chuck Uyeda.
  - 2. BMT, Funding Request, 2<sup>nd</sup> read—Motion to approve up to \$500 for printing of Section A of the Board Manual: Chuck Uyeda; Seconded: Pete Wood. Motion passed.
  - 3. Policy: Regular Review of Directives, Governance Provisions and Policies—Motion to approve policy: Pete Wood. Seconded: Mario Villescas. Motion passed. This document needs Dr. Wagner approval.
  - 4. Position: Organizational Chart—Motion to approve Org Chart: Pete Wood. Seconded: Mario Villescas. Motion passed.
  - 5. Position: Evaluation Process—Motion to approve with the deletion of #19: Roger Wagner; Seconded: Pete Wood. Motion passed.

## **Next Meeting Discussion Items:**

- a. Fund Development Committee minutes-Liz Meyer
- b. Document approval process—Fred Bryant

## **Next Meeting Action Items**

- a. IRS Form 990 and Audit approval
- b. Mini-Grant Incentives—Liz Meyer
- c. Use of Mark Samet money for Phi Theta Kappa
- d. Greenleaf Trust Documents
- e. Copier Lease

# Written Reports/Director Comments

- Liz Meyer—Command Media is on campus filming for the Major Gifts Campaign. The theme
  will be community building and *Take the Next Step*. Liz stated she will offer to be the Trustee
  representative on the Foundation Board again next year.
- Roger Wagner—reported on the Wreath Auction and thanked Jane Smith and Barbara Dunn for donating wine and food. He suggested we hold a raffle for one of the wreaths next year.

The next regular meeting of the Board of Directors will be December 19, 2011 at 5:30pm in Room 410.

There being no further business, the meeting adjourned at 6:30pm.

Respectfully submitted,

Diana Morris, Clerk for the Meeting Administrative Assistant II and