



Copper Mountain College Foundation
Joshua Tree, CA
Minutes of the Regular Meeting, Board of Directors
Community Room on Monday, September 25, 2017

In attendance: Cathy Larson, Dean Pieper, Renee Anderson, Ginger Cowan, Jeff Cummings, Kayla Eberhardt, Lesley Thornburg, Sherry Harwin, Mary Lombardo, Adriann Miller, Nancy Huntington, Meredith Plummer, Sue Tsuda, Chuck Uyeda, Sandy Smith, Sara Hutson.

Not in attendance: Barbara Dunn, Jane Smith.

Honorary Board Members in attendance: none

Guests: None.

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

Public Comment: None.

Oath of Office: Director Lesley Thornburg sworn in.

Agenda Approval: Motion to approve the agenda as presented: Director Sue Tsuda moved approval, seconded by Director Mary Lombardo. Motion carried.

Approval of Minutes:

Motion to approve the minutes of the August 28, 2017 meeting as amended:

- 1) Add under Susan Luckie Riley item: donation of \$500,000.00 to Copper Mountain College for solar project and demonstration
- 2) Donor Wall Update: add Basketball before home game
- 3) Athletic Program Update: remove that from first line

Director Nancy Huntington moved approval of meeting minutes as amended, seconded by Vice President Dean Pieper. Motion carried.

Executive Director Report: Written handout. Auditor recommended that there be a separation of duties: as it stands now, the person opening mail, recording checks and depositing checks are the same person. Report on California Promise is on page 39 of the board packet.

Treasurer's Report: Written handout. Foundation's BNY Mellon accounts are up \$445,000+ as of August 31, 2017; YTD income is at 8% of budget and YTD expenses are at 47% of budget; YTD Net income is at approximately negative \$78,000.00 for 2017-2018.

CMC Superintendent/President's Report: CMC Superintendent/President Jeff Cummings reported the following:

- Bleachers for Bell Center Gym were delivered ahead of schedule and will be installed soon.

- College Marketing Committee is working on mascot design. There were 18 artwork entries for the mascot. On October 23rd the mascot design will be revealed in a special invitation only event to the booster charter members and then to the college and public on October 24th. Actual Mascot costume to follow holding off until a design is finalized through the Marketing Committee – takes 10 to 12 weeks to create and ship to College once ordered.
- CMC Board policies have been approved and have been updated at the Board of Trustees' meeting.
- The new Student Success Center building should be open by late October.

Information and Possible Action Items:

- A. Real Estate Report has been moved to this section of the agenda permanently in case action is needed – No report this month.
- B. Board Manual Taskforce recommendations to amend:
 - Procedural Policy: CMC Constituency Fundraising to be amended as presented in writing with highlighted areas; Agenda page 23:
 - Page 2 of Procedural Policy, item 3: change to Executive Director
 - Page 2, item 4: strike Foundation before Executive Director
 - Page 2, item 6: An MOU will be drafted by the Executive Director for approved fundraising activity activities

This is a procedural policy only and goes to the President/Superintendent for oversight signature.

Director Chuck Uyeda moved approval of recommended changes, seconded by Director Sherry Harwin. Motion carried. Nancy Huntington to prepare and present final draft.
 - Accompanying CMC Constituency Fundraising form: CMC Fundraising Activity Request, add signature line for Executive Director and Date of Receipt after signature line and date of approval line on form.

Secretary Renee Anderson moved approval of recommended changes, seconded by Director Kayla Eberhardt. Motion carried. Director Nancy Huntington to prepare and present final draft.
- C. Fund Development Plan 2017-18 handout corrected for dates of January thru June 2018 not 2017; HOWL dates are to be determined; Recommend that Committee/Board to start planning early for Fall Dinner as a fundraiser and public relations event if it is to be held in 2018.
- D. Athletic Booster ~~Representative~~ to be placed on Executive Director Report. CMC Foundation budget covers golf tournament which has been moved to the Athletic Booster Club for fundraising in 2018. At this time the Athletic Booster Club is focusing on their Media Guide and Banner sales. The Athletic Booster Club fundraising activities come under the auspice of the Foundations 501c3. The Booster Calendar needs to take in consideration the fundraising by both the Booster Club and the Foundation. Reporting on the Athletic Booster Club will be handled by the Executive Director in the Executive Director report presented to the Foundation Board.

Board Training:

- A. Board Orientation: Chair Nancy Huntington is overseeing the board training meeting on Wednesday September 27, 2017; from 3:00pm to 5:00 pm in the Library Meeting Room, please bring your Board Manuals, Volumes 1 & 2 with you.

Next Meeting Agenda Items:

- A. Wreath Auction
- B. HOWL
- C. Give Big

Written Reports/Director Comments..... All, as needed

December Calendar: Remove Finance Committee from December 11th, place December Board meeting before the Presidents Circle Holiday from 6:00 pm – 8:00 pm at the Huntington residence.

Board Development Committee: no report

Board Manual Taskforce

- Minutes 9.6.17 presented in writing
- Minutes 9.13.17 presented in writing
- Minutes 9.20.17 presented in writing

Finance Committee: nothing to report

Fund Development Committee: Minutes of September 18, 2017 presented in writing; Committee is working on Wreath Auction for November 19, 2017.

There being no further business President Cathy Larson adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Sara Hutson, Clerk for the Meeting

And Renee Anderson, Secretary _____

The next meeting of the Foundation Board will be October 23, 2107 at 5:30pm at the Community Room of the Bell Center, Copper Mountain College Campus.