



**Copper Mountain College Foundation
Joshua Tree, CA**

**Minutes of the Regular Meeting, Board of Directors
Bruce's Place on Monday, August 26, 2019**

In attendance: Sue Tsuda, Chuck Uyeda, Renee Anderson, Ginger Cowan, Liz Alvarez, Mary Jane Binge, Kevin Cosgriff, Barbara Dunn, Cathy Larson, Jennifer Hawk-Smith, Dr. Daren Otten, Kris Mitchell, Dean Piper, Kristina Suydam, Mario Villescas, John Zaccaria, Sandy Smith, Sara Hutson.

Not in attendance: Sherry Harwin, Nancy Huntington, Mary Lombardo, Meredith Plummer, Marcelino Ryan.

Honorary Board Members in attendance: none

Guests: none

Call to Order: Sue Tsuda called the meeting to order at 5:30 p.m.

Public Comment: none

Agenda Approval: Motion to approve the agenda as amended: item e I remove minutes and item f remove minutes: Chuck Uyeda moved approval of agenda, seconded by Dean Pieper. Motion carried.

Approval of Minutes: Motion to approve the minutes of the June 24, 2019 Board meeting: under Not in Attendance: remove Dr. Daren Otten and add Jeff Cummings. Motion to approve the minutes of the June 24, 2019 Board meeting as amended Cathy Larson, seconded by Mario Villescas. Motion carried.

Treasurer's Report: Written handout. Sandy Smith noted that the Alumni Association has a \$4,089.00 carryover from 2018-2019 Fiscal Year.

Executive Director's Report: Written handout. Sandy Smith noted that she received an email from MCAGCC Base Protocol for their Educators Reception on September 11th. It was in Sandy's junk email and she wanted to ask everyone to check their email and RSVP yes or no to attend if they received an invitation.

CMC Superintendent/President's Report: CMC Superintendent/President Dr. Daren Otten did not have a report for this month. Dr. Otten does want to thank the Foundation Board for all of their hard work and the good work they are doing.

Information and Possible Action Items:

- A. Installation of Officers and Board members for 2019-20 by President Sue Tsuda of Barbara Dunn, Jenny Hawk-Smith and Dr. Daren Otten.
- B. Marc Ryan request for leave of absence: Motion to approve Chuck Uyeda, seconded by John Zaccaria. Motion carried.
- C. Disclosure of Interest Forms: President Sue Tsuda
 - I. Board Members 2019-2020: Please complete, sign and return. Secretary Renee Anderson passed around the roll call sheet for each person in attendance to sign that they have completed, signed and returned the forms.
 - II. Let's Feast Premium Catering: it was noted that Renee Anderson is the owner operator and she will be catering the Fall Dinner and possibly other future events.
- D. President's Committee Checklist: President Sue Tsuda. Discussed and handed out. Motion to accept and approve as presented Renee Anderson, seconded by Dean Pieper. Motion carried.
- E. Childcare Center Update
 - I. Executive Committee Meeting Minutes, draft 7.31.19 Ratify Action Taken: Motion to ratify replacement of Childcare Center front doors at an expense of \$2,675.00 Chuck Uyeda, seconded by Dean Pieper. Motion carried.
 - II. Establish Ad Hoc Committee for Childcare Center: Volunteers to be on committee: Chuck Uyeda, Cathy Larson, Kevin Cosgriff, John Zaccaria and Renee Anderson.
- F. Executive Committee Meeting draft 8.19.19 Ratify Action Taken: Motion to ratify closing out of the US Bank operating checking account #3299, file police report regarding the counterfeit checks presented on operating account #3299 at US Bank last week and open a new checking account with US Bank for operating Chuck Uyeda, seconded by John Zaccaria. Motion carried.
Sandy Smith stated that she will notify the Board check signors when the account has been opened and they can go in and sign the new checking operating account signature card.
- G. Real Estate Report: Barbara Dunn is reviewing a request from Ann Vleck regarding existing Mesa Property Note balloon payment coming due in 2020. She will bring information to the Finance Committee for their review and recommendation to the Foundation Board.
- H. Annual Report: Sandy Smith gave a written handout. Sandy noted that she is working with Jolie Alpin on a mail able report.
- I. Executive Director 2019-2020 Contract CMC Board of Trustee approved copy was presented to the Foundation Board and Sandy Smith asked the Foundation Board to consider an 11 month Executive Director Contact in 2020-2021.
- J. CMC Trisha Laubenstein Elementary School Teacher Scholarship. Motion to accept and approve as presented Dean Pieper, seconded by Kevin Cosgriff. Motion carried.

K. CMC Glenda and Jay Haislip Memorial Scholarship. Motion to accept and approve as presented Chuck Uyeda, seconded by Dean Pieper. Motion carried.

L. Recommendation from Athletic Booster Club to accept Resolution:

I. Resolution 19-05 US Bank Athletic Booster Club

There was discussion by Foundation Board members and Executive Director Sandy Smith regarding the handouts of the signed MOU between the Foundation and the Athletic Booster Club, the Board Manual Taskforce memo dated 4.1.19 and the Resolution 19-05. Motion to accept resolution by Mario Villescas, seconded by Chuck Uyeda. Motion carried with roll call vote.

Sue Tsuda: no

Chuck Uyeda: yes

Renee Anderson: yes

Ginger Cowan: absent

Liz Alvarez: yes

Mary Jane Binge: yes

Kevin Cosgriff: yes

Barbara Dunn: yes

Sherry Harwin: absent

Jennifer Hawk-Smith: yes

Nancy Huntington: absent

Cathy Larson: no

Mary Lombardo: absent

Kris Mitchell: yes

Dr. Daren Otten: abstained

Dean Piper: abstained

Meredith Plummer: absent

Marcelino Ryan: absent

Kristina Suydam: yes

Mario Villescas: yes

John Zaccaria: yes

M. Fall Dinner Committee Update: Co-Chair Cathy Larson handed out invitations. She noted that preparations for the event are moving along. John Zaccaria asked if purchase of a table was appropriate and Cathy replied yes, that a table seats 10. The menu consists of a chicken dish, a beef dish and a vegetarian dish. Renee Anderson noted that Let's Feast Premium Catering is able to provide gluten free meals as well. Cathy Larson asked that everyone sell tickets, invite their friends and neighbors and RSVP. The Speaker for this event will be Dawn Rose, 3rd District Supervisor. Sandy Smith said if you have not heard her speak that you will definitely want to attend. Cathy Lawson noted that there will be a cocktail hour from 5:30 to 6:30 with Huntington Music providing the ambiance. Table centerpieces are being donated by Gubler Orchids and there will be a Mockel oil painting for auction as well as a quilt donated by Marie Dunn, some jewelry and a beautiful Orchid from Gubler's Orchids.

N. Strategic Plan – Strategic Plan Report Goal Tracking Form 2018-2019. Sandy Smith noted that the form for 2019-2020 needs to be prepared.

Board Training: CMCF Events & The RVP handout

Director Comments:

Kevin Cosgriff: stated that he will be present for the Audit in September and will have a conversation with the auditor regarding 2014 FASB #958 and see why applicable naming conventions to how the Foundation handles their financial reports was not instituted in 2018 with regards to the temporary restricted accounts being renamed donor imposed restricted accounts. Sandy Smith noted that this only affects the Greenleaf account.

Renee Anderson: asked that everyone please let the chair of any committee they are on know if they will or will not be attending a meeting for quorum purposes.

Chuck Uyeda: asked everyone to please mark their calendars for the Dining to Donate on September 17 at Las Palmas from 4 to 8 pm, to support the Athletic Booster Club.

Next Meeting August 26, 2019 Agenda Items:

- o Real Estate Report
- o Strategic Plan – Report and Goal Tracking Form 2019-2020

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


Board Manual Taskforce: No report.

Finance Committee: Minutes, draft 08-19-19

Fund Development Committee: Minutes, draft 08-19-19

There being no further business President Sue Tsuda adjourned the meeting at 6:22 p.m.

Respectfully submitted,
Sara Hutson, Clerk for the Meeting
And Renee Anderson, Secretary



**THE NEXT CMCF BOARD OF DIRECTORS MEETING
September 23, 2019 in the Library Meeting Room, CMC Campus, Quad 300 at 5:30pm**