



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

**Minutes of the Regular Meeting, Board of Directors
Bell Center Room 637 on Monday, October 28, 2019**

In attendance: Sue Tsuda, Chuck Uyeda, Renee Anderson, Ginger Cowan, Liz Alvarez, Mary Jane Binge, Barbara Dunn, Sherry Harwin, Jennifer Hawk-Smith, Nancy Huntington, Mary Lombardo, Kris Mitchell, Dr. Daren Otten, Dean Pieper, Kristina Suydam, John Zaccaria, Sandy Smith, Sara Hutson.

Not in attendance: Marcelino Ryan on leave of absence, Kevin Cosgriff, Cathy Larson, Meredith Plummer, Mario Villescias.

Honorary Board Members in attendance: none

Guests: Jim Brakebill

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: Renee Anderson moved approval of agenda, seconded by Sherry Harwin. Motion carried.

Approval of Minutes: Motion to approve the minutes of the September 23, 2019 Board meeting: under Superintendent/President Report: correct **From:** Renee, **has** a good time **To: had.** Motion to approve the minutes of the September 23, 2019 Board meeting as amended Dean Pieper, seconded by Mary Jane Binge. Motion carried.

Treasurer's Report: Written handout.

Executive Director's Report: Written handout.

Sandy Smith also stated that the co-owner of Neverland Childcare Center (Vicki Long) has passed away suddenly, last Saturday and a sympathy card has been sent from the Foundation. The nursing program needs two pieces of equipment and some donors have stepped forward to cover the cost.

CMC Superintendent/President's Report: CMC Superintendent/President Dr. Daren Otten. Dr. Daren Otten gave an update on the Board of Trustee Superintendent/President goals he put forward last board meeting. The BOT had their first read at their last board of trustees meeting and will have their second read at their next board of trustees meeting. Dr. Daren Otten shared that the College District is exploring partnerships with the 29 Palms Marine Corps Base and with Joshua Tree National Park along with Morongo Basin

Conservancy Association who might have a way for the College District to leverage the Susan Luckie Reily Trust funds by 5 fold.

Information and Possible Action Items:

- A. Real Estate Report: Barbara Dunn was contacted about a donation of a piece of property off of Highway 15, 10 acres with no access. Barbara Dunn recommended to the board to pass on this opportunity. The consensus is to give the boards' regrets to the property owner.
- B. Foundation Bank Accounts: Sandy Smith handed out fee schedule for Frontwave Credit Union in Yucca Valley. Discussion was had regarding local banks and the Foundation banking accounts. Ginger Cowan was asked about Pacific Western Bank. She stated that she felt it would be the very best idea but PWB feels that with her being the Board Treasurer and Finance Committee Chair and check signor there was a conflict. Nancy Huntington motioned that the Board is to refer this item back to the Finance Committee for further review in June 2020 when Ginger Cowan's term as treasurer is over and closer to the 2020-2021 year, seconded John Zaccaria. Motion Carried.
- C. Executive Director Evaluation: Dr. Daren Otten said that he was unable to find information regarding the Executive Director Evaluation but would like the Foundation Board input. Nancy Huntington said that the Foundation SOP, Section A, Tab 14, Page 46 has the information he is looking for but she will get with him to discuss.
- D. Funding Requests:
 - 1. Copper Mountain College Fire Academy Funding Request \$6,500.00 Turn Out Gear for Fire Academy Students. RENTAL for this 13 students x \$500 Jim Brakebill said that this is a one-time fee to equip the Fire academy students. The cost would be \$3,800 to purchase the same gear per student, plus the cost cleaning and maintaining of each student's gear. Mr. Brakebill stated that he has alternative funding for next year, he went on to say that incidentally October 28 is National First Responders Day and that all Fire Academy graduates for the last 11 years have been hired and most of them have stayed local.
Chuck Uyeda moved to approve the funding request as presented, seconded by Mary Lombardo. Motion Carried.
 - 2. Copper Mountain College Funding Request \$5,000.00 HOWL publishing. Sandy Smith said that a couple of hours before this board meeting it was announced that Derek Money penny will be the Faculty Advisor for the HOWL which is under the District's Academic Senate and the Cultural Educational Enhancement Committee. Ellen Baird will mentor him. In the past it has cost \$5,000.00 to publish 800 copies of the HOWL. Sandy Smith believes that the HOWL will only have student submissions and stated that \$1,133.00 has been donated this fiscal year. Sandy Smith said that the District is paying the advisors stipend. Mary Jane Binge asked what the plans were of the District's Committee for the HOWL and does that include fundraising and advertisers? Sandy Smith said she does not have that information but would be happy to get with Derek Money penny and asking those questions. Nancy Huntington moved that the Foundation pay the designated funds and reconsider a funding request next spring if presented to the Foundation, seconded by Ginger Cowan. Motion Carried.
- E. Fall Dinner Committee Update: Co-Chairs Nancy Huntington and Cathy Larson

Nancy Huntington said that the net is \$11,815.43 and that the Fund Development Committee has approved the requested date of September 19, 2020 and asked the Executive Director to reserve the facility for said date.

F. Festival of Wreaths Committee Update: Chair Renee Anderson

Renee Anderson asked that everyone present please take Festival of Wreath postcards and plan on attending on Sunday, November 24, 2019. Please also take tickets to sell and promote.

G. Fund Development Committee Fundraising Calendar 2020:

Sandy Smith presented the proposed calendar and pointed out that the installation dinner has been moved to a Wednesday to make it easier to attend.

Sherry Harwin moved to accept the calendar as presented, seconded by Mary Lombardo. Motion Carried.

H. Ad-Hoc Committee for Athletic Booster Club Structure:

1. Recommendations:

Dr. Daren Otten thanked the Board President Sue Tsuda for allowing the Ad Hoc Committee to be formed to work through the Athletic Booster Club Structure and thanked the Committee members. He directed everyone to please look at the Ad-Hoc Committee for Athletic Booster Club Structure Minutes, October 7, 2019, and their recommendations.

- a. Dr. Daren Otten asked for the Board to Nullify Resolution 19-05 Booster Club US Bank Checking Account approved at the 8.26.2019 Foundation Board meeting. When Chuck Uyeda was asked he recommended following the Ad Hoc Committee's recommendations. Dean Pieper moved to accept the Ad-Hoc Committee for Athletic Booster Club Structure Committee's recommendation to Nullify Resolution 19-05 Booster Club US Bank Checking Account approved at the 8.26.2019 Foundation Board meeting, seconded by Renee Anderson. Motion Carried.
- b. Booster Club be structured as a sub-committee of the Fund Development Committee.
- c. Affirm that the CMCF is the sole agency responsible for fundraising and that through evaluation of the Executive Director's job description that the Director (under the direction of the President and working with the Foundation Board) along with other responsibilities is responsible for planning, developing, managing and directing the fund development program for the Foundation.
- d. CMCF Board President, appoint a Booster Sub-Committee Chair to address subcommittee membership.
- e. Foundation Board accept the recommendation that the Board Manual Task Force update all sections where Boosters are referenced to reflect the organizational structure.

Dean Pieper moved that the Foundation Board refer the Ad-Hoc Committee for Athletic Booster Club Structure recommendations b, c, d, and e to the Board Manual Task Force for language and structure for placing the Athletic Booster Club under the Foundation, seconded by Mary Jane Binge. Motion Carried.

- I. Conference for Community College Advancement verbal report out by attendees:
Attendees: Trustee Mary Lombardo, Superintendent/President Dr. Daren Otten, President Sue Tsuda, Board Member Kris Mitchell and Executive Director Sandy Smith.
Mary Lombardo: Engaging donors and making the ask easy.
Sue Tsuda: One of the presenters contacted her and offered to meet with the Foundation regarding capital campaigns. Sue will contact her for suggested dates and times and Sandy Smith will send out an invitation and set up a remote meeting.
Kris Mitchell: Being inclusive and responsive to students and donors. Look at everyone's current and future potential. Give \$5 program, giving potential and giving to capacity. Look into round it up programs at Bruce's Café', Home Depot and other local opportunities.
Dr. Daren Otten: Look at critical items with the District and the Foundation; what are the long term goals; today's relevance and what the future looks like. Board ideas on what the Chancellors Office expects the District to accomplish. CTE Program and Strong Workforce monies and the baseline need of the community. What does the donor pool look like and the next generation? What do the next 20 years look like for the Foundation and District?
Sandy Smith: Engage Alumni and integrate them with the Foundation, next-generation givers. Fundraising training for CMC Management.

Board Training: Cycle of Fundraising handout

Director Comments:

Renee Anderson: Reminded everyone to please take Festival of Wreath tickets to sell and promote and plan on attending on Sunday, November 24, 2019.

Next Meeting November 18, 2019 Agenda Items:

- o Real Estate Report

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

Board Manual Taskforce: No report.

Ad-Hoc Committee for Athletic Booster Club Structure Minutes, October 7, 2019


Finance Committee Minutes, draft October 21, 2019

Fund Development Committee Minutes, draft October 21, 2019

Board Calendars: Sandy Smith asked that the Board Members look at and adjust accordingly as there have been some date changes due to conflicts and holidays.

There being no further business President Sue Tsuda adjourned the meeting at 6:55 p.m.

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



**THE NEXT CMCF BOARD OF DIRECTORS MEETING
November 18, 2019 in the Bell Center Room 637 at 5:30pm**