



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

**Minutes of the Regular Meeting, Board of Directors  
Via Zoom Meeting on Monday, April 27, 2020**

**In attendance:** Sue Tsuda, Chuck Uyeda, Renee Anderson, Mary Jane Binge, Kevin Cosgriff, Barbara Dunn, Sherry Harwin, Jennifer Hawk-Smith, Kris Mitchell, Daren Otten, Dean Pieper, Meredith Plummer, Kristina Suydam, Mario Villescas, Sara Hutson, Sandy Smith.

**Not in attendance:** Marcellino Ryan on leave of absence, Ginger Cowan, Liz Alvarez, Mary Lombardo, John Zaccaria, Sandy Smith.

**Honorary Board Members in attendance:** none

**Guests:** none

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

**Public Comment:** none

**Agenda Approval:** Motion to approve the agenda: Chuck Uyeda moved, seconded by Mario Villescas. Motion carried with a unanimous roll call vote.

**Approval of Minutes:** Motion to approve the minutes of the February 24, 2020 Board meeting by Kevin Cosgriff, seconded by Chuck Uyeda. Motion carried with a roll call vote, all yes except Sherry Harwin, Kristina Suydam and Dean Pieper abstained.

**Treasurer's Report:** Written handout, Sandy Smith is working on scheduling Portfolio Manager, Syndia Attardo from BNY Mellon for a Fall 2020 board meeting. Sandy Smith also expressed that the Foundation is able to meet its commitments, even with the fluxuation in the market at this time.

**Executive Director's Report:** Written handout. Sandy Smith noted that the report is a little more detailed due to everyone working remotely. Chuck Uyeda asked for more information on the Queen Bee seminar on fundraising. Sandy Smith will send the board more information in an email.

**CMC Superintendent/President's Report:** CMC Superintendent/President Dr. Daren Otten: Written handout. Daren Otten noted that this is a challenging time with the postponement and cancellation of events and said that he does not know when the campus will be back to "normal" with social distancing through Fall 2020 and what that will look like. Daren Otten said that he was impressed with the County's handling of the Covid-19 testing that they did on campus and that he anticipates them coming to the district for a drive thru vaccination when available.

## **Information and Possible Action Items:**

A. Real Estate Report: Barbara Dunn, none.

### **B. Fundraising Update**

#### **1. Event Cancellations**

Casino Nite – Tried to postpone but unfortunately had to cancel with Vegas Knights unable to refund the down payment but they will be crediting ½ of the down payment for the tables to next year's event.

Dessert Soiree' – Tried to postpone this event also but, again, had to cancel. Sue Tsuda said that the YV Rotary Club will be contacting donors regarding their donations and seeing how they want to proceed, hoping that most will agree to let them keep on hand and use for next year's event.

Athletic Boosters Golf Tournament – Tried to postpone this event also, but again, had to cancel. The Boosters are good with just over \$30,000 in reserve.

Greenleaf Scholarship ceremony has been postponed to August 28, 2020 during the Presidents' Circle luncheon, which also happens to be Roy Greenleaf's birthday.

Foundation Installation Dinner is still scheduled for June 17, 2020. Foundation is looking at having an informal dinner with just board and plus one in attendance at a local establishment.

Fall Dinner – is scheduled for September 19, 2020, and the committee is looking at venues, local establishments that have supported the Foundation. They are also looking at event details. Some of the information is pending how social distancing will be in the Fall 2020.

2. Donor-centric Development – Development and cultivation of relationships and not so event centered. Sandy Smith is working on a Take your Land to College campaign.

### **C. Financial Update**

1. BNY Mellon visit by Syndia Attardo, Vice President, Sr. Wealth Manager. Sandy Smith will work on scheduling a Fall 2020 visit.

2. Greenleaf Scholar Update: Sandy Smith will be working with the 2020 awardee, Dejejuanice Brewer, on her MOU and enrollment in Copper Mountain College. Kamaljit Singh is graduating this semester and is looking for a job in his field of study. Yvonna Mullen will be graduating from CMC this semester and transferring to a four-year campus. Reuben Schmit is continuing at CMC for his second semester and looking at transferring to a four-year campus. Vanessa Reyes is also continuing at CMC and looking forward to also transferring to a four-year campus.

3. Childcare Center Update – They are open for essential employee childcare. With the shelter in place and social distancing their enrollment is down and they were worried about paying rent on the building. The Finance Committee agreed to waive their April and May 2020 rent to help them out. The Art Department is looking at helping them

with their sign. Kim Martin, CMC Early Childhood Education instructor is helping the childcare center with updated furniture.

4. **Audit Committee Update:** Kevin Cosgriff, Chair has been looking at alternative auditors for the Foundation. He has narrowed it down to Petersen cpas and auditors. Specifically Christy Tyler-Cooper who has a background in college foundation auditing. He will update the board at the next board meeting on their fees and possibly a letter of engagement. Kevin Cosgriff also said that Christy Tyler-Cooper has agreed to attend a board meeting.

- D. **Nominating Committee, Mario Villescas.** Chair presented slate of nominations to the board for approval.

The Nominating Committee presents the following slate of officers for 2020-21: President Chuck Uyeda, Vice President Mario Villescas, Secretary Renee Anderson and Treasurer Kristina Suydam.

The Nominating Committee presents Marc Ryan, Chuck Uyeda and Mario Villescas as renewing members with a three year term expiring in 2023. For your information Barbara Dunn and Sue Tsuda have chosen not to renew their expiring board membership.

The Nominating Committee presents J. Ovier Alvarez and Ron Sears as new board members with a three year term expiring in 2023.

The Nominating Committee presents Nancy Huntington and Cathy Larson as Honorary Directors for Life to the Foundation Board.

The Nominating Committee would like to go ahead with installation, dinner and a small ceremony on the published date of June 17, 2020; however would like to recognize the new Honorary Directors at the September 19, 2020 Fall Dinner event.

Motion to approve the slate of nominations as presented: Mary Jane Binge, seconded by Sherry Harwin. Motion carried with a unanimous roll call vote.

**Board Training:** Sandy Smith presented Cycle of Fundraising Time Allocation: Breakdown of Time Spent on Each Phase of Fundraising Cycle and the Cycle of Fundraising: Building a donor Engagement Menu. Sandy smith also presented a sample of planned giving messages. Mary Jane Binge raised some concerns about wording and has agreed to work with Sandy Smith on rewording.

**Director Comments:**

Chuck Uyeda: said that it is good to see Sherry Harwin back and looking good.

Meredith Plummer: said that maybe the board could look at a BBQ in Indian Cove for the June 17, 2020 board installation, it would be easier for the social distancing.

**Next Meeting May 18, 2020 Agenda Items:**

- o Real Estate Report
- o Audit Committee recommendations: Review of auditors and discuss going to bid

- o Ad-hoc Executive Director Evaluation Committee report
- o Board Manual Taskforce Athletic Booster Club Structure report
- o BNY Mellon visit

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

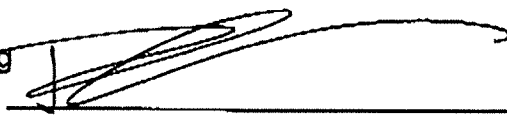
**Board Manual Taskforce:** No report.

**Ad-Hoc Committee for Athletic Booster Club Structure** no meeting  
**Finance Committee** Minutes, draft February 10, 2020 and April 20, 2020  
**Fund Development Committee** Minutes, draft February 10, 2020 and April 20, 2020

**Board Calendars:** handout.

There being no further business President Sue Tsuda adjourned the meeting at 6:38 p.m.

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



**THE NEXT CMCF BOARD OF DIRECTORS MEETING**  
**May 18, 2020, via Zoom Meeting at 5:30pm**