



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

**Minutes of the Regular Meeting, Board of Directors
Via Zoom Meeting on Monday, May 18, 2020**

In attendance: Chuck Uyeda, Renee Anderson, Liz Alvarez, Kevin Cosgriff, Jennifer Hawk-Smith, Mary Lombardo, Kris Mitchell, Daren Otten, Meredith Plummer, Marc Ryan, Kristina Suydam, Sandy Smith, Sara Hutson.

Not in attendance: Sue Tsuda, Ginger Cowan, Mary Jane Binge, Barbara Dunn, Sherry Harwin, Dean Pieper, Mario Villescas, John Zaccaria.

Honorary Board Members in attendance: none

Guests: none

Call to Order: Vice President Chuck Uyeda called the meeting to order at 5:30 p.m.

Public Comment: none

Agenda Approval: Motion to approve the agenda: Kris Mitchell moved, seconded by Jennifer Hawk-Smith. Motion carried with a unanimous roll call vote.

Approval of Minutes: Motion to approve the minutes of the April 27, 2020 Board meeting by Kris Mitchell, seconded by Jennifer Hawk-Smith. Motion carried with a roll call vote, all yes except Mary Lombardo and Marc Ryan abstaining.

Treasurer's Report: Written handout, Sandy Smith reviewed with the board in Ginger Cowan's absence.

Executive Director's Report: Written handout. Sandy Smith reviewed with the board.

CMC Superintendent/President's Report: CMC Superintendent/President Dr. Daren Otten: Written handout. Daren Otten reviewed with the board and noted that Canvas, the learning management system has had over 4 million logins since classes have all been moved online. He also noted that high-speed access is hard for some of the District's students and that if the District is able to open the campus this fall it will look a lot different than in the past. Daren Otten said that the District will be working with 6 other Colleges and the Chancellor's Office and looking for additional relief for the District financially, that the financial numbers look ugly but both management and the Board of Trustees feel confident the District will weather this storm.

Information and Possible Action Items:

- A. Real Estate Report: Sandy Smith in Barbara Dunn's absence that Barbara Dunn has decided to not continue serving the board, she has been on this board for around 12 years and that she will be missed but she hopes Barbara Dunn will continue to help out and pitch in occasionally. One of the new Board Members coming on is J. Ovier Alvarez, also a real estate agent and Sandy Smith, along with Chuck Uyeda will be meeting with him on May 20, 2020 to bring him up to date.
- B. Finance Committee recommendation: The Finance Committee recommends that the Foundation move all of the Foundation checking accounts from US Bank to Pacific Western Bank. Sandy Smith reminded the board that this had been discussed months ago and with Kristina Suydam taking over the Foundation Treasurer position next fiscal year, that there was no longer a conflict of interest, and now is the time.
Motion to approve the Finance Committee recommendation to move all of the Foundation checking accounts from US Bank to Pacific Western Bank: Kevin Cosgriff moved, seconded by Mary Lombardo. Motion carried with a unanimous roll call vote.
- C. Fundraising Update: Sandy Smith said that the Fund Development Committee is looking at and working on Donor-centric Development.
- D. Finance Committee: Budget Draft for 2020-2021 hand out. Sandy Smith noted that the budget does not balance with over a \$60,000 deficit. After much discussion about fundraising, donor prospects, and closing the gap in the budget, the board requested that Sandy Smith work on it some more and take it to the Finance Committee again and then bring back to the board.
- E. Audit Committee Update: Kevin Cosgriff Chair spoke to the Auditor search. He has narrowed the search to two companies; Jacobson & Jarvis, PLLC, and Osburn Rincon. He has received a quote/proposal from Jacobson & Jarvis and done a peer review. Kevin Cosgriff is leaning towards them, they may charge a little more but for the quality work and the fact that the Auditor that would be assigned to CMC Foundation is well versed in small college foundations and their workings. Kevin Cosgriff indicated that he has done a peer review on Osburn Rincon also and it is favorable, there was one question raised and they answered it adequately. He also stated that he should have a quote/proposal from Osborn Rincon by the 22nd of May and will bring to the June Finance Committee meeting for review. Kevin Cosgriff also stated that the peer review of Messner and Hadley was not a favorable one and that they had not yet addressed the questions raised in the review from several months ago.
- F. Accept Resignation from Sherry Harwin. Sandy Smith presented Sherry Harwin's resignation. Motion to approve the resignation of Sherry Harwin: Renee Anderson moved, seconded by Kris Mitchell. Motion carried with a unanimous roll call vote.
- G. Daren Otten appointed Anwyn (Annie) Hilderbrand as Student Representative. Daren Otten noted that he has had the pleasure of meeting her (virtually) and is impressed with her and hoping to have her fill the position for two years.

Board Training: Sandy Smith presented Social Media training, how, what, why, and where. She asked that each board member please help by posting items on their social media accounts and help to bring in new followers to the Foundation and potential donors.

Director Comments:

Chuck Uyeda: said that he hates to see Sherry Harwin leave the board and hopes she will be back.

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 May 11, 2020

Fund Development Committee Minutes, draft May 11, 2020

Board Calendars: handout.

There being no further business Vice President Chuck Uyeda adjourned the meeting at 6:27 p.m.

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



THE NEXT CMCF BOARD OF DIRECTORS MEETING
June 17, 2020, tentatively held in the 300 Quad on campus at 6:30 pm
(pending social distancing)