

THE FRIENDS OF CHABOT COLLEGE
Board of Directors Meeting
Wednesday, November 1, 2017 • 12:00 p.m.
Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545
Board Room • Building 200

MINUTES

1. Call to Order – Yvonne Wu Craig

Yvonne Wu Craig called the meeting to order at 12:15 p.m.

2. Roll Call – Recording Secretary Ms. Aubrie Ross

Members Present:

Chief Sheryl Boykins
Ms. Marita Cheng
Mr. Ronald Gerhard
Dr. Hal Gin
Ms. Melinda Matsuda
Chair Mark Salinas (not present during roll call, arrived at 2:10 pm.)
Mr. O Bray Van Buren (not present during roll call, arrived at 12:21 pm.)
Ms. Yvonne Wu Craig

Members Excused:

Vice Chair/Secretary Pat Gacoscos
Dr. Susan Sperling

Recording Secretary:

Ms. Aubrie Ross

3. Public Comments

There were no Public Comments made during this meeting.

4. Approval of Minutes from September 13, 2017

Motion to approve the minutes was moved by Mr. Ron Gerhard and Seconded by Ms. Marita Cheng.

Motion passed with 5 Ayes, 0 Nays, and 1 Abstentions.

5. Information Items

- **Acceptance of Gift – Zeiss Universal Microscope**
Ms. Wu Craig shared that the Foundation received a request to accept a donation of a Zeiss Universal Microscope that would be donated for the use in Chabot College Life Science Department. The donor estimated the value at \$1 and would like to deliver the

item to campus. The Foundation will accept the donation and inform the Life Sciences Department of the donation.

- **Gala & Homecoming Revenue**

Ms. Wu Craig shared the final report of the Gala with the Board.

- 170 - Seats were purchased
- 150 - Attendees (Donors, non-attendees & Individual ticket sales)
- Total gala revenue - \$23,680.69
- Total expenses - \$14,569.31

The Board of Directors were asked if there were any suggestions to improve the Gala for next year. Board members provided comments: Overall the event was great. The plated dinner experience is a must considering the cost of tickets. They would like to start the event earlier to allow for more networking during cocktail hour and continue holding the Gala on Thursday. Members also cited the need for more nighttime direction markers during the next Gala. The Board agreed that if the goal of the Gala is to raise money, they may want to consider changing locations. We may also want to consider having different pricing scales for students/staff price and volunteers since many didn't attend due to cost. The Board agreed to look into using the CSUEB event center.

Ms. Wu Craig shared that the Homecoming Pre-Game Carnival event was on Saturday, October 28th. The event served as an outreach to Alumni, the campus and the community. It was well attended and enjoyed by all.

- **Ashland Cherryland FamFest- Saturday, November 18th**

Ms. Wu Craig informed the Board that the event was rescheduled due to air quality. The FOCC sponsored the event at the \$500 level.

- **CASE Conference Debrief**

Ms. Wu Craig shared that she attended the CASE Conference.

Workshops Attended:

- Developing a Fundraising Plan
- Employee Engagement Program
- Starting an Alumni Program
- Integrating Marketing and Advancement
- Promise Programs

Resources:

- CASE Governance Checklist
- Sample Investment Policy
- Sample Employee Campaign Form and Marketing Materials
- Fundraising Plan Templates

May be able to include some of the resources from the conference during the Board Retreat that will be scheduled in the spring.

6. Finance

- **Accounting & Bookkeeping**

The Board was introduced to Robin Braverman from Robin Braverman Associates. Robin has been assigned as the new accountant for the Foundation. Her office will offer nonprofit accountant consultant, tax preparer, and bookkeeping services. They also will be able to provide training in fiscal management for non-profit directors and accounting personnel. In the next few months, she would be working on establishing a new chart of accounts, allocation model, an in-kind accounting system, and refining the 2017-18 budget for presentation at the January 10 meeting. She reviewed the new chart of accounts with the board and explained the new format for the financial statements they would be receiving.

Robin informed the Board that they will have financials through November 2017 available to review during the next Board meeting on January 10th. Also, Robin informed the Board that she will be requesting a 6 month extension for the 2016-17 tax year.

The Board thanked Robin for attending the meeting and for her detailed report.

7. Discussion Items

- **DACA Fundraiser for legal support (Slivka scholarship)**

Ms. Wu Craig informed the Board that during the previous Board meeting Dr. Sperling requested to have the DACA legal support be put on the agenda. We received a new Scholarship from Andrew Slivka which he has designated to be used towards the student awarded own discretion. Ms. Wu Craig asked the Board if the Slivka scholarship could be used for DACA students.

Chief Boykins asked the Board if there are any repercussions for having an event for DACA students for assisting for legal support and applying for residency. Ms. Cheng asked what the purpose of the Foundation to raise money for Chabot College Scholarships, Programs, Events, Alumni, Education & outreach. Ms. Braverman explained that the IRS rules for 501(c)(3) are not to engage in propaganda and not to lobby for a political campaign or candidate. She went on to explain that paying for legal fees isn't against the rules.

The Board agreed that the Slivka scholarship be awarded to DACA students for student's discretion & legal support.

Motion to approve the Slivka, scholarship for Melinda Matsuda moved, O Bray Van Buren seconded.

All approved.

- **Joint scholarship luncheon (Student Life/FOCC) – May 4th**

Ms. Wu Craig asked the Board if they would like to hold a joint Scholarship Luncheon with the Office of Student Life in Spring 2018 as was done last year.

The Board agreed to hold the joint luncheon.

- **Recruit FOCC Board Member for January meeting**

Ms. Wu Craig informed the Board that Vice Chair Pat Gacoscos will be stepping down effective January 1, 2018. Requesting for nominations for new Board Members. The Board agreed to discuss the recruitment of new Board Members during the Board Retreat in the Spring.

8. Action Items

- **Proposed change to Board Calendar: Scheduling 2017-18 Board Retreat**

Tentative dates for the Board Retreat:

Friday, April 6th

Friday, April 20th

Ms. Wu Craig will verify Dr. Sperling's schedule and inform the Board of the scheduled date.

9. For the Good of the Order

The Board asked if there was any information regarding a new Executive Director for the Foundation. Ms. Wu Craig informed the Board that Dr. Sperling met with Chancellor Jackson to discuss the seed money for the Foundation. From the conversation it was brought to her attention that the District would like to become an operating Foundation and would not be able to put money towards the Director position. Ms. Wu Craig informed the board that she has provided a proposal to Dr. Sperling for more support towards the Foundation. The proposal includes an event Coordinator, and communication outreach support and Alumni outreach.

Ms. Braverman informed the Board that there are some places where the Foundation Director is hired with the knowledge that they are to raise their own salary, with having expertise in the Fundraising area with the funds for the salary coming out of unrestricted funds.

The Board thanked Ms. Wu Craig for sharing the information.

Ms. Yvonne Wu Craig adjourned the meeting at 2:21 p.m.

Minutes prepared by Ms. Aubrie Ross

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