

THE FRIENDS OF CHABOT COLLEGE
Board of Directors Meeting
Wednesday, September 4, 2019 • 12:00 p.m.
Chabot College • 25555 Hesperian Blvd. Hayward, CA 94545
Building 700S • Event Center

MINUTES

1. Call to Order – Chair Mark Salinas

Chair Mark Salinas called the meeting to order at 12:14 p.m.

2. Roll Call – Vice Chair/Secretary Pat Gacoscos

Members Present:

Vice Chair/Secretary Pat Gacoscos
Dr. Hal Gin
Ms. Melinda Matsuda
Chair Mark Salinas
Mr. Dale Wagoner
Ms. Yvonne Wu Craig

Members Excused:

Ms. Sheryl Boykins
Ms. Marita Cheng
Dr. Susan Sperling
Mr. Obray Van Buren

Recording Secretary:

Ms. Aubrie Ross

Other Attendees:

Ms. Robin Braverman, Robin Braverman Associates (via phone)

3. Public Comments

There were no Public Comments made during the meeting.

4. Approval of Minutes from August 7, 2019

Motion to approve the August 7, 2019 Minutes as presented was moved by Mr. Wagoner and Seconded by Ms. Gacoscos

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

5. President's Report

There was no President's Report presented during this meeting.

6. Executive Director's Report

Ms. Wu Craig shared that she attended the Multicultural event mixer for the San Leandro Chamber of Commerce in downtown San Leandro. It was overall a well-attended event with a lot of non-profits in attendance. She shared that she connected with the Executive Director of the Chamber. There will be an Advanced Manufacturing industry mixer held at the 21st Amendment which Ms. Wu Craig will extend an invite to Chabot once she has a confirmed date. Ms. Wu Craig also attended the Sister Cities of Union City event was also well attended with over 500 people in attendance. The Friends of Chabot College sponsored the event and the International Program at Chabot College tabled at the event. Overall Chabot had great presence at the event.

Ms. Wu Craig informed the Board of Directors of the upcoming Sponsored events:

- Saturday, October 5th – St. Rose Hospital Foundation Gala
- Tuesday, October 8th – Hayward Volunteer Dinner
- Saturday, October 19th – New Haven Schools Foundation Gala

Chair Salinas acknowledged Ms. Wu Craig and Ms. Ross for putting on the Chabot College, College Day Brats & Brews events as well as the Chabot College Alumni event. Ms. Wu Craig informed the Board that both events were well attended and well received by the attendees.

7. Information Items

a) District Foundation Funds Update

Ms. Wu Craig shared that a District Foundation Funds spreadsheet was sent to the Board before the meeting. This spreadsheet outlined information regarding the District Foundation accounts which was compiled by the Executive Assistant at the District, Ms. Debra Nascimento.

Ms. Wu Craig informed the Board the District Foundation voted to give funds held at the foundation back to the respective Colleges. The exact amount of the funds to be given back will be determined after the District's Audit is finalized. The Friends of Chabot College should receive a check by the end of the calendar year. Ms. Wu Craig would like the Finance Committee to convene once exact amounts are determined to establish an Investment Policy and determine a policy for Programs and Donors that may not be available for referral or follow-up questions.

The Board will also need to establish what to do with Program funds that no longer exist since some of the money dates back to the South County Board and the former Chabot College Foundation.

Ms. Wu Craig informed the Board that if the intent was for both Chabot College and Las Positas College I.e. Reed Buffington Award, the funds will remain at the District.

Ms. Wu Craig explained the Board that once the funds are moved to FCC, all paper files will be given to us and we will have to look into original intent. The Finance Committee will also need to meet to discuss

Ms. Braverman explained that once the money is held with FCC we will have to ascribe what earnings on gains and dividends to which funds. There will also need to be policies established. She went on to explain that one of the challenges will be what are the restrictions. The interests and dividends earned may not belong to the original intent and will need to be sorted out. When we invest and the returns from the investments and how will we categorize the funds. Need to have the cash available for the scholarships to be awarded. Overall Policies will need to be in place to take out the gains.

Dr. Gin shared he felt that all of the updates regarding the Foundation funds are happy challenges ahead. There will be time set aside for Ms. Braverman to be present and participate in the Finance Committee.

The Board expressed that some of the earned investment funds could potentially go towards HSI considering all funds received from the District will have a 5% administrative fee applied.

8. Financial Report & Action Items

a) July Financial Report (Robin Braverman, RBA)

Ms. Braverman Robin shared the July Financial statement. The Board requested information regarding the investment statement of activities.

Chair Salinas asked that Ms. Wu Craig share the Silicon Valley Community Foundation (SVCF) statements with the Board so that can review the information as well.

Ms. Braverman shared that all endowed funds are currently being invested with SVCF.

9. Discussion & Action Items (AI)

a) Whistleblower Policy First Reading

Amend agenda to reflect the Whistleblower Policy First Reading not an action item.

Moved Dr. Gin & Seconded by Mr. Wagoner
All approved

b) Conflict of Interest Policy First Reading

Amend agenda to reflect the Conflict of Interest First Reading not an action item.

Moved Dr. Gin & Seconded by Mr. Wagoner
All approved

c) St. Rose Hospital Foundation Sponsorship

The Friends of Chabot College Sponsorship of \$3,000 towards the St. Rose Hospital Foundation Gala.

Dr. Gin motioned to approve sponsoring at the \$3,000 level Tighrope benefitting the St. Rose Hospital Foundation Gala, Seconded by Vice Chair Gacoscos.
All approved

d) Gala Update

i. Program

Ms. Wu Craig shared the proposed program with the Board of Directors. Vice Chair Gacoscos shared that Raja Sweets agreed to serve as an Advisory Board Member. The Board asked to add to the next meeting as a discussion item.

ii. Sponsors

The Board reviewed the current committed Sponsors.

Ms. Wu Craig shared that all invitations were mailed to our Donors and past Sponsors. Another mailing will be sent to other contacts as well.

iii. Auction Items

The Board reviewed the Auction Items and will ask their contacts for additional Live Auction items that can be included in the program.

10. Next Board Meeting: Wednesday, November 6 @ 12 p.m., Event Center

11. Adjournment

Chair Salinas adjourned the meeting at 1:55 p.m.

Minutes prepared by Ms. Aubrie Ross

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Office of Development and the Foundation, 25555 Hesperian Blvd., Hayward, CA 94545, 510-723-6633, between 8:00 a.m. and 5:00 p.m. at least 48 hours before the meeting. Pursuant to Government Code 54957.5: Supplemental materials distributed less than 72 hours before this meeting, to a majority of The Friends of Chabot College Board will be made available for public inspection at this meeting and at the Office of Development and the Foundation located at 25555 Hesperian Blvd., Hayward, CA 94545 during normal business hours. Materials prepared by The Friends of Chabot College and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents related to closed session items or are exempt from disclosure will not be made available for public inspection.