

THE FRIENDS OF CHABOT COLLEGE
Board of Directors - Regular Meeting
Wednesday, September 1, 2021 • 12:00 p.m. – 1:30 p.m.
Zoom Meeting

MINUTES

1. Call to Order – Chair Salinas

- **Chair Salinas calling meeting to order 12:06**

2. Roll Call – Vice Chair/Secretary Gacoscos

- **Members Present:** Chair Salinas, Melinda Matsuda, Vice Chair/Secretary Gacoscos, Hal Gin, Marita Cheng, Yvonne Wu Craig, Dale Wagoner, Obray VanBruen
- **Guests:** Annette Cook
- **Members Absent:** Sheryl Boykins, Susan Sperling,
- **Minute Taker:** Christine Herrera

3. Public Comments – No public comments

4. Approval of Minutes – August 4, 2021 Meeting

- Hal Gin motioned and seconded by Melinda Matsuda

5. President’s Report

- No President’s Report

6. Executive Director’s Report

- Yvonne shared that at yesterday’s special board meeting, COVID vaccine mandate was adopted last night, effective November 1st. The college is still planning on how to implement this for community members.
- Dress for Success was successful. There were about 65 people that came to the event. This was in collaboration with the Donna and Edward Martins Foundation. This was professional clothing only for women because it was all of Donna’s clothes. She had quite a collection of professional clothing. The rest of the clothes will be donated to the Afghan cares. No place to store on campus, Mr. Martins offered a place on C St. we want to expand the sizes and add men’s clothing. Yvonne is looking into getting more volunteers and with coordination on campus, we could make this a quarterly event. Great service providing professional clothing for free. Students were so appreciative.
- Alumni workshop coming up on September 11th. Beyond the resume workshop! Tomoko Ha will be presenting and internal will be conducting resume reviews.
- We sponsored once again this year SLED’s Gala which will be held on September 17th (two tickets) \$1,000 and we also sponsored Hayward Education for \$1,000.

7. Information Items

- July 2021 Financial Report
 - Annette Cook shared foundation ended the year in the black and had enough unrestricted revenue to cover general operating costs. Thank you to Yvonne for the heavy lifting and the partnership in this work.

- Annette walked through the current as of July, 2021.
 - The Silicon Valley Community Foundation is exceptional with a rolling average of 22% of return for those investments.
 - Support services compared to program ratio is going well goal is to be less than 25% and more than 75% for program ratio and both are being achieved.
 - Average cash expense in the month is just under \$4,000 and the in-kind is a little over \$13,000.
 - There is one million dollars in temporarily restricted net assets which is going to work well on the board behalf.
 - Unrestricted net assets are at negative \$28,000 which is being used for operating purposes, this is a common theme and should not alarm anyone and over the course of the year that will change.
- Annette shared the statement of financial position, just a snapshot of the cash position, all of the cash is sitting in the temporarily restricted, the pledges have not yet been received and a bit of assets in other prepaid.
- Yvonne Wu Craig stated that next months report it will reflect in the permanently restricted net assets part of the funds will be moved to make-up for the unearned income the board voted on.
- 2020-21 Year-end Close
 - Still being worked on by the Annette and NPS as we prepare for the FY20-21 audit.

8. Discussion & Action Items

- 2021-22 Adopted Budget (AI)
 - Yvonne shared the tentative budget which is comprised of cash, income and expenses as well as in-kind contributions from the college for staffing and some operational expenses.
 - Shared the adopted budget and highlighted:
 - General individual contributions \$74,625 and board individual contributions \$3,500.
 - Chabot College Contributions include \$250,000 in emergency aid from CARE funds that the foundation will administer.
 - The goal is to raise \$33,000 from the gala. \$33,660 contractor and professional fees, Audit and taxes \$4,905, \$433,500 grants and scholarships. Net income \$92,511, about 40% income \$39,600. The long-term goal is to have no negative amounts in unrestricted funds.
 - Pat Gacoscos motioned to approve the budget and it was seconded by VP Wagoner. Motion passed unanimously.
- Fall Gala Update
 - Yvonne shared that the invitations via mail and email went out over the weekend. Tickets can be purchased through EventBrite or to avoid online service fees, mail in via check.
 - The program will begin with the ribbon cutting and naming of the baseball complex. Beer and wine will be sold separate, free activities for community outreach to make it available at no cost, batting and pitching cages. There will be a

fastest pitch contest. COVID protocols will be followed. Looking for any auction items if you have any send to Yvonne. Yvonne reached out to an Auction consignment company for big ticket items prizes, waiting to hear back. The website is being updated. We conducted a walkthrough with Pacific Dining and will request a menu and quote for hot dog and burger bar, grilled veggies, chips, etc. Coach Tavis will get baseball players as volunteers.

- Melinda Matsuda asked are we still going to have the large TV as one of the auction items? Obray Van Buren suggested to see if Best Buy might donate.
- Obray will contact some companies for sponsorships. Yvonne to send Obray the sponsorship levels and Obray will follow up with contacts.
- One sponsorship has been received so far from the Chabot Federal Credit Union.
- Yvonne to resend the cover letter and sponsorship levels to the board to help to get the word out.
- There will be a COVID temperature check and symptom check table and masks will be required
- Mark Salinas suggested that we set the tables far apart but we would not expect volunteers and staff to act as mask police. We will need to have signs with reminders to keep masks on. Spacing is important!
- Dale Wagoner stated that campus policy is the masks on campus are required indoors and outside in large gatherings.
- There is a refund process. Just in case of any cancelation, tickets will be refunded and sponsors will be contacted to see how they want to handle their donation to be held for next year or to be refunded.

9. For the good of the order

- Melinda Matsuda, shared she attended the district foundation meeting and they nominated her to be the vice chair but she looked at the Bylaws where it states that the vice chair needs to reside in the community. She suggested that we need to let the Chancellor and the Chair know our board will be sending someone else as the representative. Mark suggested to talk to Sheryl Boykins to represent Chabot. Melinda also shared there needs to be more networking out in the community that is served by the college.

10. Adjournment

- Chair closed meeting at 1:18

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