

**THE FRIENDS OF CHABOT COLLEGE**  
Board of Directors - Regular Meeting  
Wednesday, November 3, 2021 • 12:00 p.m. – 1:30 p.m.  
Zoom Meeting

**MINUTES**

**1) Call to Order – Chair Salinas**

- a) **Chair Mark Salinas calling meeting to order 12:07pm**

**2) Roll Call – Yvonne Yu Craig**

- a) **Members Present:** Chair Mark Salinas, Melinda Matsuda, Marita Cheng, Susan Sperling, Dale Wagoner, Yvonne Wu Craig  
b) **Members Absent:** Vice Chair/Secretary Pat Gacoscos, Hal Gin, Obay Van Buren, Sheryl Boykins  
c) **Guests:** Annette Cook  
d) **Minute Taker:** Delia Go

**3) Public Comments – No public comments**

**4) Approval of Minutes – October 6, 2021 Meeting**

- a) Melinda Matsuda had an amendment to the minutes:  
i) Amendment to page 3, bullet point 2: from “*Melinda also mentioned that a discussion about the Vice Chair for the district foundation took place and that it doesn’t have to be someone from Friends of Chabot College but the Chancellor thought it would be best...*” to “*Melinda also mentioned that a discussion about the Vice Chair for the district foundation took place and that it doesn’t have to be someone from Friends of Chabot College but the Chancellor thought it would be best that the Vice Chair should be a community member versus a staff member.*”  
b) Susan Sperling motioned to approve amended minutes and Marita Cheng seconded the motion.  
c) Motion passed unanimously.

**5) President’s Report**

- a) Dr. Sperling shared about the excitement to be opening the campus in Spring 2022. Vaccine requirements for students and employees have awarded us to open up and have in person classes again. Tremendous enthusiasm from across the board. Support from district office, chancellor, and chancellor’s office in Sacramento.

**6) Executive Director’s Report**

- a) Yvonne – continue to work with Martin’s foundation  
i) Hosting Warm Coat Event on November 13, 2021  
ii) In time for holiday season – focusing on coats  
iii) Accepting limited donation of larger size coats  
iv) Pickups on Fridays from donor’s house or drop off on campus  
b) Faculty Award - \$2500/year – 25 years, open for both student and faculty, award will be presented at commencement

**7) Information Items**

- a) September 2021 Financial Report  
i) Annette Cook shared the financial report as of September 30<sup>th</sup>:

- (1) 25% of the way through the year
  - (2) No unrestricted cash, all belongs to donors' designated funds
  - (3) Fantastic return on investment from Silicon Valley
  - (4) Really good ratios
  - (5) Average cash monthly expense \$7600
  - (6) In-kind \$1400
  - (7) Revenue
    - (a) Red dot – below what we thought we would be
    - (b) Yellow dot – somewhat at risk
    - (c) Green dot – at or better than where we thought we would be
    - (d) Overall, we're at below what we thought we would be at 11%
  - (8) Unrestricted net assets are negative
  - (9) Summary YTD Actuals:
    - (a) In-kind
    - (b) Annual
    - (c) Combat
    - (d) Ended the quarter with a positive net surplus
- b) Yvonne shared that we are convening a finance committee meeting on November 10<sup>th</sup>

## 8) Discussion & Action Items

- a) Gala Preliminary Report
  - i) Yvonne shared the estimate of the Gala Preliminary Report
    - (1) Event was sold out, over 150 tickets
    - (2) 86 people attended
    - (3) \$5000 individual ticket sales
    - (4) \$31,235 from sponsorships
    - (5) \$500 silent auction income
    - (6) \$2,835 donations from members that did not attend
    - (7) Expenses
      - (a) Pacific Dining - \$7028
      - (b) Supplies - \$100
      - (c) Invitations – college in kind
      - (d) Honoree Awards - \$200
      - (e) Staff set up/clean-up - \$210
      - (f) Direct cost services - \$300
      - (g) \$32,310.82 net income
    - (8) 10% of athletics revenue share - \$3,231
    - (9) Estimated grossed revenue almost \$40,000
  - ii) Susan shared that she brought two neighbors and that they really enjoyed the event, and so did her husband and herself
- b) Spring Board Retreat Date (AI)
  - i) Board had a discussion in regards to the date, time and location for the retreat
    - (1) Mark asked if the board is feeling comfortable to meet in person or not
      - (a) Everyone agreed to meet in person
  - ii) Susan offered to host the retreat at her house – close to campus
    - (1) Board agreed to meet at Susan's house
  - iii) Details
    - (1) Potential Topics:
      - (a) Board membership

- (i) Suggestion for future board member: Susan's neighbor that attended the Gala  
(Sue Barsamian)
  - (2) Time: 9-12pm
  - (3) Location: Susan's house
  - (4) Date: March or April
    - (a) Delia to send out a Doodle Poll
- iv) Susan Sperling motioned to approve, Melinda Matsuda seconded the motion, passed unanimously.
  
- c) Board Calendar for Spring 2021 (AI)
  - i) Currently we have drafted monthly meetings – via Zoom
    - (1) Alternate option is to have one meeting in person and the next via zoom, and so on
  - ii) Other suggestions:
    - (1) First 6 months (Jan-Jun) – 2 quarterly meetings + 1 retreat meeting
      - (a) Dale suggested no January meeting
      - (b) 1.5hrs meeting: February 2<sup>nd</sup> and June 1<sup>st</sup>
      - (c) Retreat in March or April
    - (2) Second 6 months (Jul-Dec) – meet monthly
  - iii) Susan Sperling motioned to approve, Melinda Matsuda seconded the motion, passed unanimously.

**9) For the good of the order**

- a) None

**10) Adjournment**

- a) The Board Chair adjourned the meeting at 12:52pm

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