

LMC Foundation Board Meeting June 5, 2012  
Library Conference Room #1  
5:30 – 7:00 p.m.

Attending: Jim Clay, Mike McGill, Jacqueline Clarke, Mary Erbez, Dr. Thais Kishi, Sam Isaac  
Absent: Jason Cox, Monte Davis, Dr. Sophia Ramirez, Leetha Robertson, P.J. Quesada, Sal Coniglio  
Staff: Lindy Maynes, Ruth Goodin, BethAnn Robertson, Claudia Acevedo, Richard Livingston

1. Review of 02-07-2012 Minutes - Jim Clay: The Board Reviewed the 02-7-12 minutes. Thais motioned approval, Jacqueline Clarke seconded, all approved.
2. Treasurer's Report – Mike McGill: Review of the Profit& Loss Budget versus Actual report for 2011-2012, then compared 2011-2012 budget to the 2012-2013 year's proposed. Half of the Executive Director's salary is now estimated in the upcoming year's budget which is under Acct# 7340 Other Personnel Expenses. Los Medanos College is requesting the Foundation pay for half of the Executive Director's salary in the 2012-2013 Foundation budget. If there are expense items that come up that are not reflected in the budget that appear to be reoccurring, the Board would like to incorporate that into the budget. Lindy develops the budget each year by examining the year's income and expenses, then she thinks about the next year and looks at the categorical budgets and adjusts based on previous year's expenditures and revenue. Mike motioned approval 2012-2013 budget, Thais second, approved by all. Relative to the auditors' report, Mike reviewed it paying special attention to footnotes and letters, and determined the report looks great. The only item was some interest was not recorded on some of the cds, auditor says investments were understated. Mike also looked at the IRS 990s and it looked fine. The auditor's report, specifically the last paragraph, is the core of the audit report and the other component is the management letter-a separate evaluation process that the auditors go through with things that we need to improve on but there were no items or material items that need improvement, very rare that we see one that has nothing listed for improvement. There are some minor items but nothing major. Mike motion to approval/acceptance of the audit report fiscal year ending in June 2011; Jacqueline seconded motion, all approved. Suggestion: Current auditors want Lindy more involved in deposit process, Jim Clay suggested that before we make anymore changes based on what auditors want we run it through the Finance committee first. Ruth brings up the remaining budgeted funds \$22k vs. \$50k (budgeted) regarding the RAP process & if we can look at maybe taking the remaining balance to support the RAP proposals. There is no clear process for giving out \$ other than the Mini Grants, it had mentioned at previous meetings that the LMC president can bring needs for the college to the board for funding. Interim President Richard Livingston stated that the Foundation has been appropriately financially prudent. The College does have severe financial pressures, but in regards to the RAP the College has to figure out means to finance in various ways. We will wait till the next board meeting to discuss any financial concerns of the college that we can meet at that point.
3. Providing Alcohol on Campus Policy-Lindy Maynes: Since there are new board members there should be clarification on the correct procedure. There is a CA code #256.58, that states alcohol

beverages may be used at events fundraising events for non-profit provided they have a alcohol license issued by the state. We have to get approval from college president for activity for fundraising event; approval of chief of police for district; if we have event off campus for Foundation then we have to go to appropriate city for approval. License by the state needs to be completed, signed and approved including payment of fee. The biggest concern before is insurance...district carries insurance to cover.

4. Nomination/Event/Finance Committee – Lindy Maynes: There are some committees that volunteers are on per last meeting. Nominating (4 members)-Thais, Mary, Ruth, Lindy, need 2 more members. There will be e-mail going out to absent members. Event-Jason and Jacqueline; Finance-(Jim Clay, Mike, Sam, Monte); Audit-(3 members, only 1 Finance committee member on audit) Jim Clay, will serve on audit committee; Executive Committee; email will be going out for volunteers if no one volunteers we will sign u up.
5. HOSTS Campaign Wrap-Up – Lindy, Ruth: On the handout you can see the goal and then the actual; we got a lot of \$500 pledges and not so many of the smaller numbers. Debriefing of campaign; Thais did outstanding \$4,550-raising any suggestions on techniques. Thais started with the “safe groups” i.e. Rotary...got some names from past foundation board members, a lot of community members is where a lot of the \$100 gifts came from; will send a letter to those who made pledges will send a letter thanking them and giving the results of the campaign, this may entice them to follow through with the pledge. Suggestion-a letter that states our fiscal year closes at the end of the month so it is important we receive your donations by the end of this month. It was a quick campaign...it being quick forced some board members to go and get donations. Pleased with response, went to “safe people” and also went outside of the box and surprised with the responses and how much people are willing to give. ~~Too long of a campaign;~~ (incorrect transcription adjusted per Board Meeting on 09/11/2012) Claudia gave her appreciation as being the one who will be dealing with these students. For a lot of them this will mean the difference for some students going to school or not. Thoughts on Kim Klein, the consultant...she seemed to not want us to go after the big corporations which turned out to be more giving then friends and family. She did bring it down to basics and maybe it was too basic; she did get us moving and gave us some “how to’s”. She was worth the funds that were spent on her coming.
6. 2012-13 staff changes-Ruth Goodin – Thanks to board members for their support in votes to pay for half of the Executive Director’s salary; a great deal of good praise for her value and the job; Claudia Acevedo, Scholarship Coordinator will be moved to the Financial Aid office. Richard’s time as Interim President ends 6-30-2012; the new president Bob Kratochvil from Las Positas will be the new LMC president; Richard will be going back to senior dean position. Gratitude for all support of the foundation was expressed to Richard.
7. 2012-12 calendar, meetings/events planning-Lindy/Ruth-Agreed to have board meetings more often than once a quarter, this year will have board meeting scheduled approximately every other month starting in September. There are several events coming up: meet new LMC President, hosting the Pittsburg Chamber Zinfandel dinner here; we do have \$10k from Wells Fargo for a speaker at the Brentwood Center; last year we did the holiday giving campaign; spring semester-dinner & a play to be able to thank our donors. Community campaign and

scholarship donor event. Board Retreat for next year, possibly in November; for other events we will send e-mails to board members with dates. We will be doing corporate visits this year; we asked for a three year ask \$10k/year from POSCO they ask we call back in Sept. DOW is getting a new general manager which would be a good time to introduce the new Foundation President, Jason and the new manager.

8. LMC Update-Richard: Two important items on November ballot; Governor Brown has a ballot measure to increase sales tax and taxes to higher incomes; for the next fiscal year the November ballot if it does not pass we would have to slash spring sections and possibly not do a summer session; there is also a Parcel Tax on the ballot for an increase. Advantage we can use for anything so we would use to restore sections and student services; the disadvantage is it requires 2/3 vote to pass; the district for 2012-13 is reducing its reserves in addition cutting \$1.4 million at LMC. Foundation items like the Mini Grants really help the students and the financial crisis at LMC. The donor event and the student success ceremony was wonderful and a great opportunity to hear the amazing stories of what these students have to go through and have been through.
9. Scholarship Update-Claudia Acevedo: Claudia passed out some thank you letters that she received from some of the scholarship recipients; the Student Success Ceremony and donor event took place on 5-11-12; donor event was to thank you donors for their contributions and a chance to meet their scholarship recipients. We were able to fund every eligible student who applied for a scholarship. A lot of faculty and staff have funded scholarships and their support is crucial. Thank you for your support.
10. Board Comments: Ruth met with an anonymous donor, who grew up in Pittsburg and wants to give back to our community, with Dave Belman Transfer Director. It was a great meeting and conversation and the funding will be funneled through the Foundation.  
Lindy: Can begin selling Raiders tickets and the Foundation gets to keep \$20 of every ticket sold; we have been using it to help the Textbook Rental program through the Mustang Bookstore

Meeting Adjourned at 7:20 p.m.

Submitted by:

Lindy Maynes, Foundation Board Secretary