

BOARD OF DIRECTORS

Quarterly Meeting Minutes

Thursday March 25, 2021 @ 4:30 pm – 5:45 pm.

Attendees: Ed Albrecht, Yeprem Davoodian, Glenn Bailey, Cassie Carter, Gary Barr, David Barr, Larry Kraus

Guests: Rolf Schleicher, Dr. Joi Lin Blake, Ryan Taylor, Houman Esmailpour, Pardaman Mann, Doreen Clay

I. Call to Order.

4:40 pm by Chair Ed Albrecht

II. Chair to request Vice Chair to record minutes.

III. Adoption of current agenda

Yeprem moved to accept, Glenn seconded, all in favor- motion passes

IV. Adoption of Minutes from 21-10-2020 via Consent Agenda.

Motion to approve – Gary, Seconded by Yeprem, all in favor – motion passes

V. Introductions

Ed Albrecht made introductions of the attending guests. Doreen Clay – Communication Services, Rolf Schleicher, VP of Administration, Ryan Taylor – board candidate, Houman Esmailpour – board candidate,

Dr. Blake – Common Good Executive Strategies – she is working as a consultant for the Community College District. She loves working with foundations to help secure funds for student success. Dr. Blake was invited by Rolf to join the Foundation meeting today.

Rolf presented recommendations from internal audit committee – reviewed the management responses to create a plan. Most of these issues in the Foundation audit have already been resolved. Rolf will share with the board for formal approval and adoption of recommendation. Goal is to have consistent policies, procedures and transparency for Foundation functions.

Doreen greeted the board and offered to support the work of the Foundation – she has been connected to the work for the foundation during much of her time at the College.

VI. Public Comment

No public comments

VII. Governance Committee to introduce 2 candidates for board membership.

a. Ryan Taylor

b. Houman Esmailpour

Ed introduced Ryan and Houman and invited them to share their background for consideration of board membership. Their individual bios are included in the meeting materials.

Ryan and Houman departed meeting for discussion around their candidacy. Yeprem shared his experience with both candidates and spoke of their enthusiasm and qualifications for board service.

David asked what roles Yeprem envisions for each of them to play in the Foundation. Yeprem envisions Ryan focusing on alumni and community communications and outreach with his skill set, and Houman would want to be involved with the community and programs. He is a superb networker. Glenn asked about their time availability. Ed said that was a primary consideration. Rolf supports their candidacy as they bring highly relevant skills that are of importance to the College.

Motion to approve the board candidacy of Ryan Taylor and Houman Esmailpour. Gary made a motion to approve Ryan, Larry seconded – all in favor. Gary moved to approved Houman, Glenn seconded – all in favor.

VIII. Vote to formally recognize Gary Barr as Policy and Procedure Chair. Position to be added to Foundation board per LACCD Audit Report dated March 31, 2020. Oversight of all policies and procedures. Chair will review and update the policy and procedure manual in even number years. Board members will be required to review the manual annually and provide a statement to attest to this review on the first of each fiscal year.

Motion to approve made by Cassie, Glenn seconded – all in favor.

IX. Vote to formally recognize Glenn Bailey as Parliamentarian.

Motion to approve by Gary, Yeprem seconded – all in favor

X. Vote to implement a budget calendar that provides a timeline for the preparation and approval of the Foundation budget on a fiscal basis.

Recommendation is the budget should coincide with the college fiscal year– ending in June, Draft budget in January, approve in April and implement in July.

Cassie agreed to be serve as budget chair. Ryan suggested a Google Drive to provide access to common board documents. He offered to help set up. Rolf said he would help with getting a formal foundation email address.

Ed proposed to implement a budget calendar that begins with discussions in January, approved by the board in April and implemented July 1. Motion by David, seconded by Yeprem – all in favor.

- XI. Vote to exclude the KBKG Scholarship from the Foundations current policy limit of \$2500. The KBKG current and future scholarship awardees will be allowed up to, but not to exceed \$5000 each award.

Motion to approve by Cassie, Yeprem seconded – all in favor

- XII. Chair report, Ed Albrecht

Joyce is taking over all Foundation bookkeeping from College – to relieve the business office from having to manage Foundation business

Ed is hoping for a grant writer to support Foundation proposals for funding

Merchant rewards – Amazon Smile gave \$71 this month. They donate ½ of 1%. David is encouraging everyone to sign up with Amazon Smile – simple and easy to sign up. Ryan suggested that faculty encourage students to go to Amazon Smile when they purchase their books - ca– make a huge difference. Doreen does a faculty newsletter – Brahma Beat – she will include in the next issue. Ed also suggested that payroll deductions to support the Foundation included in the newsletter as well. Ed is working naming opportunities for the Automotive building. Would like to renew the foundation connected events.

Link to direct Amazon Smile to Foundation:

https://smile.amazon.com/ref=smi_ext_ch_95-2586462_dl?_encoding=UTF8&ein=95-2586462&ref_=smi_chpf_redirect&ref_=smi_ext_ch_95-2586462_cl

Ed would like an executive committee to meet every month to continue work on priorities.

- XIII. Vice Chair report, Cassie Carter

- 2021 Budget report

Cassie will update the budget to reflect the current FY and update for the next FY for the board to review and approve

- XIV. Secretary report, Vacant

XV. Treasurer Chair report, David Braun

- Monthly bank reconciliation report, signatures and dated.
 - David provided account updates
- \$961,645 market value at Windward Capital. Funds are invested in equities. Increase in 52% from cost of equity.

At Wells Fargo - \$374,000 total in three accounts

- Agency Account – \$191,000
- Scholarship accounts - \$102,000
- Operations account - \$80,000

- Discussed Amazon Smile & Ralphs opportunities.

XVI. Audit Chair report, Dennis Jacobs –

Dennis was absent – Ed read report provided by Dennis. All audits are current, next audit will be next FY.

X. Communications Chair Report - Yeprem

- Flipcause Report
- Alumni Report

Yeprem and Don are working on an alumni/foundation newsletter to send out through Flipcause. Yeprem will share with the board in advance for approval and discussion.

XI. General discussion over short & long-range planning

Ed proposed that the Foundation needs to have a planning retreat. Hopefully a fall in-person retreat. Rolf is optimistic that it can be in-person. Dr Blake discussed how to do a remote retreat. Perhaps the retreat could be facilitated.

XII. Adjourn to our next meeting in May 27, 2021. Date / 4:30 pm to 5:45 pm
Motion to adjourn at 6:20

Meeting minutes respectfully submitted by Cassie Carter, Vice Chair
March 25, 2021