

**College of the Siskiyous
Foundation Board Meeting
Minutes of October 23, 2012**

Foundation Board: (13 members – QUORUM)

Greg Messer	Deborra Brannon	Connie Marmet	Sharon Stromsness
Jack Cook	Rennie Cleland	Randy Lawrence	Barry Ohlund, Guest
Dawna Cozzalio	Margaret Dean	Bob Rice	
Sue Boston	Ronda Gubetta	Jack Runnels	

Constituent Representatives: (2 members)

Sharon Swingle	Karen Tedsen
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Staff: (3 members)

Sonia Wright	Dawnie Slabaugh	Angel Fisher
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Absent: (5 members)

Bob Davis	Robin Styers	Cheri Young
Dennis Sbarbaro	Chris Vancil	

ACTION ITEMS

Item 1: **Call to Order and Attendance**
President Greg Messer called the meeting to order at 8:03 a.m.

Regular Agenda:

Item 2: **New and/or Unfinished Business**
No new business was discussed.

Item 3: **Commitment to Complete Fire Plaza Project**
Mr. Messer provided the Board with the following written report: The Foundation Executive Committee recommended during a previous meeting the Foundation fund the remaining costs to complete Phase II of the Fire Academy Plaza Project. In 2010, the Foundation entered into an internal fiscal sponsorship agreement with the Fire Academy to build a plaza that contained, flag poles and a place for commemorative plaques in a landscaped setting near the Fire Tactical Training Center. Initially, the project collected \$3,100+ through donations. The project was designed to have multiple phases. Due to a shortage of funding through donations the project stalled before completing Phase II. Currently, the status of Phase II is that the flag poles have been raised in an adjacent alternative site, on a cement slab in front of the Fire Tactical Training Center building. The following items with their respective estimated costs are required to complete this phase:

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|----|--------|---|
| 1. | \$ 700 | Flag Pole Lights |
| 2. | \$ 900 | Commemorative plaque |
| 3. | \$ 100 | Replacement Academy Flag |
| | \$1700 | Total Estimated Cost to Complete Fire Plaza Project |

It is recommended the Foundation commit up to \$2,000 to complete Phase II of the Fire Plaza Project.

Motion was made (Marmet / Boston) to allot \$2,000 for completion of the Fire Plaza Project. Motion passed.

Item 4:

Proposal to Initiate Foundation Endowment and Annual Contribution

Mr. Messer provided the Board with the following written report: In a number of Executive Committee and Foundation Board meetings we have discussed the benefits of resurrecting a long term investment fund. Prior to Measure A and the Foundation's project to fund the RHSI Endowment, the Board had created a long term investment fund with a commitment to invest \$20,000 per year. The annual commitment was stopped during the five-year period while the Foundation raised funds for the RHSI endowment. To date, there is over \$200,000 in the long term investment fund.

Going Forward: Now that we have completed our obligation to the RHSI Endowment, Mr. Messer is proposing that the Foundation re-start its commitment to invest in a long term investment fund by:

1. Creating an endowment that will allow the foundation to draw funds as the Foundation sees fit.
2. Create guidelines and an investment policy on how the endowment will be managed.
3. Seed the endowment with all or part of the existing "long term investment" fund.
4. Commit (budget) a minimum of \$25,000 per year towards the endowment.

Getting Started:

1. Approve the proposal (Approved by Executive Committee at August 2012 meeting)
2. Write the guidelines and update Investment Policy (Investment Committee)
3. Approve the proposal (Foundation Board)
4. Create the endowment and pick investments (Investment Committee)

Recommendation: In follow-up to the Executive's Committee's agreement to proceed in creating an endowment, the following initiation steps are recommended:

1. Seed the endowment with \$100,000 from long term investment fund
2. Create a budget policy to annually budget a minimum of 20% of the Foundation's expected surplus each fiscal year towards the endowment.
3. Write the guidelines and update Investment Policy (Investment Committee)
4. Approve the proposal (Foundation Board)
5. Create the endowment and pick investments (Investment Committee)

Motion was made (Marmet / Brannon) to accept the recommendation of the Executive Committee to create and fund the new general endowment investment fund. Motion passed.

Item 5:

Committee Reports

- a) **Investment & Finance** – The next meeting will be held November 13 at 10 a.m.

- b) **Board Governance** – Ms. Brannon reported the Committee has identified four potential candidates for Foundation Board membership.
- c) **Scholarship** – Ms. Brannon reported the Scholarship Dinner event profit was approximately \$7,000.
- d) **Enterprise Operations**
 - i. **Community Education:** Mr. Messer said the Community Education Program has not been as successful as originally hoped it would be. During the fall semester ten classes were offered with approximately 80 students participating in the community offerings (may be some duplicated). At this time the Program is breaking even since there are no Coordinator costs to be applied to the program budget. Ms. Wright said the cost of the class is determined by a formula dependent on the number of estimated students who plan to register for the class and indirect costs.
 - ii. **Eagles Nest:** Ms. Fisher reported the recycling container has been officially approved by the Weed City Council and Planning Commission. She said the Eagle’s Nest will be receiving a permit from the City. Sidewalk construction in front of the Eagle’s Nest and parking lot (on Main Street) has been ongoing since September but is expected to be completed soon.
- e) **Events**
 - i. PAS – AFB and The Nutcracker: Ms. Marmet reported the Air Force Band concert held on September 19 was well attended. Approximately 210 people enjoyed the free concert. On November 30, the Eugene Ballet Company will present the holiday classic, The Nutcracker.
 - ii. Holiday Craft Fair: Ms. Slabaugh reported the Craft Fair is completely sold out of vendor spaces. This year’s event will feature pottery, jewelry, metal art, soaps and lotions, and much more.
- f) **Gift Acceptance:** Currently there are three donations the Gift Acceptance Committee is evaluating. The donations are 1) Cameras from Southern Oregon University, 2) Shasta Nation Tribe Cultural Artifacts, and 3) Land Parcel Adjacent to COS Weed Campus. No action has been taken at this time by the Gift Acceptance Committee. An update on the Gift Acceptance Committee work will be given at the next Foundation Board meeting.

Consent Agenda:

- Item 6: **Approval of Meeting Minute – April 17, 2012 and July 24, 2012**
The Board reviewed the Foundation Meeting minutes of April 17, 2012 and July 24, 2012.
- Item 7: **Approval of Foundation Spending Policy**
The Board reviewed the Foundation Spending Policy approved by the Investment Due Diligence and Executive Committees.
- Item 8: **Approval of 2012/2013 Foundation Budget Requests**
The Board reviewed 2012/2013 Foundation Budget requests for Foundation General Fund, Eagle’s Nest, COS Extension, Performing Arts Series, Scholarship and the RHSI Endowment.

Item 9: **Treasurers Report – Review of Foundation Fiscal Report**
The Board reviewed the Treasures Report for fiscal period: July 1, 2011 to May 31, 2012.

Item 10: **Upcoming Foundation Board Meetings:**

- January 22, 2013
- April 23, 2013
- July 23, 2013
- Retreat – Spring 2013 (TBA)

Item 11: **Upcoming Event Dates:**

- PAS: The Nutcracker – November 30, 2012
- Craft Fair – November 30 & December 1, 2012

*Motion was made (Lawrence / Cozzalio) to approve the Consent Agenda as presented.
Motion passed.*

Non Action Items / Reports:

Item 8: **Report from the Office of the President**

Mr. Lawrence told the Foundation the search for a new College President will begin in January 2013. The Board of Trustees has requested bids from agencies that regularly assist colleges in searching for higher level Administrators. Mr. Lawrence said his last day as COS President will be June 30, 2013.

Item 9: **Report from the Director of Institutional Advancement**

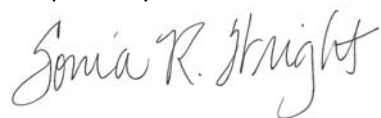
Ms. Wright reported:

- The Performing Arts Series received two small grants: US Bank Foundation (\$1,500) and Sierra Pacific (\$500).
- The 2011/2012 Annual Report will soon be sent to the printer and mail for distribution.
- The Grand Opening of the new Science Building was well attended. It was especially nice to have former College President Dave Pelham in attendance.

Item 10: **Adjournment**

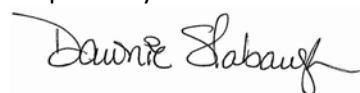
Meeting was adjourned at 10:04 a.m.

Respectfully Submitted:



Sonia Wright, CFRE
Director - COS Institutional Advancement

Prepared By:



Dawnie Slabaugh, Recording Secretary
COS Institutional Advancement (Public Relations / Foundation)