

**College of the Siskiyous
Foundation Board Meeting
Minutes of July 23, 2013**

Foundation Board:

Greg Messer	Jack Cook	Denny Sbarbaro	Denise Mannion (CSEA)
Deborra Brannon	Margaret Dean	Robin Styers	Karen Tedsen (ASM)
Sue Boston	Connie Marmet	Scotty Thomason	Sonia Wright
Rennie Cleland	Bob Rice	Bob Winston	Dawnie Slabaugh (staff)

Excused Absence:

Robert Frost	Ronda Gubetta	Elaine Schaefer (Fac)	Angel Fisher (staff)
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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: **Committee Reports**
Mr. Messer presented the Board with a power point presentation with an update on the committees. The presentation may be viewed at:

http://www.siskiyous.edu/ia/foundation/documents/committeupdate_7-23-13.pdf

Any member interested in joining a committee is invited to do so. Please contact the Institutional Advancement Office with your request.

- a) ***Investment & Finance*** –The next Investment Due Diligence Committee meeting will be held September 10. Agenda items include: discussion of cash flow management and investigating options for a “greater return” on our investments and holding in the County Treasury. No action taken.
- b) ***Board Governance*** – The Board Governance Committee meetings monthly the third Tuesday of each month at 2PM. Items currently being discussed include review and update of Foundation policies and identifying prospects for Foundation Board membership. No action taken.
- c) ***Scholarship*** – Ms. Brannon announced the annual Scholarship Dinner event will be held September 7 at Son’s of Italy Hall in Weed. The theme for this years’ event is “Slices of Siskiyou.” Donations for the Silent Auction are requested. Board members are asked to attend the dinner and bring friends. No action taken.
- d) ***Enterprise Operations*** – Current initiatives under the Enterprise Operations include the operation of the Eagle’s Nest Shop and fiscal sponsorship of the MOM Grant.

- The Eagle’s Nest is the Foundations most consistent operation. The Shop opened in 1997 and has become the “bread and butter” of the Foundation. No action taken.
- A three-year renewal request for the MOM Grant has been submitted. Notification of renewal (or not) won’t be received until mid-spring 2014. Sponsorship of this grant provides the Foundation with \$30,000 indirect support for management of the grant. No action taken.

e) **Gift Acceptance** –The Gift Acceptance Committee meets as need. Mr. Messer is the Chair. Donations currently under consideration include a personal family collection of tribal artifacts from the Shasta Nation Tribe. No action taken.

f) **Events** – The 2012/2013 performing arts season included the following performances: USAF Wood Winds Quartet, The Nutcracker performed by the Eugene Ballet Company and Mamajowali Trio. The season also included sponsorship of Kerry Marsh, Artist in Residence, who worked with and performed with the COS and Mt. Shasta High School jazz choirs; and, “Taking COS to the Community” project. Ms. Marmet told the Board the 2013/2014 performing arts series includes: Mad Chad Taylor – Extreme Comedy and Juggling Show (co-sponsored with COS Associated Student Body), Jo Craven, and The Nutcracker. Spring shows are under consideration. No action taken.

Item 4: **Donor Cultivation / Prospects**

Ms. Wright distributed to the Board a list of donor prospects who have donated consistently to the College/Foundation and whose donations have ranged between \$100 and \$2,500. She asked members to help the office by providing information about the donors that would assist with cultivating a relationship with them. We need to know their interests, why they give, etc... Members should contact the office with information about donors they are familiar with. Mr. Cook said the Foundation should also work on getting to know corporations and local businesses. Mr. Thomason commented this is a good beginning to learning more about our donors and in order to cultivate prospects, a coordinated approach is needed. No action taken.

Consent Agenda:

Item 5: **Approval of Meeting Minutes – May 14, 2013**

The Board reviewed the Foundation Meeting minutes of May 14, 2013.

Item 6: **Approval of 2013 / 2014 Foundation Budgets**

The Board approved the 2013/2014 Foundation Budgets for: General Fund, Eagles Nest, PAS, Scholarship, COS Extension, RHSI Endowment.

Item 7: **Approval of Revisions to Foundation Bylaws**

The Board approved revisions to the Foundation Bylaws:

- Article II, Section 3, District Designated Board Members – add acting as Treasurer after VP of Administration and change Foundation Executive Director to Secretary.

- Article II, Section 5, D, add acting as Treasurer after VP of Administration, change Foundation Executive Director to College Institutional Advancement Officer acting as Secretary.
- Article III, Section 2, C, remove Secretary and Treasurer

Item 8: **Approval of Adoption of Conflict of Interest and Whistleblower Statements**

The Board approved the adoption of the Conflict of Interest Policy and the Whistleblower Policy statements. (Both policies can be found in the 2013 COS Foundation Director's Handbook)

Item 9: **Approval of Leave of Absence Request**

The Board approved a Leave of Absence Request from Foundation Board Member, Dennis Sbarbaro (January – June 2014).

Item 10: **Approval of Removal of Board Member**

The Board approved removal of Foundation Board Member, Chris Vancil, and will place him on the retired board member status. Removal from the Board was due to conflicting work schedule (absence at meetings) and he did not request a leave of absence when given two opportunities to notify the Board Chair.

Item 11: **Treasurers Report – Review of Foundation Fiscal Report**

The Board reviewed the fiscal report for the period of July 1, 2012 through May 31, 2013.

Item 12: **Upcoming Foundation Board Meetings:**

- October 22, 2013
- January 28, 2014
- Retreat – Date to be set (April 2014)

Item 13: **Upcoming Meetings / Event Dates:**

- Foundation Executive Committee Meeting – August 13 at 8AM (Board Room)
- PAS and ASB Present: Mad Chad Taylor – September 6, 2013 at 7PM (COS Theater)
- PAS: Auditions for Children to Perform in Nutcracker – September 7 beginning at 12PM (COS Theater, Room 4)
- Scholarship Fundraising Dinner & Auction – September 7 at 5:30PM (Son's of Italy)
- Investment Due Diligence Meeting – September 10 at 10AM (Board Room)
- PAS Presents Joe Craven – October 4 at 7PM (COS Theater)
- PAS Presents The Nutcracker – November 29 at 7PM (COS Theater)
- Craft Fair – December 6 and 7 (COS Gym)

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

Non Action Items / Reports:

Item 14: **Report from the Office of the President**

No report. Dr. Frost was absent in preparation for the COS Board of Trustees Retreat which was held the same day as the Foundation Board meeting.

Item 15: **Report from the Director of Institutional Advancement**

Ms. Wright announced Sharon Stromsness has resigned from the Foundation Board due to personal reasons. No other announcements were made.

Item 16: **Adjournment**

Meeting was adjourned at 9:59 a.m.

Respectfully Submitted:



Sonia Wright, CFRE
Director - COS Institutional Advancement

Prepared By:



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