



## *Minutes*

Executive Committee Meeting  
Monday, June 10, 2019, at 1:00 p.m.  
Shasta College Board Room

Meeting Called to Order at 1:00 PM

### **1. Roll Call**

#### **Committee Members Present**

- Eva Jimenez, Board President/Chairperson
- Joe Wyse, ex-officio non-voting member
- Rayola Pratt, Secretary
- Steve Ahrens, emeritus non-voting member
- Hiram Oilar
- Pat Frost
- Joe Gibson

#### **Committee Members Absent**

- Star Alfaro

#### **Guests Present**

- Raiann Hodge, Foundation CPA
- Mike Mari, Dean of PEAT, Shasta College
- Bob Steinacher

#### **Welcome and introductions**

- Bob Steinacher is from Corning, where he grows figs and walnuts. He has recently been on the Shasta College Board of Trustees, and is excited to potentially join the Executive Committee of this board.
- Mike Mari is the Dean of Physical Education and Athletics at Shasta College.
- Raiann Hodge, CPA, who has been working for the Foundation for the last 17 years.

### **2. Public Comment**

#### **2.1. Call for requests from the audience to speak to any item on the agenda**

- No public comments

### **3. Discussion/Action Items**

### **3.1. Approval of Minutes from the July 11, 2018 – Executive Board Meeting**

- The minutes from the Executive Committee Executive meeting held on July 11, 2018, were accepted with no changes.
  - ***Motion made by Joe Gibson and seconded by Pat Frost. Rayola Pratt abstained. None opposed, motion passed.***

### **3.2. Review of 2018-2019 YTD Financials**

- Foundation CPA Raiann Wilson presented budget worksheets for fiscal year 7/1/19 to 4/30/19 (most up to date posted budget).

### **3.3. Review of the of 2019-2020 Budget**

- Budget and line items were discussed with no changes to the budget as presented.
  - ***Motion to approve proposed budget made by Joe Gibson and seconded by Hiram Oilar. None opposed, motion passed.***
- Eva informed the committee that Raiann will be leaving the Foundation in August to take a full time position with the Shasta Regional Community Foundation, and expressed thanks for her service. Raiann assured that she would guide a smooth transition.

### **3.4. Ratification of the Merchants Bank Signature Card Update**

- Joe Wyse was added as a signer to the account to allow for checks to be approved and processed now that the second signer on the accounts, Scott Thompson, has retired.
  - ***Motion to ratify the Merchants Bank signature card update made by Hiram Oilar and seconded by Pat Frost. None opposed, motion passed.***

### **3.5. Approval of New Executive Committee Members and Confirmation of Executive Committee Member Terms**

- Bob Steinacher would like to join Steve Ahrens in representing Tehama County.
  - ***Motion to add Bob Steinacher as a member of the Executive Committee made by Rayola Pratt and seconded by Joe Gibson. None opposed, motion passed.***
- Joe W. expressed gratitude for his exemplary service on the Shasta College Board of Trustees and excitement to see him join this committee.
- Mike Mari would like to replace Eva as an Executive Committee Member representing Shasta College as the support his program has received from the Foundation has given him a deep appreciation for the Foundation.

- ***Motion to add Mike Mari as a member of the Executive Committee made by Hiram Oilar and seconded by Joe Gibson. None opposed, motion passed.***
- A discussion followed of the current number of executive committee members and the issue of terms, which are supposed to have been three years as defined by the new bylaws passed in 2013, but have not been followed. The recommendation is to begin to stagger terms of sitting, voting members (with the exception of the member selected as a representative by the Board of Trustees), with the opportunity to re-up their position at the end of their term, meaning that Joe G. will term out in one year and Hiram will term out in two.
- ***Motion to approve beginning to stagger committee terms made by Pat Frost and seconded by Rayola Pratt. None opposed, motion passed.***

### **3.6. Discussion of Foundation Director Vacancy**

- Foundation Director Scott Thompson and Administrative Secretary to the Foundation and the President's Office, Nancy de Halas, have retired. To address these vacancies, Joe W. shared with the committee the concept of having Board President/Chairperson Eva Jimenez have half of her time reassigned to act as Foundation Director, to rehire for the position of an Administrative Secretary who will split their time evenly between the Foundation and the President's Office, and to reassign 10% of the working hours of the President's Executive Assistant, Andree Blanchier, to support of the Foundation, thus supplementing the combined hours of work provided by the former Director and administrative secretary's hours. There was discussion of how this would affect the Foundation's operating procedures and perception in the community, and questions as to how success in this new approach would be tracked, which it was determined would be discussed with the consultant who will be present at the Board Retreat in August.

Joe W. shared that he appreciates the work that Scott and Nancy performed, and that he's eager to take it to the next level, which he thinks that this new team would do.

### **3.7. Approval of Resignation of Board President**

- ***Motion to accept verbal resignation of Eva Jimenez as Board President/Chairperson made by Hiram Oilar and seconded by Pat Frost. None opposed, motion passed.***

### **3.8. Approval of Foundation Director**

- ***Motion to approve Eva Jimenez as Foundation Director through reassignment of time subject to the approval of the Board of Trustees if needed made by Hiram Oilar and seconded by Joe Gibson. None opposed, motion passed.***

### **3.9. Review of Bylaws**

- The bylaws have not been updated since 2013. All Executive Committee Members agreed to review the bylaws and bring suggested updates and revisions to be

discussed at the August retreat, with the understanding that changes will require legal review before acceptance.

**3.10. Discussion of future Board positions: Chair, Vice Chair, Treasurer, and Secretary**

- Due to concerns over ensuring the independence of the Foundation Board, it was determined that it would be best practice to nominate and elect a Chair who is not a full-time Shasta College employee as the new Director is also a Shasta College administrator. Nominations will be made and the discussion will resume at the Board Retreat in August.

**3.11. Reminder: August Board Retreat – August 14th**

- Eva shared the background of Kevin Lodie, the intended presenter at the August retreat, and his experience with nonprofit fundraising. There was much excitement over the prospect of receiving further guidance and support for fundraising efforts.
  - ***Motion to approve the contract with Kevin Lodie as the facilitator for the strategic planning session in August made by Pat Frost and seconded by Mike Mari. None opposed, motion passed.***
- The cost of the contract was then addressed. It would be a maximum of \$6,200 including a \$5,000 agreement and up to a \$1,200 travel allowance. The funds for previous year's speakers were contributed by outside sources, which can no longer provide the support. Joe W. pledges to find the funds for travel fees. It is noted that an approved budget expense of \$3,600 – web/social media support – will likely be removed from the budget and will help make up for the difference.
  - ***Motion to approve \$5,000 contract with Kevin Lodie made by Mike Mari and seconded by Bob Steinacher. None opposed, motion passed.***
- It was determined that the preferred location for the retreat would be an off-campus one, perhaps at the McConnell Foundation. The meeting will begin at 9:00 AM and may continue until 4:00 PM.

**3.12. Other Business**

- The Committee Members assisted in a poll to determine the design of the lifetime parking permits for the Shasta College Emeritus Association members.
- A handout was provided of a request to provide support to the Schreder Planetarium, who is closing the final fundraising gap of \$53,000 (out of \$266,380) needed for better equipment. Eva pointed out that Shasta College students visit this Planetarium as part of their studies, and would likely do so more if the equipment were better. Rayola suggests pledging a sum of \$3,000, which should come out of the 2018-2019 fiscal year rather than the 2019-2020 fiscal year.
  - ***Motion to donate \$3,000 to the Schreder Planetarium out of the 2018-2019 budget made by Hiram Oilar and seconded by Rayola Pratt. None opposed, motion passed.***

- Pat shared handouts from the extremely successful Wildflower Hike in Trinity County sponsored in part by the Foundation.

**4. Adjournment – meeting adjourned at 2:40 PM**

*MISSION: To boldly and creatively enhance students' overall experience of Shasta College.*

*VISION: To inspire the value of higher education in the North State.*