



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

March 25, 2014 • 12:00 – 1:30 pm

Location: Peppery Gar & Brill, Sonora, California

Board Members Present: Rosetta Bannwarth, Mike Chimente, Pat Dean, Bill Dunlavy, Louise Goicoechea, Ed.D., Mike Heuton, Mel Kirk, Randy Selesia, Keturah Wilk

Staff Present: Dr. Leslie Buckalew, Kasey Fulkerson, Amy Nilson, Gary Whitfield

Advisory Council Present: Elissa Creighton, Classified Senate; Wendy Griffiths-Bender, Faculty Senate

Absent (Excused): Richard Matranga; Joe Silva; Stephanie Suess

1. Call to Order (12:06 pm by CCF President, Mel Kirk)

- A. Welcome & Introductions – Board President, Mel Kirk welcomed everyone and thanked them for attending.
- B. Approval of January 21, 2014 Meeting Minutes – **Mr. Kirk presented the January 21, 2014 board meeting minutes for review. Pat Dean moved to accept the minutes as presented. Mike Heuton seconded the motion and the vote was carried unanimously in favor of approval.**

2. Old Business (Mel Kirk)

- A. Tom Johnson Estate Items – Director of Development, Amy Nilson reported that local antique vendor Kris Kestly removed all of the Tom Johnson antique items out of storage and sold what she could at an antique fair in Tuolumne City. Ms. Nilson informed the board that Ms. Kestly handled all of the moving, sale negotiations and disposal of leftover items for a slight 15% commission. The Board agreed that this

was a great opportunity to not only save on storage fees for the remainder of the year, but to realize a profit on the donated items. Ms. Nilson also reported that a couple who attended the antique fair knew Mr. Johnson and were happy to see various pieces of his estate benefitting a good cause.

3. New Business (Mel Kirk)

- A. New Board of Director Nominations (ballot vote) – Kasey Fulkerson disbursed private ballots for the following new board member nominations:
1. Margie Bulkin, Deputy Tuolumne County Superintendent of Schools
 2. Kenan McDonald, Manager, Market Development – LATAM (Front Porch)
 3. Judy Myers, Retired Executive Director Tuolumne General Hospital Foundation
 4. Colette Such, Retired Manager Tuolumne General Hospital Cardio Pulmonary/ Cardiac Rehab Dept.
 5. Lee Ann Fox, Small Business Advisor and Technology Consultant

Once the Board finished voting, Ms. Fulkerson collected the ballots. An email will be sent out to the full board notifying them of the results.

- B. Upcoming Events – Ms. Nilson informed the board about the following upcoming events and encouraged everyone to attend:
1. President's Welcome Reception: **Thurs. April 3rd 5-7 pm – Sugar Pine Patio**
 2. 38th Annual Columbia Wine Tasting: **Sun. April 13th 1-4 pm – Columbia State Historic Park**
 3. 2014 Scholarship Awards Ceremony: **Thurs. April 24th 4:30 – 6:00 pm Dogwood Forum.**

4. Financial Reports (Gary Whitfield, VP of Administrative Services)

- A. Review & Acceptance of 2013-2014 2nd Quarter Financial Report – Mr. Whitfield reviewed the 2013-2014 2nd Quarter Financial Report. He noted that there is nearly a balance of \$180,000 in the checking account. He encouraged the Board to consider moving a portion of the funds into the investment account. Vice President Keturah Wilk recently researched the Board's financial procedures regarding the transfer of funds and determined that there is no language in the current policies that would prohibit the Board from transferring these funds. Once the Finance Committee has met, Ms. Nilson will revisit the topic at a future Board meeting. Mr. Whitfield also recommended that the Fidelity account be moved into the larger fund as well. Mike Heuton clarified which account mini-grants are held in. Mr. Whitfield indicated that they are held in "program support grants." Mr. Heuton asked that Mr. Whitfield add "/mini-grants" after "program support grants" so that they are easier to identify when reviewing the financials. Mr. Heuton inquired about the scientific equipment

and supply fund. Kasey Fulkerson attempted to explain that this is in fact a fund that various people donate to. Mr. Heuton inquired whether the Board could absorb these funds in with the mini-grants. After a lengthy discussion, the Board asked that the funds be looked at more carefully to determine their intent. Pat Dean asked that Mr. Whitfield clarify what temporarily restricted funds are. Mr. Whitfield clarified the terms and cautioned the Board about spending too much of the money out of the temporarily restricted accounts because they would not gain the amount interest they currently are if too much is withdrawn. Gary Whitfield and Amy Nilson will work with the finance committee to come up with a plan. Mike Chimente moved to accept the financials as presented. Bill Dunlavy seconded the motion and the vote carried unanimously in favor of approval.

5. Committee Reports

A. Finance Committee – No business to report.

B. Nominating Committee (Keturah Wilk, Chair)

Ms. Wilk reiterated what a great group of Board members are potentially being voted in today. She encouraged board members to continue to forward names to the nominating committee. There is still room for growth.

Mr. Kirk informed the Board that the next Board agenda will include a discussion about term limits. Mr. Kirk asked Bylaw Revision Committee Chair, Randy Selesia if he would like to hold a meeting prior to the next Board meeting to discuss the topic. A lengthy discussion ensued with varying opinions about Board term limits. Mr. Selesia will convene a meeting to continue the discussion.

C. Executive Committee – No business to report. The committee will meet soon to work on creating the document retention policy recommended per the recent audit.

D. Development Committee (Rosetta Bannwarth, Chair)

Water Forum Discussion: Ms. Bannwarth felt that the event went extremely well. Mr. Kirk thought that the topic was timely and it was great that the new Board members jumped right in to help. He encouraged the Board to keep the momentum going. Mr. Kirk reminded the group that the Columbia College Foundation Board has substantial opportunity to be in leadership roles in this community. He reminded the group that Title III funded the water forum lecture and will also fund the one in the fall; however, from there forward, the Board should look at obtaining sponsorships. Mr. Kirk is happy that all of the promotional money was spent locally. It may seem expensive now, but every event gets cheaper as you build your brand. Mr. Selesia suggested Cal Fire sponsor the fall lecture since this year will be a high fire danger

year. This suggestion led into a discussion that the fall lecture series could be on fire prevention. No decision was made.

E. Mini-Grants Committee (Mike Heuton)

Spring 2014 Applications – Mr. Heuton reported that 21 applications were submitted, of which nine were funded. Mr. Heuton reviewed the projects that were awarded and Ms. Nilson recommended the Board send a press release. Mr. Kirk agreed and indicated he would also like to see photos on the Foundation's webpage to help promote the program.

Mr. Heuton noted that the requests are becoming larger with each new cycle; i.e., two requests were \$15,000 each. Mr. Heuton asked that Ms. Nilson follow-up with a request for funding from the mini-grant donor. The committee discussed changing the verbiage on the application to include limits on awards.

F. Scholarship Committee (Amy Nilson) – Ms. Nilson reported that the new scholarship system is up and running and encouraged everyone to attend the ceremony on April 24th.

6. College/District Updates

A. Development Office Report (Amy Nilson) – Ms. Nilson reported that Carkeet Park is being worked on and encouraged everyone to take a look when they drive by.

B. Advisory Council Member Reports

1. College Report – In Dr. Fairchild's absence, Dr. Buckalew provided a brief report on campus activities. Big news...Columbia College is officially off warning from Accreditation! The college is in good shape and is working toward a 3% growth target.
2. District Report – Due to Dr. Lynn Martin's absence, this item was deferred.
3. Classified Senate – Classified Senate Representative Elissa Creighton apologized for not being able to attend the water forum. However, other classified staff did and found it useful and informative. Classified staff is doing their part by signing up to volunteer for the wine tasting event. Additionally, the Senate is its scholarship criteria.
4. Faculty Senate – Wendy Griffiths-Bender, Amy Nilson and Colette Such attended a workshop on preservation of collections offered by Tuolumne County Archives and an Archivist from UC Berkeley.

Finals Cram Night is coming up on April 24th. Faculty retirees this year are: Math Professor, John Leamy; Business Professor, Michael Hill; and Music Professor, John Carter.

5. Student Senate – There is no longer a student assigned to the Advisory Council. Amy Nilson will follow-up with Doralyn Foletti to recommend a replacement.

7. Adjournment

There being no further business, CCF President, Mel Kirk adjourned the meeting at 1:32 p.m.

Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary