Foundation Board of Directors Meeting Minutes
DATE: April 10, 2013
VENUE: Founders Hall

VOTING:

Executive Board:  
- Michael Shay, President
- Steve O’Sullivan, Vice President
- Alta Skinner, Secretary
- Aziz Amiri, Treasurer
- Bill Roman, Member at Large

Board of Directors:  
- Ryan Asao
- Phillip Chen
- Lois Gray Ingham
- Orlando Ortega
- Ahm Qutubuddin
- Larry Rhinehart
- Dr. Bill Scroggins, President/CEO, Mt. SAC
- John Soward

EX-OFFICIO: (NON-VOTING)
- Rosanne Bader, President, Mt. SAC Board of Trustees
- Dr. Virginia Burley, V.P. of Instruction, Mt. SAC
- Marc Ruh, Instructor and Faculty Liaison

STAFF:
- William Lambert, Foundation Executive Director
- Ivonne Landeros, Foundation Administration
- Annette Barrantes, Program Associate

GUESTS:
- David Sonner
- Ben Su
- Professor Martin Mason

Meeting started at 4:09 p.m.

- Prof Martin Mason visited with a group of students from the Robotics team. He shared some statistics about Mt. SAC students.
  - 20% of Cal tech’s transfer class comes from Mt. SAC.
  - 75 students from his program annually transfer to R-1 schools
The Robotics program has 70 students who put hours and hours into prepping for the competition. In the VEX competition, Mt. SAC has qualified for the World Championships 7 years on a row. They are successful competing against mostly 4-year colleges and universities (including UCLA, USC, MIT, etc.).

They demonstrated robots that they have built for competitions. The team has been extremely successful over the years and has achieved this success with little financial support.

For example, the sub that they built for a recent competition cost $650. In that the same competition, the next sub cost was $12,500.

- Approved Full Board Meeting Minutes from January 16
  - Alta Skinner, motioned
  - Larry Rhinehart, 2nd
  - All in Favor

- Presented two (2) new candidates to the board for approval.
  - Aziz Amiri presented Ben Su, President of Regional Chamber of Commerce
  - Bill Lambert presented David Sonner, Harvey Mudd graduate.
  - Larry Rhinehart: agreed that both are stellar candidates.
  - Board approved their membership, all in favor with no dissent.

- First Time Alumni Donor Updates
  - Bill Lambert: Reported that the personal thank you notes written by Board Member are working the way we knew it would.
  - Larry Rhinehart: Read the note received from Bob Arnold (Covina, CA)
  - Mike Shay: Had a communication back and forth with Dr. Marc Mora (Seattle, WA).
  - Bill Lambert: Also spoke with Dr. Marc Mora and provided more details about his background.

- Finance Committee Update on the selection of new Investment Manager
  - Bill Lambert: Several months ago had several Investment Manager Presentations with two strong possible candidates.
Mike Shay: Asked the Board Members that if everything is equal with the 2 candidates, is it irrelevant to select somebody local. Larry Rhinehart responded that as long as distance was not a factor in the quality of work that they would do, then it is irrelevant.

Rosanne Bader: Expressed concern about the timing of the selection; that if this selection can be taken cared of via-e-mail rather than wait until the next meeting. Bill Lambert agreed that it should be handled electronically.

Next move is to bring the Finance Committee back together to finalize the selection of the Investment Manager.

- Discussion and next steps on Audit and 990’s
  - Bill Lambert: Will e-mail both Audit and 990’s to Board Members for review and bring forth for approval at next meeting.

- Update on Foundation Activities since last meeting
  - Bill Lambert: Since January has been reporting to the Board of Trustees on a monthly basis. He will be sending the same report to the Foundation Board on a monthly basis.

  Bill also mentioned his and Dr. Scroggins visits with Jim Randall (Allfast, Inc.) and Bruze Fabrizio (Simple Green)

  - Annette Barrantes: provided updated on Raiser’s Edge e-mail marketing tool and how it will be used to communicate with our Board Members and Alumni.

  - Bill Lambert: Reported about his meetings with the Covina Rotary Club which resulted to the organization providing more support for the Veterans Resource Center (VRC).

  - Bill Scroggins: invited Bruce Fabrizio and Jim Randall to be part of a Mt. SAC Advisory Group, to include influential business leaders in the community.

  Dr. Scroggins also talked about involving campus people to help us with
some campus fundraising and the need for an overall Alumni Engagement/Communication strategy and the notion of establishing a social media committee.

- **Bill Lambert**: Discussed “Unit Based Development” and having Kenneth Walter and Rachel Brown as part of this team. This will allow doing more front-line fundraising without having the need to hire more staff.

- **Update and conversation about Golf Tournament**
  - **Mike Shay**: Reported that the tournament is on track to meet the goal that has been set. He also reported having several new sponsors for the tournament.
  - **Bill Lambert**: Focus is now on auction items. Asked other Board Members, if they have contacts, to provide names and Foundation will do the follow up.

- **Budget and Financials Review**
  - **Bill Lambert**: Reminded the Board Members that during the last meeting, a lot of time were spent talking about the budget and getting it set because we have not presented the Foundation Board with a budget for approval. We are still trying to figure out what are the needs and how much we need to spend on certain items. He also mentioned that preparing the budget is a process and we are trying to make it easier, more digestible, and valuable to provide a better and clearer understanding of where we are and what we are trying to do.
  
  - **Mike Shay**: Asked if we are on track to hit budget considering we are nearing the end of Fiscal Year. Bill Lambert responded that we are doing alright and we are showing a surplus but he also mentioned that he does not know exactly how much to allot for certain things. He made an educated guess on some of the items based on his own experience from previous positions.

  Line 4023-Scholarship; Mike Shay asked if the $250,000 included Osher Scholarship. Ivonne Landeros confirmed that it excludes Osher Scholarship.
Line 8130-Postage and Mailing Service; $36,315.00; Rosanne Bader asked if there is a thought that it will be a lesser expense next year since a lot of the mailing came back. Bill Lambert mentioned that it will depend on what the President decides. Bill added that there is a reason why we call it the Annual Fund and there is a need to do this kind of outreach on an annual basis. Bill said that we could scale it back for next year.

Dr. Scroggins mentioned that we need a plan to use the database so there is no point of mailing to the same people every year if we do not get a response. He added that we need a mailing communication strategy.

Lois Ingham: She had quite a few comments about the financials and asked if there is a plan to meet to discuss it more. Bill Lambert and Mike Shay said that we have to set up the finance meeting. Bill added that the financials is still a work in progress.

- Foundation Board Participation
  - Bill Lambert reminded the Board of his philosophy in fundraising and Board engagement. It will put the Foundation in a good position to let the campus and the communities know that we have 100% full board participation. He also mentioned about the Faculty/Staff giving campaign to start in fall.
  - Lois Ingham: Asked about the President’s Circle. Bill Lambert mentioned that there is still a need to develop a new plan.

- Other:
  - Alta Skinner suggested the need of having a social media committee.
  - Next Board Meeting is scheduled for Wednesday, June 19, 2013.

Meeting adjourned at 6:00 p.m.