



SAN BERNARDINO VALLEY COLLEGE FOUNDATION MINUTES

November 9, 2016 - 5:00 p.m. – SBVC ADSS 207

SBVC Foundation Board Directors Present/Absent:

A	Bruce Baron	A	Patricia Hinojosa	P	Ruth Sandlin
P	Dennis Baxter	A	Celia Huston	P	Lynda Savage
A	Rich Beemer	P	Barbara McGee	P	Kristine Scott
P	Paul Bratulin	A	John McMahon	A	Paul Shimoff
P	Lois Carson	P	Gary Miller	A	Donald Singer
P	Karen Childers	P	Phil Morris	P	Scott Stark
P	Nick DePasquale	P	Faye Pointer	P	Edward Szumski
A	Eloise Gomez-Reyes	P	President Diana Rodriguez	A	Danny Tillman
P	Gloria Harrison	A	Gary Saenz	P	Rod Torres
				P	Brian Townsend

SBVC Foundation Staff Present: Steven Buenas, Sonja Pang

Guest: Jessie Powell of Powell & Spafford, Inc., Certified Public Accountants

I. Call to Order:

Townsend called the meeting to order at 5:07 pm.

II. Approval of minutes from Sep. 14th, 2016

Morris moved, Baxter seconded, minutes were approved with no changes.

III. Presentation of 2015-2016 Audit

Jessie Powell of Powell & Spafford, Inc. presented. Jessie reviewed p. 1-6, 14 of the financial statements. Page 2 of letter and p. 14 of financial statements note prior period adjustment for correction of accounting errors. The adjustments have been made in QuickBooks. Pat Spafford will meet with staff 11/23/16 to explain and help us avoid similar adjustments in the future.

IV. Committee Reports:

a) Alumni: Szumski reported.

- a. Alumni Memberships are ongoing. Lifetime membership is \$25. Alumni Committee had a table at the football games 9/17/16 and 10/22/16. Will have a table at the SBVC Veterans event on 11/10/16.

- b. Norton Air Force Base Veterans wants to start a scholarship.

- b) Board Development: Carson reported.
Last meeting was Nov. 3, 2016. Committee discussed a new board recruitment process that is now being recommended by the committee. Carson referred Board to the Board Development Committee Report that was given prior to the commencement of the meeting (attached). Carson stressed that the Board recruitment process must include clear communication regarding the philanthropic nature of the work, the fiduciary responsibility, and the expectation that Board Directors give financial support.

- c) Finance: No report.

- d) Strategic Planning: Morris reported.
Referred to committee report given with meeting materials (attached). Committee is reviewing by-laws for revision and streamlining. Morris asked Directors to review the by-laws side by side with the proposed changes. If they have suggestions or concerns please email Karen Childers so she can bring to the committee.

- e) Fundraising: Pointer reported. Gala was the main activity.
 - i. Gala: McGee reported.
McGee discussed income statement and thanked Childers for the preparation of the Gala Event. Townsend mentioned that Gala was the event of the year. Lastly, Childers told Board that the Gala event exceeded the fundraising goal.

V. President's Report: The President updated the Board on several projects:

- a) Enhancement of the Valley Bound Commitment Program (VBC). VBC is considered a California College Promise Program. Grant funding may be available in the future from the state.
- b) SBVC is partnering with CSUSB and the City of San Bernardino for a remembrance ceremony on Dec. 2, 2016.
- c) Dec. 1st is the annual College Holiday Basket Luncheon, which is a fundraiser, and proceeds will go toward textbooks scholarships.
- d) SBVC short-term growth plan includes online courses, evenings, weekends, noncredit, concurrent enrollment, and offsite courses. Harrison commented that SBVC used to offer medical Spanish offsite.

VI. Treasurer's Report: Stark reported.

Budget format is not finalized and will be brought to next meeting. Stark went over the broad budget categories and noted high balance in checking account. Noted FDIC limit. Stark suggested to take money from checking account and put in investment assets. Board asked about expenses and will return to the question at the next meeting. Board also asked Finance / Investment / Audit Committee to assist with budget. Stark is on that committee and will take format to them.

VII. Director's Report: Childers reported.

- a) Scholarship thank-you letters: Scholarship letters are currently being sent.
- b) Scholarship application period: Scholarship application is currently open online for students to submit their applications.
- c) Revised Calendar: Date of Holiday Basket Event changed from Dec. 2 to Dec 1, 2016. First ever Winter Fest Open house/ Carnival/Light Show will be held Dec. 6, 2016 from 3:00 to 7:00 p.m. Community members can bring their families to watch movies, ice skate, etc. Purpose is student outreach and recruitment.
- d) Donor Wall: Sample shown to Board. Townsend recommended Fundraising Committee discuss Donor Wall and bring recommendations to the next Board meeting.

VIII. New Business:

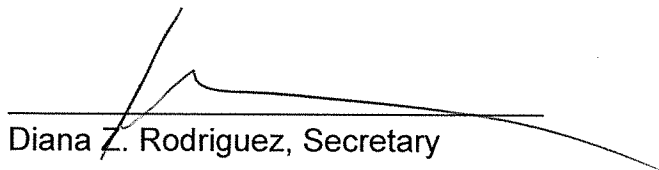
- a) Golf Tournament April 21, 2017: Date finalized with Arrowhead Country Club. Fundraising Committee to discuss and bring updates.

IX. Next Board Meeting:

January 11th 2017 @ 5:00 pm
Dinner will be provided

X. Adjourn: The meeting was adjourned at 6:13 p.m.

Respectfully submitted,


Diana Z. Rodriguez, Secretary