



**Minutes of the ANNUAL Meeting  
of the  
BOARD of DIRECTORS  
Crafton Hills College Foundation**

**DATE:** June 17, 2010

**LOCATION:** Crafton Center

**PRESIDING:** Donald J. Nydam, President

**Present:** Marie Alonzo, Lynn Baldi, Cheryl Bardowell, Gordon Clopine, Cheryl Cox, Donna Ferracone, Charlie Ng, Ray Quinto, David Raley, Claire Marie Teeters, Bob Temple, Betty Jo Wood, Gene Wood

**Absent:** Joanna Averett, Daniel Bahner, Judi Battey, Drew Gagner, Kimmi Grulke, Gloria Harrison, James Ramos

**Guests:** Ericka Paddock, Dir. of Student Life; Kaylee Hrisoulas, ASCHC President  
Dave Marion and Ryan Callahan of Smith, Marion & Co., CPAs

1. **Call to Order & Opening Comments** – Don Nydam called the meeting to order at 7:00 A.M.

Pres. Nydam introduced the guests, expressed the feelings of all the board in the loss of Win Carl, who provided “good, positive leadership in tough, financial times” as the treasurer of the Foundation. He thanked Cheryl Bardowell and her staff for excellent development work. He further noted, “We exist because of students” and thanked the Directors for their participation in and support of the gala. He proclaimed it “A \$300,000 night” and noted the amount as really significant. He enthused about having had a good workshop and noted that work has begun on the Foundation’s strategic plan.

2. **College Happenings** – Gloria Harrison (by Charlie Ng, in Gloria’s absence)

Charlie Ng shared updates in two areas:

***Accreditation*** – The next report is due in October. We have a good report, and we are pretty confident.

***Construction & Updates*** –

- Learning Resource Center (LRC) - Staff, materials and equipment start moving by the end of June.
- Pool – A contract to provide for a pool attendant will go to SBCCD Board on July 1
- Summer School – We have 50 sections this year, the same as 2009, but half of what were offered in 2008.
- On-line parking passes will be offered, eliminating the long lines in the campus business office.

3. **Minutes of the Meeting** of March 18, 2010

**It was Moved** by David Raley, seconded by Donna Ferracone and unanimously carried, to approve the minutes of the March 18, 2010.

4. **Board Projects** – Don Nydam

*Books* - David Raley noted that the library is “in transition”, but stated he’d be meeting with Charlie Ng, and library coordinator Laura Wingham in the near future to solidify plans for a book project. Charlie stated that Glen Kuck, Executive Director of Distributed Education for the District, is trying to put together a plan to get readers into students’ hands. Don Nydam noted a Dell proposal for the provision of low-cost laptops for students. Ericka Paddock urged that students be included in discussions about books and their alternatives.

*Classes* – Bob Temple reported that there is a possibility of the Foundation funding classes through a “conditional gift”, can be used for classes (or other specific purposes), as designated by the Foundation. This practice has been voted on by the District Board of Trustees. He said “\$3,200 will fund a class. Donna Ferracone lamented that there is no guarantee that our scholarship recipients may even be able to enroll in classes at the present time. David Raley suggested the Foundation define “core” classes and fund them. Ray Quinto asked what kind of recognition we could/would give someone who funded a class. Don closed this discussion by stating that we should consider talking to former Directors about a “fund-a-class” program. He added that the Osher match ends in October, 2011, but that there is current discussion about extending the offer of a 50% match.

5. **Financials** – Gene Wood – The following reports were presented to the Directors:

- (a) Treasurer’s Report
- (b) Gifts to College
- (c) Balance Sheet Previous Year Comparison
- (d) Financial Recap

**It was Moved** by David Raley, seconded by Marie Alonzo and unanimously carried, to accept the Treasurer’s Report.

- (e) Audit Report – Dave Marion distributed draft copies of the audit for fye June 30, 2009. He thanked the Foundation for giving his firm the opportunity to conduct the audit, and recommended that the Foundation be audited annually. As an alternate practice, he suggested an annual review (at a cost of 50-60% that of an audit) with an audit biennially.

He commended the Foundation for having implemented the procedures recommended in the previous audit as to segregation of duties.

**Discussion:** Lynn Baldi stated that it is important to perform audits/reviews on a regular basis, because they show the Foundation’s credibility. Marie Alonzo added that it is our fiduciary responsibility and that it is prudent to do so.

**It was Moved** by David Raley, seconded by Marie Alonzo and unanimously carried, to accept the audit.

**It was Further Moved** by Bob Temple, seconded by Claire Marie Teeters and unanimously carried, that the Foundation executive committee develop a policy to define the schedule of audits and/or reviews on an annual basis.

## 6. Elections

- (a) Election of Directors – terms expiring in 2010 – Gloria Harrison

**It was Moved** by Marie Alonzo, seconded by Gordon Clopine and unanimously carried, to elect Gloria Harrison to a three-year term as a Director.

- (b) Election of Officers –

The executive committee presented its recommended slate of officers, as follows:

Don Nydam, President

Gene Wood, Vice President

Charlie Ng, Treasurer

Gloria Harrison, Secretary

**It was Moved** by Marie Alonzo, seconded by Claire Marie Teeters and unanimously carried, to elect the recommended slate of officers.

## 7. The Board – Don Nydam

- (a) Our Commitment – Don reminded all Directors that they are welcome to attend monthly executive committee meetings, and thanked them for their support of a very successful gala fund-raiser.
- (b) Our Involvement – The topics of funding books and classes were covered in Board Projects.
- (c) Self-evaluation and Decision – Members confirmed that they had received the survey by e-mail, and Don urged their thoughtful evaluation of their participation.
- (d) Strategic Planning Update – Charlie Ng

Charlie noted the phases identified as a part of the planning process as:

- I. Getting information in order and having it outlined
- II. Gathering data – audits, meeting minutes, etc.
- III. Analyzing the data

Three half-day workshops/meetings have been calendared in the next few weeks:

July 1	8:00 A.M. – Noon	All Directors and the Strategic Planning Committee
July 29	8:00 A.M. – Noon	All Directors and the Strategic Planning Committee
Aug 5	8:00 A.M. – Noon	Strategic Planning Committee only

Meeting reminders and brief agendas will be provided to participants via e-mail. Marie Alonzo related that Charlie “is a great leader who expedites a productive meeting and gets a lot done.” She encouraged all Directors to attend.

- (e) Authorized Signers on Foundation Accounts –

Due to the passing of Winston W. Carl, who has served as our Treasurer for many years, it has become necessary to update the list of authorized signers on Foundation accounts, removing his name from that list and designating others as authorized by the Board of Directors.

**It was Moved** by Marie Alonzo, seconded by Ray Quinto and unanimously carried, to approve the following as authorized signers on Foundation accounts: Gloria Harrison, David Raley, Gene Wood and Charlie Ng, with any two required to expedite financial transactions.

**8. Development** – Cheryl Bardowell

- (a) Gala Re-cap – Cheryl distributed a spread sheet comparing the proceeds from Gala 2009 with this year's gala. The committee held costs down, while donors/sponsors were up, resulting in a significant net gain.
- (b) Foundation Audit – The Foundation annual report is in production, and will include the complete audit. Target mail date is late August or early September.
- (c) President's Circle – fund designation, foundation operations – this topic will be discussed in executive committee
- (d) Planned/Major Giving –

Cheryl reported that a planned giving mailer will mail in late June.

In view of the fact that the Foundation is anticipating a significant planned gift to the Allied Health Care program, Cheryl recommended the Foundation institute a charge of 5% as a management fee for the administration of planned/major gifts, and establish a fee schedule for the ongoing management of estate gifts.

**It was Moved** by Bob Temple, seconded by Marie Alonzo and unanimously carried, to institute a 5% management fee.

**It was Further Moved** by Bob Temple, seconded by David Raley and unanimously carried, to establish a fee schedule for the ongoing management of such gifts.

The executive committee has been charged with that task, and to report to the Board in September.

**9. Other** – No further discussion

**10. Adjournment** - Don Nydam adjourned the meeting at 8:05 A.M.

**Next Meeting Date:** REGULAR Meeting – Thursday, September 16  
in the multi-purpose room of the new Learning Resources Center building.