REDWOODS COMMUNITY COLLEGE DISTRICT
Minutes of the Foundation Board
Eureka Main Campus (SS204B)
7351 Tompkins Hill Rd., Eureka, CA 95501
Foundation Board Meeting Wednesday 8/24/16

PRESENT

James Davis, Martha Traphagen, Bruce Emad, Jim Maher, Bill McAuley, Sally Biggins,
Monica Sperling, Joe Hash, Marty Coelho

ABSENT

Keith Snow-Flamer, John Corbett

OTHERS PRESENT

Doug Edgmon, Jordon Walsh and Crislyn

1. CALL TO ORDER

Foundation Board President Jim Davis called the meeting to order at 1:00 pm.

2. GENERAL PUBLIC COMMENTS

Foundation president Jim Davis welcomed new Board Member Monica Sperling and Sally Biggins
introduced her as the representative for Del Norte County. Monica gave a short bio indicating her appreciation
for the education she received from College of the Redwoods and was looking forward to serving on the
Foundation Board.

3. APPROVE MINUTES DATED 5/26/2016

A vote was taken and the Foundation Board voted unanimously to approve the minutes dated 5/26/2016
contingent upon the presented changes.

4. REPORTS AND ACTION/DISCUSSION ITEMS

Scholarship Update presented by Jordan Walsh. She reported that the Scholarship Reception was successful
With good turnout of the recipients. She is considering a Change in venue as the Board Room this year was
very crowded. This Semester The Scholarship Office created electronic applications to streamline the process.
To date have received 208 student logins and 90 submitted applications. Last year only had a total of 204
applications. Deadline is Sept. 16. She has received all the funds from the fall donors, and is in touch with
spring donors.

Marketing Update & Fundraising: Executive Director Marty Coelho presented reports. He mentioned the "Success
Stories" currently running on TV and wants to expand this marketing tool. Web improvements are ongoing.
Foundation pages being developed as well. Functionality added to home page and will allow, among other
things, online donations.
He discussed two fundraising possibilities: 1 – Additional facilities and equipment for the Nursing Program and
2 – Renovation of the Track & Football Stadium. He will do additional research on #1. A Fundraising
Committee will have to be formed. There was consensus on continuing to examine these proposals.

Sport Auction: Joe Hash reported that this year's action was moved to the CR gymnasium, which allowed for more seating and easier set up. A total of 530 tickets were sold and about 500 people were in attendance. The auction had a record gross of $ 105,000 (first time breaking six figures). This year's honoree was Dave Wells, past CR track athlete.

Financial Reports: Doug Edgmon gave a comprehensive report of the Foundation's investments with the Humboldt Area Foundation (HAF) and discussed the quarterly report from HAF for the quarter ending June 30, 2016. He reviewed the various CR Foundation financial reports included in the Agenda package. It was stated that the Foundations annual audit was done in conjunction with the College of the Redwoods audit and when the audit is completed the Foundation needs to be included in the review. It was also noted that the Foundation had not had a budget in several years. It was directed that the Finance Committee needs to prepare a budget and present it to the Board for approval. Director Emad made a motion to approve the financial report and it was seconded and unanimously to approve.

There was a discussion about the relationships between the Foundation and contractors (Food S, Service, housing etc) and who is responsible for oversight. Foundation signs the contracts and manages the income and expenses. Board member Emad, believes whichever entity signs the contracts should have oversight. Board of Trustees (BOT) has oversight over the. Foundation, which can sign contracts and report to the BOT. Reference was made to the MOU between the District and the Foundation.

Director Traphagen raised the question about the CalTrans contract and the annual report to the Coastal Commission. The CDARS account, in the amount of $1.5MM, is held at Redwood Capital Bank and will mature in December 2016. It was directed that the Finance Committee be responsible for making sure the reporting is done and the CDARS account revised as needed.

During the meeting several questions were unanswered and Director Emad suggested that a spreadsheet, similar to the one used by the BOT, be prepared to list these unanswered question for the record and follow-up. There was conscious to have the Executive Director to try this approach.

5. REVISION TO BYLAWS

9.0   ARTICLE IX - Committees

9.1.1   The Finance/Audit Committee monitors the Foundation's financial reports, and develops investment policies. and provides for an annual audit. The Committee with the Foundation Treasurer/Secretary and Foundation Executive Director develops the Foundation's Annual Budget for Board approval.

9.1.4   The Audit Committee is responsible for the oversight of the independent   auditors' work and develops actions to recommend to the full board as a result of recommendations from the auditors. The Committee will be composed of three Board members, the Executive Director of the Foundation and a College of the Redwoods Finance Staff Representative.

Director Emad moved to approve the presented changes to 9.0 ARTICLE IX – Committees   9.1.1 and the addition of 9.1.4 and it was seconded by Director Biggins and the Motion was unanimously approved.

With the approval of an Audit Committee President Davis appointed Director McAuley as Committee Chair and Director Traphagen as Committee Member.

6. ADJOURNMENT

Foundation President Jim Davis adjourned the meeting.

FOLLOW-UP ACTION

Gather information on who can help support nursing simulator project and will get hard numbers for these projects.	Coelho
Engage attorneys and resolve financial issues and concerns	Coelho
Set up meeting with David O'Brien, CEO St. Joseph Health System & invite Pres. Snow-Flamer & ED Coelho.	Emad
Look for other areas to increase scholarship funds	Coelho
Double check the CalTrans funding & expenditures for Shively farm for equipment	Edgmon