

**College of the Siskiyou Foundation Board Meeting**

**Minutes of  
February 9, 2010**

**Present:**

Sue Boston	Rich Dixon	Greg Messer	Terry Taforo
Jack Cook	Ronda Gubetta	Rand Roselli	Cheri Young
Rennie Cleland	Greg Hanna	Jack Runnels	
Bob Davis	Randy Lawrence	Sharon Stromsness	
Margaret Dean	Connie Marmet	Kathy Suvia	

**Staff Present:**

Dawna Cozzalio	Kent Gross	Renata Funke (ASM Rep.)
Angel Fisher	Connie Warren	Rhonda Daws (CSEA Rep.)
Dawnie Slabaugh	Elaine Schaefer (Fac. Rep.)	

**Excused / Absent:**

Rex Cozzalio	Morris Eagleman	Brian Favero	Robert Rice
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**Date of Upcoming Foundation Board Meeting**

The next regular Foundation Board meeting will be held **Tuesday, April 27, 2010 at 7:30 a.m. at the Weed Campus.**

Item 1: **Call to Order and Attendance**  
President Jack Cook called the meeting to order at 7:38 a.m.

**Consent Agenda:**

Item 2: **Reading of the Minutes – November 14, 2009**  
The minutes of the November 14, 2009 meeting were approved.

Item 3: **Summary of Accounts / Statement of Assets – July 1 2008 to October 31, 2009**  
The Foundation Summary of Accounts / Statement of assets showing detail from July 1, 2008 to October 31, 2009 was approved.

Item 4: **Eagle's Nest Summary of Accounts – July 1, 2008 to October 31, 2009**  
The Eagle's Nest Summary of Accounts showing detail from July 1, 2008 to October 31, 2009 was approved.

Item 5: **Date of Upcoming Foundation Meetings**

- April 27, 2010 – Regular Meeting
- July 27, 2010 – Regular Meeting

*Motion was made (Taforo / Suvia) to approve the consent agenda. Motion passed.*

## Regular Agenda:

### Item 6: Nominating Committee

- a) President Cook announced the Nominating Committee has approved and is recommending the following individuals for Foundation Board membership. Once approved the candidates will be contacted and invited to join the Foundation.
- Ken Platou – Administrator, Mercy Medical Center – Mt. Shasta
  - Brenda Duchi – Retired, Community Member – Weed
  - Jonathan Andrus – Administrator, Fairchild Medical Center – Yreka
  - Robin Styres – Roseburg Forest Products – Weed

Motion was made (Taforo / Dixon) to approve the slate of candidates for new Board membership. Motion passed.

- b) Board members were asked to recommend individuals for Foundation Board membership to the Nominating Committee. Recommendations included:
- Keith Cool – Owner, Mt. Shasta Supermarket – Mt. Shasta

A lengthy discussion by the Board was held to determine what characteristics are most desirable in prospective members. It's most important to have a "working" board rather than a large board. President Cook said he feels it is important to also consider individuals for committee membership separately from board membership.

### Item 7: Foundation Strategic Plan

The Board reviewed the November 14, 2009 Retreat. Lots of suggestions and great ideas for the future were identified. Four areas of priority were identified: Board Development, Public/Community Relations, Short Term Fund Development, and Long Term Fund Development. Ms. Suvia said she would discuss the comments further with the Executive Committee and the Strategic Plan would be updated once the goals for the next year are reviewed. No immediate action is needed at this time.

### Item 8: Fund Development

- a) **Short Term** – Mr. Roselli reported the Short Term Fund Development Committee has been working to identify different funding sources or populations and the best method for encouraging financial support of the Rural Health Sciences Endowment. The campaign just began its' fourth year and Mr. Roselli said he hopes to finish early. Mr. Roselli also reported he contacted the Pacific Power Foundation to discuss grant funding opportunities and learned they would not be interested in funding an endowment but might consider funding a specific project in the future.
- b) **Long Term (a.k.a Business Development)** – Mr. Messer distributed to the Board a handout detailing the work of the Business Development Committee (BDC). The BDC was established to provide a long-term revenue stream for the Foundation and has created five *Ad Hoc* sub-committees. Each sub-committee will be working on one of the following focus areas: Donations, Grants, Enterprise Startups, Fiscal Sponsorships, and Investments. In addition to the sub-committees, the BDC is establishing a network of advisors that have knowledge and expertise in each of the focus areas.

Priority is being given to an Enterprise Startup that will take over the management of the Community Education courses from the College, and re-organization and expanding the management of the College's Fiscal Sponsorships. Cost benefit analysis are being done on both of these projects in order to determine their feasibility and profitability.

Mr. Gross stated concern over how generating income would affect the Foundations non-profit and income reporting (IRS Form 990) status. He said he just received notification from the accountants how the new regulations for the 990 are applied and an income-based revenue program could have a significant impact on the reporting.

Mr. Messer said the BDC still has much work to do before any formal implementation or changes are made. The Committee is still in just a proposal phase. Mr. Taforo said this is a "major shift" for the Foundation and it is very exciting. President Lawrence reminded the Board the concept of Business Development was one of the many ideas discussed during the Retreat. It is no longer possible to rely on an income based solely on donations. President Cook asked if any other College Foundations are creating / establishing businesses such as the Foundation is considering. President Lawrence said there are several in California and all of the Washington State Community College Foundations are involved in Business Development.

#### **Non Action Items / Reports:**

Item 9: **Report of the Office of the College President**

Highlights of President Lawrence's report:

- The College's number one priority at this time is the reorganization or combining of the instruction and student services departments into one department. The second phase of the reorganization will be to expand / create a new division – Institutional Advancement. This new division will include the Foundation, Marketing, Recruiting, Grants, etc. President Lawrence said he planned to meet with Ms. Cozzalio to discuss the transition, needs, and future plans for the new division.

Item 10: **Report from the Foundation President**

Highlights of Foundation President Cook's report:

- Mr. Cook reminded the Board the successful completion of the RHSI endowment is very important. Anyone who has an interest in helping should contact the Foundation Office.

Item 11: **Report from the Foundation Executive Director**

Highlights of the Foundation Executive Director's report:

- Ms. Cozzalio said the performance by Tap Kids was great. For the school matinee performance, the show was sold out.
- The annual Presidents' Gala banquet will be held March 27, all Foundation members, Board of Trustees, and donors who contributed \$500 or more during 2009 will be invited as well as the recipients of the Honored Awards and their guests.

Item 12: **Eagle's Nest Report**

Highlight's of the Eagle's Nest Report:

- Sales revenue from July to December 2009 met and exceeded the 8% sales goal. Sales for the month of January did not meet the 8% sales goal. However, the revenue for the month did exceed expectations considering the Shop was closed for the New Years' Holiday as well as three snow days.
- A furniture round-up is planned for the first week of May with the annual Customer Appreciation Day event to be held June 5.
- The Eagle's Nest Advisory Committee (ENAC) meets monthly and is developing new special promotion or service ideas (Holiday or Christmas Shoppe featuring Christmas Items, Estate "liquidation" service, etc...)

**Written Reports / No Action:**

Item 13: **Report on the Rural Health Sciences Institute Endowment Campaign**

The Board reviewed the RHSI Endowment Campaign summary detailing funds raised to date (2/2/10) - \$12,789.92. In addition, the remaining portion of the McConnell Foundation Grant match has been received.

Item 14: **Report of the Business Development Committee**

The Board reviewed the minutes of the September 8 and November 10, 2009 Long Term Fund / Business Development Committee meetings.

Item 15: **Report of the Investment / Due Diligence Committee**

The Board reviewed the minutes of the November 10, 2009 Investment / Due Diligence Committee meeting.

Item 16: **Report of the Scholarship Committee**

The Board reviewed the minutes of the November 10, 2009 Scholarship Committee meeting.

Item 17: **Report of the Executive Committee**

The Board reviewed the minutes of the November 10 and December 8, 2009 Executive Committee meetings.

Item 18: **Report of the Performing Arts Series Committee**

The Board reviewed the minutes of the November 18, 2009 Performing Arts Series Committee meeting.

Item 19: **Upcoming Events**

The Board reviewed the list of upcoming events:

- ***President's Gala Banquet*** – March 27, 2010 (COS Learning Resources Center)
- ***Scholarship Dinner*** – April (TBA) 2010 (Weed Son's of Italy Hall)
- ***Volunteer's Dinner*** – April 16, 2010 (Strings Restaurant, Mt. Shasta)
- ***Golf Tournament*** – June 6, 2010 (Lake Shastina Golf Resort)
- ***Foundation Retreat*** –November (TBA) 2010 (COS Student Center)
- ***Holiday Craft Fair*** –December 3 and 4, 2010 (COS Gym)

Item 24:        **Adjournment**  
                  The meeting was adjourned at 9:21 a.m.

Respectfully submitted,

Dawnie Slabaugh  
Administrative Specialist  
Public Relations & Foundation

/ds