

**College of the Siskiyous
Foundation Board Meeting
Minutes of July 24, 2012**

Foundation Board: (8 members – NO QUORUM)

Greg Messer	Sue Boston	Rennie Cleland	Jack Runnels
Jack Cook	Deborra Brannon	Randy Lawrence	Sharon Stromsness

Constituent Representatives: (2 members)

Elaine Schaefer	Karen Tedsen
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Staff: (3 members)

Sonia Wright	Dawnie Slabaugh	Angel Fisher
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Absent: (9 members)

Dawna Cozzalio	Connie Marmet	Robin Styers
Bob Davis	Bob Rice	Chris Vancil
Ronda Gubetta	Dennis Sbarbaro	Cheri Young

ACTION ITEMS

Item 1: **Call to Order and Attendance**
President Greg Messer called the meeting to order at 8:05 a.m.

Regular Agenda: No Action Taken

Item 2: **New and/or Unfinished Business**
No new business was discussed.

Item 3: **Special Funding Request - \$1,000 to Support Purchase of Plaque for Flag Poles**
Mr. Lawrence gave a brief history on the Flag Pole project. He said the flag poles are located next to the Tactical Training Center (Fire Tower) and were purchased with funds raised in memory of a former COS employee. Unfortunately, the cost of the flag poles was such there are not enough funds left to purchase a commemorative / memorial plaque to be placed near the poles. He asked the Foundation to consider funding the cost of a plaque up to \$1,000. The plaque will memorialize those who contributed to the success of the COS Fire Academy and its implementation.

Mr. Messer said he would talk with Tony Osa, Fire Science Coordinator, to work on completing the project.

Due to the lack of a quorum, no action was taken on the funding request by Mr. Lawrence.

Item 4: **Committee Reports**
a) ***Investment & Finance*** – The next meeting will be held August 14 at 10 a.m.
b) ***Board Governance*** – Ms. Brannon reported the Committee has completed its review of the Foundation Bylaws and Ms. Wright will be updating the Bylaws to reflect the changes that need to be made. At the next Board Governance meeting,

the Committee will review the updated Bylaws and begin discussing new Board and Committee member recruits.

- c) **Scholarship** – Ms. Brannon reminded the Board the Scholarship Dinner will be held on August 25 at St. Michaels Hall. Tickets for the event were distributed to all Foundation and Scholarship Committee members to sell or purchase.
- d) **Fund Development** – The Fund Development Committee will be meeting on August 14. The main agenda item is the discussion of a possible fundraiser and projects for funding at COS.
- e) **Enterprise Operations**
 - i. Eagle’s Nest – Ms. Fisher provided the following written report:

Sales

When the Board decided to allow us to make the move to the new location, I knew it would be successful. I would have never of imagined we could be as successful as we were in the first year. We ended our first year over \$100,000, with a 46.5% increase over last year! Thank you to all the Board members and Sonia for their support and a special thank you to Greg Messer for his support in making the move a reality.

Eagle's Nest - Year-to-Year Comparison 2010-11/2011-12

<u>Month</u>	<u>Year 2010/11</u>	<u>Year 2011/12</u>	<u>Difference</u>	<u>Increase</u>
Total	\$69,645.84	\$102,088.12	\$32,442.28	46.58%

Although I am not expecting a 46% increase for the 2012-2013 year, we are projecting an 8% increase. This projection equals approximately \$111,000.

Volunteers

The Volunteers have been super busy keeping the store organized! In addition to all the hard work, they have been having a lot of fun too!

Congratulations Sally Thornton... Eagle's Nest Volunteer of the Year!! Sally has been a volunteer at the Eagle's Nest Shop since 2006 and earlier this year was promoted to Jewelry Merchandiser. When asked what she enjoys most about the Eagle's Nest, she replied “meeting new people and making new friends.”

The 50’s were a Hit (again)! Following a 50’s theme dinner, members of the COS Foundation and College staff recognized many individuals for their contributions to the Eagle’s Nest. Special thanks were given to Larry Keen, Jack Runnels, the Eagle’s Nest Advisory Committee, and Edgewood Custom Interiors Owners – Rich and Cheri Young.

New Shirts - Our volunteers and student workers are sporting a new look. Customers can easily identify our helpers by the black polo or t-shirts that the volunteers and student workers are now wearing.

Shopping Tour – Sonia and I took the volunteers to Ashland on June 13 for a day of fun. We toured five thrift/consignment stores and then had lunch. This was our third shopping tour, it is a great way for the volunteers to bond

and see how others shops are doing business. Many of the volunteers came back energized and we implemented new ideas for the store.

Recycling Container

We have been working with the City and Planning Commission to change the language in the City Ordinance to keep our container. Long story short, we are in the final stages and will be able to apply for a “use permit” soon. Special thanks to Greg Messer for his diligence in keeping us abreast of all the changes and meetings. Thank you to Sonia for accompanying me to the meetings.

Customer Appreciation Day!

Opening the doors at 10 a.m. to a line of people anxiously awaiting the \$1 clothing sale, we started the day with a crazy amount of people. Starting at 11 a.m. we had a free hotdog lunch, face painting, and customers waiting to see if they were going to be one of the hourly winners. We finished the day making a total of \$1098. All but \$278 of this amount was in \$1 clothing sales. WOW what a way to start the month!

Weed Carnevale Parade – July 18, 2012

As you may know, last year the Eagle’s Nest was voted 2011 Non-Profit Business of the Year! With three hours notice we threw an entry together and won 3rd place in the parade. Well, 3rd place is not good enough for us. We were determined to get 1st place this year, and.....WE DID IT! We decided our float would follow the Carnival of Savings theme. The Student Workers and Volunteers worked very hard putting the float together. Special thanks to Eric Slabaugh for letting us use his trailer and Larry Keen for erecting my crazy idea of having a Carnival Tent on the float during a very windy day. The students and volunteers had a lot of fun passing out toys, bracelets, and tattoos to the many kids watching the parade. In addition, we passed out 400 coupons to be used during the Carnevale week only.

- f) ***Events Coordination*** – Mr. Messer said this committee is inactive. Upcoming events are shown on the agenda.

Consent Agenda: No Action Taken

Item 5: **Approval of Meeting Minute – April 17, 2012**

The Board reviewed the Foundation Meeting minutes of April 17, 2012

Item 6: **Approval of Foundation Spending Policy**

The Board reviewed the Foundation Spending Policy approved by the Investment Due Diligence and Executive Committees.

Item 7: **Approval of 2012/2013 Foundation Budget Requests**

The Board reviewed 2012/2013 Foundation Budget requests for Foundation General Fund, Eagle’s Nest, COS Extension, Performing Arts Series, Scholarship and the RHSI Endowment.

Item 8: **Treasures Report – Review of Foundation Fiscal Report**
 The Board reviewed and discussed the Treasures Report for fiscal period: July 1, 2011 to May 31, 2012.

Item 9: **Upcoming Foundation Board Meetings:**

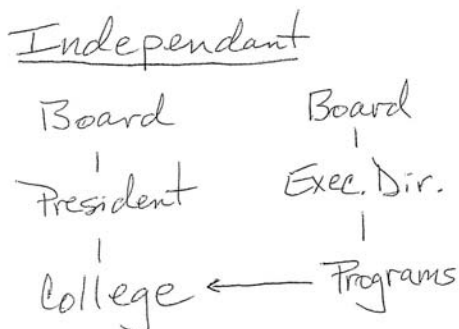
- Foundation Retreat – October 27, 2012 (Location TBA)
- Regular Board Meeting – January 22, 2013

Item 10: **Upcoming Event Dates:**

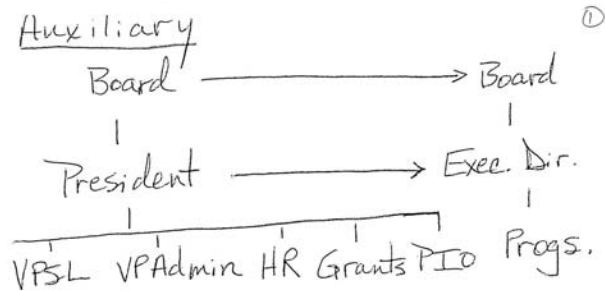
- Scholarship Dinner – August 25, 2012
- PAS: AFB Golden West Winds Quintet – September 19
- Science Building Grand Opening – October 18, 2012
- PAS: The Nutcracker – November 30, 2012
- Craft Fair – November 30 & December 1, 2012

Non Action Items / Reports:

Item 8: **Report from the Office of the President**
 Mr. Lawrence presented the Foundation Board with information on how a successful Office of Institutional Advancement is organized. (see diagrams)



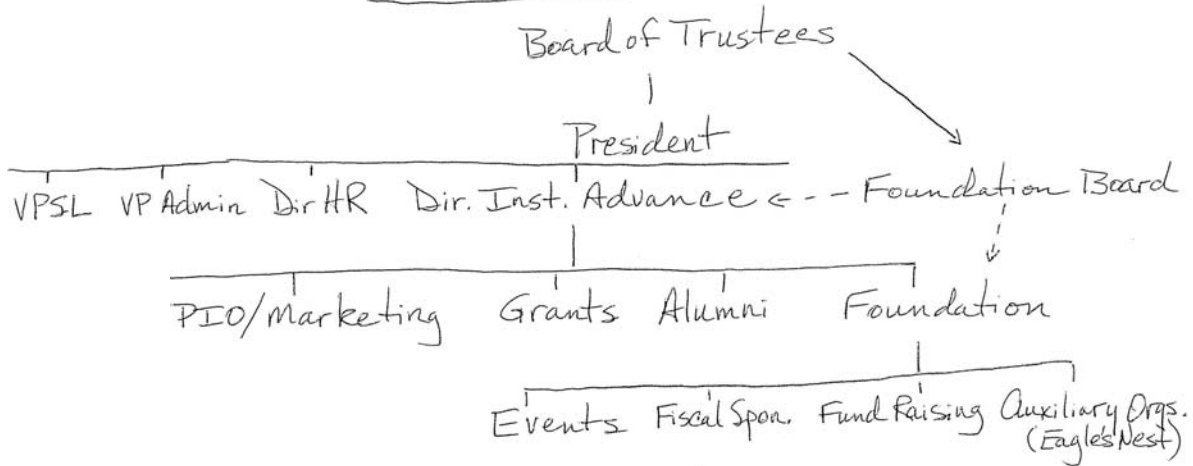
1. No financial support from College
2. (Often) Little Coordination of Planning
3. Lack of acceptance or ownership on part of college employees



1. College financial support - Exec. Dir. at a minimum.
2. Increased Collaboration on Planning
3. Lack of synergy between Grants, Marketing, Fundraising
4. Medium level of acceptance/ownership

Institutional Advancement

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1. Maximum Financial Support (not total)
2. " Coordinated Planning
3. Total Synergy of supporting programs
4. Potential for wide college acceptance/ownership

Item 9: **Report from the Director of Institutional Advancement**

Ms. Wright reported:

- She and Mr. Lawrence co-presented at the annual CCLC Conference in San Diego. The presentation topic was called: Friends not Foes – Maximizing Your Board’s Relationship with the College Foundation.
- She and Ms. Fisher attended the NARTs Conference for Thrift and Consignment Shop Managers and she learned a great deal and got lots of ideas.
- The IA Office has been working with Nancy Shepard on a redesign of the Foundation/Public Relations/Grant web pages. She said the new web pages are almost ready to “go live.”
- A new Endowed Scholarship has been created in memory of Mt. Shasta resident Joe Blevins. The first award will be given in 2013.

Item 10: **Adjournment**

Meeting was adjourned at 9:47 a.m.

Respectfully Submitted:

Sonia Wright, CFRE
Director - COS Institutional Advancement

Prepared By:

Dawnie Slabaugh, Recording Secretary
COS Institutional Advancement (Public Relations / Foundation)