

**College of the Siskiyous  
Foundation Board Meeting  
Minutes of January 28, 2014**

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**Foundation Board:**

Greg Messer	Robert Frost	Karen Tedsen (ASM)	Angel Fisher (staff)
Sue Boston	Bob Winston	Dennis Weathers (FAC)	
Jack Cook	Sonia Wright	Dawnie Slabaugh (staff)	

**Excused:**

Scotty Thomason	Margaret Dean	Deborra Brannon (LOA)
Rennie Cleland	Ronda Gubetta	Denny Sbarbaro (LOA)

**Absent:**

Robin Styres  
Denise Mannion (CSEA)

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**ACTION ITEMS**

Item 1:        **Call to Order and Attendance**  
President Greg Messer called the meeting to order at 8:04 a.m.

**Regular Agenda:**

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

Item 3:        **Committee Reports**

- a) ***Investment & Finance*** –Mr. Cook reported the Foundation investments are up 17% overall YTD. He also said the Committee has recommended the Investment Policy be reviewed annually at mid-year. No action taken.
- b) ***Board Governance:***
  - i. ***Approval of Auxiliary Foundation Board Officers for 2014*** – Motion was made (Frost / Boston) to approve Foundation Board Officer for 2014. Officers are Greg Messer - President; Scotty Thomason - Treasurer; Sonia Wright - Secretary. Motion passed.
- c) ***Scholarship:***
  - i. ***Approval of creation of Foundation endowed scholarship*** –Motion was made (Boston / Frost) to approve the creation of a Foundation endowed scholarship using \$19,000 from the bequest received in September from Mary Mazzei's estate. Motion passed. This endowment will support a \$500 annual scholarship for a student from Siskiyou County who plans to attend COS.
- d) ***Enterprise Operations***
  - i. ***Approval of business proposal and opening of new antique / furniture store*** - For several years, the Foundation has discussed the possibility of expanding the Eagle's Nest Shop, either by opening a second store in another town, or by opening creating a "specialty" item type of shop (i.e.

furniture or book store, or coffee shop). In November 2013, Ms. Fisher presented the Executive Committee with a business plan recommending the Foundation consider opening an Antique and Furniture store in Weed in an available location across the street from the Eagle's Nest. The Executive Committee reviewed and discussed the plan and approved motion to open the new store and authorize lease negotiations and expenditure of funds needed to move forward with the proposal and preparations for an opening on February 1, 2014. (see business plan and projected budget online at: [http://www.siskiyous.edu/ia/foundation/meetingmaterials/executivecommittee/ecmtg\\_11-12-13/fdnbusiness\\_11-12-13.pdf](http://www.siskiyous.edu/ia/foundation/meetingmaterials/executivecommittee/ecmtg_11-12-13/fdnbusiness_11-12-13.pdf)) Following the November meeting, Ms. Wright sent an email to the Foundation Board regarding the new store and provided a copy of the business plan requesting feedback.

*Motion was made (Frost / Wright) to approve the business proposal and opening of the new antique / furniture store. Motion passed.*

e) **Gift Acceptance**

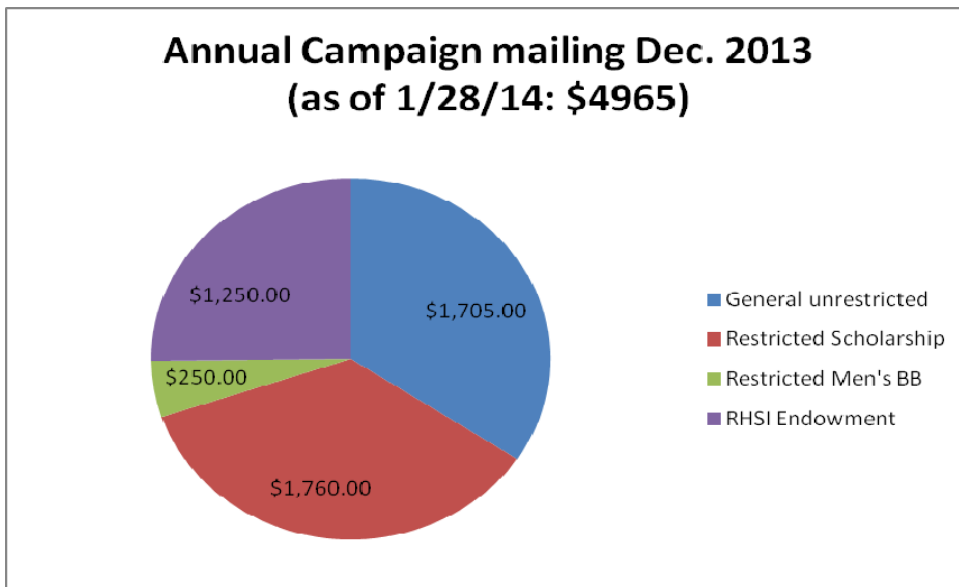
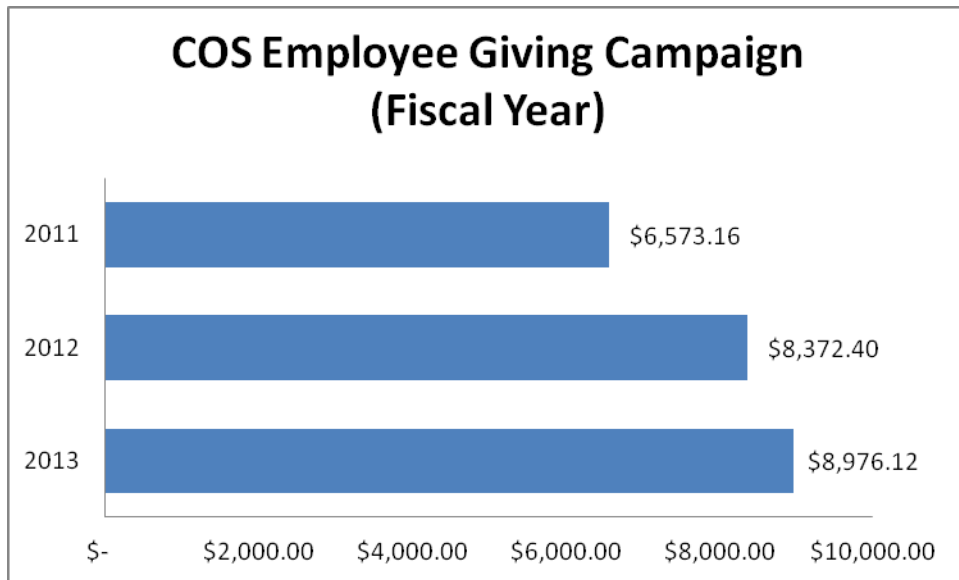
**Approval of acceptance of 40 Fire Turnouts** - Mr. Messer reported the Gift Acceptance Committee recommended approval of the Turnouts as they are certified and in good condition.

*Motion was made (Wright / Cook) to approve acceptance of Fire Turnouts donated to the COS Foundation for the COS Fire Academy by the Napa Valley Fire Department. Motion passed.*

f) **Events –**

- i. **Performing Arts Series**– The final performance for the fall series was The Nutcracker. (November 29). Ms. Slabaugh reported a good audience was in attendance for the show with approximately 415 tickets sold. ASB students volunteered as ushers for the show.
- ii. **Holiday Craft Fair** – Ms. Slabaugh said a winter snow storm “blew in” the opening day of the Craft Fair which impacted overall attendance at the annual event. However, the Crafters were very happy overall with the show and look forward to next years’ event. Many even asked if it were possible to make their reservation now rather than waiting until September 2014.

- g) **Fundraising** – Ms. Wright reported the annual fund giving letter was sent to the community prior to Thanksgiving. Approximately \$4,965 in donations has been received as a result of the mailing. Wright also mentioned the amount received from the employee payroll deduction campaign is also down, mainly due to employee resignations since July 1. (see graphs)



Item 4:

**Acceptance of Hearst Foundation Grant**

In May 2013, the Siskiyou Arts Council (SAC) sent a letter requesting the COS Foundation fiscally sponsor an Art Education Project that will be funded by the Hearst Foundation to support and extend the Arts Bus Education program by extending reach of the program to more areas within Siskiyou County, providing instruction, materials and transportation. The Hearst Foundation initially declined SAC's proposal because of SAC's annual financial basis. (SAC is a \$180k a year organization, whereas the Hearst Foundation requires their grant recipients to be \$1 million or more.) The Hearst Foundation was willing to reconsider SAC's submission if SAC were to be fiscally sponsored by a non-profit that meets their requirements.

COS will benefit from this project partnership because it will provide COS with an inroad into the Hearst Foundation and positive public relations from the activities that surround this project. In addition, SAC is willing to make an ongoing in-kind donation of time and leadership in areas that we have mutual involvement and will also pay COS an

administrative fee (not to exceed \$2,000) for the administration of the grant. In November 2013, a representative of the Hearst Foundation met with COS Administration, Foundation, and SAC representatives. In December 2013, notice was received of the award of \$50,000 from the Hearst Foundation to support the expansion of the Arts Bus project.

*Motion was made (Frost / Wright) to approve acceptance of the \$50,000 Hearst Foundation Grant and fiscal sponsorship of the project. Motion passed.*

Item 5: **Approval of 2012/2013 Foundation Form 990 and 199**

*Motion was made (Frost / Wright) to approve 2012/2013 tax forms 990 and 199. Motion passed.*

Item 6: **COS Foundation 2013/2014 Business and Restructure Plan**

Mr. Messer presented the Board with a power point presentation to “spark new energy and direction” into the Foundation. The full presentation may be viewed at:

<http://www.siskiyous.edu/ia/foundation/documents/fdnrestructureplan1-28-14.pdf>

During the last few years, the Foundation has been loosely coupled with the direction and strategies of the college. Mr. Messer is proposing the Foundation “get in lock-step with the college” in a way that directly benefits the needs of the college, community, and COS students.

The following objectives are proposed:

- Adopt relevant objectives and strategies of the College.
- Develop Foundation objectives, plans and timelines around each strategy that we adopt.
- Restructure the board and the committees to best serve and deliver on our objectives and strategies.
- Revise the Foundation’s By Laws as needed.

In addition, Mr. Messer is proposing restructure of the Foundation Board of Directors.

- The Foundation’s board of directors needs to transition to a working board that serves as the leadership team for developing and managing the new business plan.
- The Foundation’s expectations of board members will be very different going forward than it has been in the past.
- Board members need to assess individually whether this board continues to be a good fit.

Mr. Messer said when his commitment to the new President Search Committee is complete (mid to late March) he will actively begin working on the restructure plan. He also shared a draft Foundation Board Member Interest and Commitment form with the board. Dr. Frost said he supports the process as it presents a good opportunity for growth. Board members need to be supportive of moving forward and accepting of change, both in process and of personnel.

## Consent Agenda:

Item 7: **Approval of Meeting Minutes – October 22, 2013**

The Board reviewed the Foundation Meeting minutes of October 22, 2013.

Item 8: **Approval of Mini Grant Request to Support Track and Field Program**

The Board approved the mini grant request submitted by the COS Track and Field Coach to support the purchase of equipment for the COS Track and Field Program. The grant is not to exceed \$1,000. Acceptance and funding of this grant was delayed as the original grant request was missing signature approval. The requestor was contacted, informed what was needed to complete and resubmit for consideration.

Item 9: **Treasurers Report – Review of Foundation Fiscal Report**

The Board reviewed the fiscal report for the period of July 1, 2013 through November 30, 2013.

Item 10: **Upcoming Foundation Board Meetings:**

- April 22, 2014, 8AM (COS Board Room)
- July 22, 2014, 8AM (COS Board Room)
- October 28, 2014, 8AM (COS Board Room)

Item 11: **Upcoming Meetings / Event Dates:**

- COS Campuses Closed – February 7 (Lincoln Day)
- Foundation Executive Committee Meeting – February 11
- Grand Opening: The Vintage Nest – February 14
- COS Campuses Closed – February 17

*Motion was made (Frost /Tedsen) to approve the Consent Agenda as presented. Motion passed.*

## Non Action Items / Reports:

Item 14: **Report from the Office of the President**

Dr. Frost said he recently attended a conference in Sacramento where he had the opportunity to receive updates on many issues and topics currently affecting students and the California Community College system.

He also reported new funding for Adult Education in community colleges is available for supporting the areas of GED, ESL, “work-ready” training, and several other vocational areas. This signals a major shift from K-12 to higher education funding, and COS will be working closely with Yreka and County Education offices (locally), and partnering with Shasta College (regionally), to plan for additional Adult Education programming in the near future.

The District continues to work with county high schools to develop opportunities for minor students and work out issues regarding dual/concurrent enrollment.

Item 15: **Report from the Director of Institutional Advancement**

Ms. Wright said she has had the opportunity to learn more about the Eagle's Nest Shop and its day-to-day workings as she has been working a number of hours each week in the Shop while Ms. Fisher is concentrating on getting the new Vintage Nest ready to open. She also reported Karen Tedsen, Grants Coordinator, has been working with campus staff on new grant opportunities for the college (Title III, USDA, etc.) and Dawnie Slabaugh has been extremely busy with promotion of the spring semester and late-starting classes.

Item 16: **Adjournment**

Meeting was adjourned at 10:04 a.m.

Respectfully Submitted:



Sonia Wright, CFRE  
Director - COS Institutional Advancement

Prepared By:



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