



Board of Directors Meeting Minutes

Thursday, August 29, 2019

I. Call to Order

- A. A regular meeting of the Rio Hondo College Foundation Board of Directors was held in the Administration building at Rio Hondo College, Whittier, CA on August 29, 2019. The meeting convened at 4:15 p.m., President Dr. Carmella Franco presiding.

Board Members in Attendance:

Dr. Carmella Franco, President; Don Hannah, Vice President/Treasurer; Bryan Tabizon, Secretary; Terry Keller, Dr. Alice Mecom, Delia Morales, Mohamed Rassmy

Members Absent:

Dr. Arturo Reyes, Superintendent/President RHC; Jose Uribe

Foundation Staff in Attendance:

Henry Gee, Rachel Garcia

- B. Henry Gee shared brief bios for ex officio member Dr. Arturo Reyes, Superintendent/President Rio Hondo College and Dr. Alice Mecom who is representing Management and Confidential employees of Rio Hondo College. Unfortunately, Dr. Reyes had a previous engagement and was not able to attend the meeting. All members present introduced themselves and shared some personal interests.

- C. Approval of Minutes: June 6, 2019

On the motion of Mohamed Rassmy, seconded by Don Hannah, the Board voted unanimously by all members present [Franco, Hannah, Keller, Mecom, Morales, Rassmy, Tabizon] to approve the June 6, 2019 Minutes without changes.

II. Reports

- A. Interim Executive Director Henry Gee reminded all present that July 31, 2019 was the last day worked for Director of Development Cynthia Nickell. The Foundation has been losing unrestricted funds for the last three years and consequently, the Director of Development position will not be filled at this time. In kind support for event planning will be provided by Student Services managers.

Henry reported the gross revenue for *A Taste of Rio* was about \$145K including in kind donations. Expenses were less than \$20K bringing the net



revenue to approximately \$110K. Attendance was close to 700 guests. Henry further clarified that the purpose of the Host Committee is to raise money and requested Board Member participation this year. Delia Morales volunteered to serve on the Host Committee.

Henry announced the expansion of the Mini-Grant program to now include innovation projects. The program will now be called Innovation/Mini-Grants and will consider requests from \$100-\$1000. The maximum amount awarded will be \$10K per year.

Updates were made to the website to include posting of agendas and minutes, calendar of RHCF meetings, and links to publications that mention the Foundation. We will be working on a new look soon.

The Faculty and Staff Giving Campaign launched on Aug 16th and will continue until Oct 11th. A reception will be held on Oct 23rd to thank new donors.

Homecoming will be on Feb 21, 2020 with the addition of a beer garden. We will be reaching out to alumni to reconnect and donate.

III. Items for Discussion and Planning

- A. Bylaws Article VII, Section 5 already contains language for Vice President/President Elect. There was no need to further discuss.
- B. A Board Policies Sub Committee will be formed to review the 2010 approved policies. Carmella Franco, Bryan Tabizon, and Delia Morales will serve on the committee. Former Board Member John Peel will be invited to participate.
- C. An overview of annual activities was presented highlighting the addition of a golf tournament for June 2020. Bryan Tabizon volunteered to be on the planning committee.
- D. A grid with five-year goals was shared focusing on scholarship disbursement, Innovation/Mini-Grant disbursement, major fundraising events, endowment growth and Board membership goals. The Homecoming account has already received a check from SC Credit Union for \$5000. In the last six months the CDs that were held in separate banks were consolidated in the Schwab account and have earned \$5000 for the endowments compared to \$2300 in the last 12 months.
- E. A draft document of Foundation Board Member Responsibilities was distributed. Recommendations for edits or comments should be emailed to Rachel Garcia.
- F. Potential new Board Members will be considered once the expectations are firmed up. Previous names that were submitted have been noted.



-
- G. A Proposed Budget Development and Financial Review Calendar for 2019-2020 was presented for consideration. The proposed annual cycle would have a mid-year and end of year financial report to the Board in lieu of quarterly reports. It would also allow for a final budget to be approved by October.

IV. Items for Action

- A. On the motion of Don Hannah, seconded by Bryan Tabizon, the Board voted unanimously by all members present [Franco, Hannah, Keller, Mecom, Morales, Rassmy, Tabizon] to approve the June 30, 2018 Financial Statements and Independent Auditors' Report without changes.

V. Information and Calendar Items

- A. Welcome Reception for Dr. Reyes, September 20, 2019; 5:30 p.m., Lower Quad (RHC Foundation sponsoring refreshments)
- B. Board of Directors Meeting, October 10, 2019, 4:30 p.m., Board Room (A102)
- C. Good Scout Award Dinner honoring John and Laurie Peel, November 7, 2019, 5:30 p.m., DoubleTree by Hilton, Whittier
- D. Board of Directors Holiday Social, December 12, 2019, 5 p.m., Dr. Franco's residence

VI. Other Business

- A. No new business was brought forward.

VII. Adjournment

President Franco adjourned the meeting at 6:04 p.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.