I. Opening Items
   A. Call to Order

   A regular meeting of the Rio Hondo College Foundation Executive Committee was held at Rio Hondo College, Whittier, CA on September 12, 2019. The meeting was called to order at 9:05 a.m. with President Carmella Franco presiding.

   **Members in Attendance:**
   Dr. Carmella Franco, President; Don Hannah, Vice President/Treasurer; Bryan Tabizon, Secretary; Dr. Arturo Reyes, RHC Superintendent/President

   **Members Absent:**
   None

   **Foundation Staff in Attendance:**
   Henry Gee, Rachel Garcia

   **Additional Guests:**
   Oscar Valladares

   B. Approval of Minutes

   On the motion of Bryan Tabizon, seconded by Dr. Reyes, the Executive Committee voted by all members present [Franco, Reyes, Tabizon] to accept the May 30, 2019 minutes with a revision to IV.B.

   IV. B. A Taste of Rio - Henry reported an estimated gross revenue of $156K for A Taste of Rio which is an increase from $98K in 2018.

II. Reports

*Don Hannah arrived at this point in the meeting.*

   A. President, Dr. Carmella Franco

   Dr. Franco welcomed Dr. Reyes. All members present introduced themselves and gave brief biographical highlights.

   B. College Superintendent/President, Dr. Arturo Reyes

   Dr. Reyes also spoke about his background. He introduced Board of Trustee Oscar Valladares whom he invited to the meeting. Trustee Valladares expressed his desire to grow the Rio Hondo alumni base and the importance of securing
additional resources for the Foundation.


    Henry drew attention to the Fund Balance change.

D. Interim Executive Director, Henry Gee

    Henry provided a brief historical perspective of the Foundation. In 15 years, there have been 7 Directors. The Director of Development resigned, thereby allowing stability to unrestricted funds which have declined in the past 3 years.

    He agrees with Trustee Valladares that there needs to be more outreach to Alumni. However, the database will need to be cleaned up before earnest outreach can begin. It was recommended to start with cohorts such as Fire Academy, Police Academy, and Tesla grads followed by programs with strong links to the College such as EOPS and Puente. The intent would be to draw them back to the College with events such as Homecoming.

III. Items for Action

   A. Proposed Salary Increase for Foundation Employee

       On the motion of Don Hannah, seconded by Bryan Tabizon, the Executive Committee voted by all members present [Franco, Hannah, Reyes, Tabizon] to approve the proposed annual salary increase for the position of Scholarship and Special Events Coordinator from $51,996.00 to $58,000.00 effective October 1, 2019 with a study on the salary history for past Directors.

IV. Items for Discussion

   A. Draft Budget for 2019-2020

       Henry Gee presented he Tentative Draft Budget for 2019-2020 with a balance of Income and Expenses. The amounts for Unrestricted revenue are conservative.

   B. Signature Authority – Item pulled by Henry Gee

   C. Continue Discussion of Board Member Responsibilities and Expectations

       The 9/11/19 draft was reviewed and discussed. Emphasis was placed on raising more income for the Foundation by strengthening connections and “Friend Raising”. A draft sample rubric was also presented for discussion.

   D. Possible Proposed Board Members

       A short list of potential Board Members was reviewed.

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. Executive Committee Meeting, November 14, 2019, 9:00 a.m., Small Board Room (A106)

E. Board of Directors Holiday Social, December 12, 2019, 5 p.m., Dr. Franco's residence

VI. Other Business

No new business was brought forth.

VII. Adjourn

The meeting adjourned at 10:16 a.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.