I. Opening Items
   A. Call to Order
      A regular meeting of the Rio Hondo College Foundation Executive Committee
      was held virtually via the Zoom platform on May 14, 2020. The meeting was
called to order at 9:02 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

   B. Approval of Minutes
      On the motion of Don Hannah, seconded by Bryan Tabizon, the Executive
      Committee voted by all members present [Franco, Hannah, Reyes, Tabizon] to
      accept the March 12, 2020 minutes without revisions.

II. Reports
   A. President, Dr. Carmella Franco
      Dr. Franco expressed her appreciation for the kindness and sympathy of the
      Board on the passing of her mother. She also extended her condolences to Dr.
      Reyes for the recent passing of his father. She asked for the other members to
      share how they are doing during this time of Coronavirus. Both Members Tabizon
      and Hannah made remarks.

      She reported that over a recent conference call with Henry and Dr. Reyes the
      challenge of filling the soon to be vacant Executive Director position was
discussed. There may be the possibility to have a Rio Hondo College staff
      member serve as temporary Executive Director until a proper search can be
      conducted and utilize other staff that have time available due to the remote
      work environment. She asked for comments on these possibilities. The consensus
      is to use College resources if possible for consistency until the permanent
      placement of an Executive Director.
B. College Superintendent/President, Dr. Arturo Reyes

Dr. Reyes reported that of the $6.2 M federal CARES funds received, the College is starting to distribute the $3.1 M allocated to students. Both the community and students are struggling. He thanked Henry and his Student Services team for their good work of coordinating the distribution of funds. He asked Henry to report on the details of the distribution. On Friday, May 22, 2020, $1.2 M will be automatically awarded to 3200 students that are currently enrolled with a 2.0 GPA and report zero family contributions. Full time students will receive $500.00 and part time students $300.00 each.

There are also State and Foundation funds available for students who did not qualify for the Federal CARES grant. These funds have more flexibility and can be used for undocumented students. The RHC application for requesting these grants opened on May 13 and will close on May 15, 2020. There were 800 applicants in the first 8 hours.

He also thanked Henry for the incredible work of quickly launching the Rio Cares donation page and the generosity of the Foundation. The donations as of this morning were at $26,756.00.

C. Vice President/Treasurer, Don Hannah

A copy of the Balance Sheet and Year to Date Budget through March 31, 2020 were provided. Endowments have declined due to the negative effect of the Coronavirus on stocks and bonds. Unrestricted assets, however, have recovered primarily due to the reduction in staffing. As of the end of March, both temporary restricted revenue and grant revenue have exceeded the budget for the year. A Taste of Rio has had an obvious decline since the event has been postponed. Homecoming was very close to budget. The numbers overall provide a mixed picture.

D. Interim Executive Director, Henry Gee

Henry’s comments were related to the discussion items and he made them during the discussion of each item.

III. Items for Discussion and Possible Action

A. Unrestricted Expenses to #8520 – Follow Up from March 12, 2020 Meeting

The Executive Committee asked for details on the expenses charged to unrestricted Equipment & Supplies. A written explanation from Mohamed Rassmy was provided in the meeting packet. The bulk of the expense was for a computer and microscope for the Science Department from an unrestricted grant. Henry further explained that the credit card is used as a pass through for event expenses that are later charged to their respective funds.
B. RHC Foundation Officers for 2020-2022

A 2019-2020 Board of Directors Roster was provided in the meeting packet. Dr. Franco pointed out that the Bylaws do not specifically indicate the duration for the term of its officers. She recommends staggering the terms in the future. The term limit for members is three, three-year terms. Rachel will email the Bylaws following the meeting.

Dr. Franco inquired as to when Dr. Reyes could look at the staffing situation. He stated that since the Executive Committee has given him the okay, he will work with Henry to identify some individuals who may be able to perform the functions needed, and in concurrence with Dr. Franco. She will call an Executive Committee Special Meeting prior to the Annual Meeting to review the background of the proposed individual and call for a vote to have a Temporary Executive Director.

Dr. Franco asked for a motion to continue with the current Executive Committee until such time that an Executive Director is brought aboard. It was moved by Don Hannah and seconded by Bryan Tabizon. The Executive Committee voted by all members present [Franco, Hannah, Reyes, Tabizon] to extend the terms of the current Officers until a new Executive Director has been selected.

C. Recap of Homecoming 2020 – Tabled from March 12, 2020 Meeting

Henry reported that over all the event was outstanding and welcoming. The solicitation from Police Academy Reunion attendees yielded much lower than expected donations. Launching a robust Alumni participation is still a work in progress. Some alumni were identified prior to the event that would be interested in being engaged. Henry recommends forming a subcommittee of the Foundation to pursue more Alumni engagement especially for Homecoming.

D. Host Committee Report for A Taste of Rio – Tabled from March 12, 2020 Meeting

Henry reported that there has not been any planning activity since the Safer at Home COVID mandate in March. Even though the event has been rescheduled for September 25, Henry noted that there is no projected date yet for reconvening large gatherings. In the meantime, Dr. Franco suggested continuing the planning and posting of updates to the website.

E. Proposed 2020-2021 Board of Directors Meetings and Events Calendar

A draft 2020-2021 Board of Directors Meetings and Events Calendar was provided in the meeting packet. Dr. Franco and Henry will propose dates and distribute to the Executive Committee for comment.

IV. Information and Calendar Items

A. Board of Directors Annual Meeting, June 11, 2020; 4 p.m., Zoom Conference Call
The draft agenda was shared.

B. President's Circle Reception, POSTPONED; 5 p.m., location TBD

C. Golf Tournament Fundraiser, August TBD, 2020; 1 p.m., California Country Club
   Henry has a follow up call with the California Country Club for dates to reschedule the Golf Tournament and the Inaugural Athletic Hall of Fame Dinner. October may be the next possible month.

D. Inaugural Athletic Hall of Fame Dinner, August TBD, 2020; 6 p.m., California Country Club

V. Other Business
   No new business was brought forth.

VI. Adjournment
   On the motion of Don Hannah, seconded by Bryan Tabizon, the meeting adjourned at 9:59 a.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.