Thursday, October 11, 2012  
Los Angeles Mission College - Campus Center Room 4  
9:00 a.m.  
Minutes of Regular Meeting  

PRESENT  
Jose Oliva  
Albert Alvarez  
Aleea LeBlanc  
Michael Cortez  
Rick Pocrass  
Don Neal  

ABSENT  
Carlos Sandoval  
Dr. Monte Perez  
Art Gastelum  

GUESTS  
Roger Chang  
Paul Grubb  
Norris Dorsey  

I. Call to Order.  
Jose Oliva called the meeting to order at 9:10 AM.  

II. Session for Public Comment.  
No one addresses the board.  

III. Old Business  
   - Approve Minutes of Regular Meeting of September 13, 2012. After brief  
     time to review, Rick Pocrass motions to approve the minutes of September  

IV. New Business  
   - Approve payment of invoices listed on attached sheet. Each item on list is  
     discussed and partial or total amounts are approved for each item. After  
     discussion, total amount equals $6,935.25. Rick Pocrass motions to  
     approve $6,935.25 for payment of invoices listed on attachment. Albert  
     Alvarez seconds. Motion passes.  
   - Discuss possible purchase of machine to run credit card transactions.  
     Albert Alvarez mentions that the Foundation would like to be able to  
     accept credit card payments for events. Various board members offer input  
     about different types of merchant accounts available and different devices  
     that can be used. Albert Alvarez will continue to research options and the  
     Foundation does not approve any funds for this yet.  
   - Discussion regarding ASO Prop 30 Forum. Michael Cortez invites the  
     Foundation to the event being put on by ASO and asks if the Foundation  
     could donate funds for “cookies and juice” for the guests of the event.  
     Albert Alvarez motions to approve a $100.00 spending limit for ASO Prop  
     30 Forum. Rick Pocrass seconds. Motion passes.
Discuss possible use of paperless filing system for Foundation files. Albert Alvarez tells the Foundation members that due to limited office space, the Foundation could benefit from purchasing paperless filing software and a scanner. In addition, Jose Oliva brings up the question of using either a “cloud” (online) or purchasing an external (physical) back up system. The Foundation considers “Paperport” and “Nuance” and decides to approve funds to move forward with either software. Albert Alvarez motions to approve a $200.00 spending limit for paperless filing software. Rick Pocrass seconds. Motion passes.

V. Reports

- **College President’s Report.** College President absent, no report given.
- **Foundation Chair Report.** Jose Oliva presents the Foundation with information about the “Sylmar Pumpkin Patch” taking place on campus during October 2012. He also gives all board members an invitation to “Meet the Mayoral Candidate” Emanuel Pleitez on Oct. 24, 2012. Board members are asked to invite “key members of our community” to a private dinner reception on that date. Albert Alvarez would like the Foundation to approve a budget for the event which will include the cost of the dinner and a stipend for 2 students who will be filming the Meet-And-Greet public forum. Rick Pocrass motions to approve a $1,000.00 budget for October 24, 2012 Dinner with Emanuel Pleitez. Michael Cortez seconds. Motion passes.
- **ASO President Report.** Michael Cortez says that ASO is partnering with MEChA to put on a “Dia de Los Muertos” night and Movie night on the campus quad on Nov 1. He also mentions that he will be sending all Foundation members an invitation as soon as there is another Brown Act training session.
- **Financial Report.** Albert Alvarez has nothing to report.

VI. Committees

- **Scholarship Committee.** No report is given.
- **Strategic Fundraising Committee.** Guest Paul Grubb volunteers to take on this committee. He would like to help the Foundation put together a database of contacts who can potentially donate as well as an alumni database.
- **Governance Committee.** No report is given.
- **Olive Festival Committee.** No report is given.

VII. Adjourn

Michael Cortez motions to adjourn meeting. Meeting is adjourned at 10:20 AM.

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Elizabeth Rubio, Communications Coordinator: This is to certify that these are the full and correct minutes of the Los Angeles Mission College Foundation.

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Mr. Jose Oliva, Chairman

Minutes of Regular Meeting October 11, 2012 Page 2 of 2
# Invoices APPROVED by LAMC Foundation
during Board Meeting of October 11, 2012

<table>
<thead>
<tr>
<th>Amount</th>
<th>Invoice #</th>
<th>Payee</th>
<th>Approved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 4,373.81</td>
<td>MC1396</td>
<td>LAMC Culinary Arts Program</td>
<td>$ 2,000.00</td>
</tr>
<tr>
<td>$ 420.00</td>
<td>1714</td>
<td>IMAGINATION WORKS .ORG</td>
<td>$ 420.00</td>
</tr>
<tr>
<td>$ 65.25</td>
<td>1627</td>
<td>IMAGINATION WORKS .ORG</td>
<td>$ 65.25</td>
</tr>
<tr>
<td>$ 2,500.00</td>
<td>(Sponsorship)</td>
<td>Obesity Prevention Day</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>$ 150.00</td>
<td></td>
<td>Intuit</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>$ 400.00</td>
<td>MF2773</td>
<td>LAMC</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>$ 200.00</td>
<td>MF2780</td>
<td>LAMC</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>$2,000.00</td>
<td>(budget)</td>
<td>(various)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>$ 200.00</td>
<td>(budget)</td>
<td>LAMC Culinary Arts Program</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

Total Approved = $ 6,935.25
<table>
<thead>
<tr>
<th></th>
<th>Summary of Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Breakfast/Lunch/Dinner for Flex Day Fall 2012</td>
</tr>
<tr>
<td>2</td>
<td>Design, Print and Installation of custom wall graphic calendar for Culinary</td>
</tr>
<tr>
<td>3</td>
<td>10 programs for Springfest 2012</td>
</tr>
<tr>
<td>4</td>
<td>&quot;Gold Sponsor&quot; for event on Saturday, October 13, 2012</td>
</tr>
<tr>
<td>5</td>
<td>Purchase of Quickbooks 2012 version for use by Foundation bookkeeper</td>
</tr>
<tr>
<td>6</td>
<td>Reimbursement of Farmer’s Market (June) expense previously paid by LAMC</td>
</tr>
<tr>
<td>7</td>
<td>Reimbursement of Farmer’s Market (July) expense previously paid by LAMC</td>
</tr>
<tr>
<td>8</td>
<td>Budget for Sylmar Pumpkin Patch. Expenses include: $450 for fencing, $435 for</td>
</tr>
<tr>
<td></td>
<td>insurance, remaining balance for purchase of pumpkins</td>
</tr>
<tr>
<td>9</td>
<td>&quot;The National Society of Collegiate Scholars&quot; Luncheon with guest Jonathan Atkins</td>
</tr>
</tbody>
</table>