Minutes of Regular Meeting
Thursday, June 13, 2013

PRESENT
Albert Alvarez
Aleea LeBlanc
Michael Cortez
Rick Pocrass
Jose Castillo

ABSENT
Dr. Monte Perez
Art Gastelum
Don Neal

GUESTS
Darlene Montes
Elizabeth Rubio

I – Call to Order at 9:12 AM.

II – Session for Public Comment

III – Old Business

  o Approve Minutes of Regular Meeting of May 9, 2013.  
    After several minutes of review, Rick Pocrass motions to approve the minutes of May 9, 2013  
    meeting. Aleea LeBlanc seconds and the motion passes.

IV – New Business

  o Approve LAMC Foundation expenses. (See attached sheet.)
    Discussion (Item 1): The Foundation has already approved and paid $2,000 towards the invoice.
    Darlene Montes suggests that the college president may have a budget to pay for this. Elizabeth
    Rubio will forward the invoice to the President’s Office.
    Discussion (Item 2): Albert Alvarez tells the board that although the Foundation donated to this
    cause in 2012, we are not in the position to do the same this year. The other board members agree
    and item 2 is not approved.
    Discussion (Item 3): There is much discussion as to the Foundation’s involvement in this year’s
    Sylmar Olive Festival. Hamer Toyota, an Olive Festival sponsor, has made a donation to LAMC
    Foundation. The Foundation is requested to set up a fund for this money and spend it on related
    invoices. Albert Alvarez will attend next meeting for the Sylmar Olive Festival and further discussion
    is tabled until July.
    Discussion (item 7): Rick Pocrass suggests that this item be dealt with separately from the other
    expense items.
    A motion to approve items 4, 5 and 6 on the Expense List for $7,546.65 passes. A motion to
    approve $4,562.00 for all Scholarships listed on the attached approval sheet passes.

  o Approve hire of Elizabeth Rubio as Communication Coordinator for LAMC Foundation.
    Elizabeth Rubio, the Foundation’s Communication Coordinator has been on the LACCD payroll
    through financial aid’s “Work Study” program. Financial aid is no longer paying her as of May 31,
2013. Until other payroll options are reviewed, Albert Alvarez motions to approve payment through June 30, 2013 of up to 25 hours/week at $12/hour. Rick Pocrass seconds and the motion passes.

- Discussion and possible vote to set up Sylmar Olive Festival account for 2013 event.
  - This discussion is tabled until July 2013.
- Address potential conflict of interest. RE: Foundation Endowment (see attached correspondence). Albert Alvarez presents a memo clarifying that there is no conflict of interest related to the Millie Dein Endowment and the Notary Endowment managed by the firm for which Albert works but does not receive compensation from.

V – Reports

- **College President’s Report**
  - College President is not present; no report is given.
- **Foundation Chair Report**
  - Albert Alvarez reminds all board members that the Foundation Board Retreat will take place the coming Saturday. He reports that he is actively working on bringing in new board members.
- **ASO President Report**
  - Albert Alvarez reports that ASO does not have a president and they will be holding re-elections.
- **Financial Report**
  - There is nothing to report.

VI – Committees

- **SPRINGFEST Committee**
  - A spreadsheet with all Springfest income and expenses is presented to the board members.
- **Community Outreach Committee**
  - No report
- **Web Communications Committee**
  - Jose Castillo is evaluating software to set up a database of potential donors. He is also working on a “job description” for a potential intern of the Foundation.
- **Scholarship Committee**
  - Discuss amount of possible stipend for 5 other interns in STEM Program: If STEM can help the Foundation raise money, the Foundation will be able to give more. Until then, the Board does not approve any additional stipends.
- **Strategic Fundraising Committee**
  - No report given
- **Governance Committee**
  - Discuss Executive Board Election: There is no quorum so no voting takes place. Rick will talk with all candidates to see if they will accept their potential position, and voting will take place via e-mail.
- **Olive Festival Committee**
  - No report is given.

VII – Meeting is adjourned at 10:36 AM

This is to certify that these are the full and correct minutes of the Regular Board Meeting of the Los Angeles Mission College Foundation, as transcribed by Elizabeth Rubio and approved by the Board of Directors.

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Albert Alvarez, Chairman  Date  Alecia LeBlanc, Secretary  Date
### LAMC Foundation Expense List 2013
APPROVED June 2013 Meeting

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Amount</th>
<th>Fund</th>
<th>Invoice</th>
<th>Payee</th>
<th>Amount Approved</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$2,373.81</td>
<td>General Chk</td>
<td>MC1396</td>
<td>LAMC Culinary Arts</td>
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<tr>
<td>2</td>
<td>$1,000.00</td>
<td>General Chk</td>
<td>(donation)</td>
<td>Mission Community Police Coun</td>
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<tr>
<td>3</td>
<td>$10,000.00</td>
<td>Sylmar Olive Festival</td>
<td>(budget)</td>
<td>(various)</td>
<td>$0.00</td>
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<td>4</td>
<td>$4,000.00</td>
<td>Springfest 2013</td>
<td>MC1381</td>
<td>LAMC Culinary Arts</td>
<td>$4,000.00</td>
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<tr>
<td>5</td>
<td>$1,600.65</td>
<td>General Chk</td>
<td>Mar, April, May</td>
<td>Chris Bunch</td>
<td>$1,600.65</td>
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<tr>
<td>6</td>
<td>$1,946.00</td>
<td>Millie Dein</td>
<td>M1106</td>
<td>LAMC (Business Office)</td>
<td>$1,946.00</td>
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<tr>
<td>7</td>
<td>$600.00</td>
<td>General Chk</td>
<td>(budget)</td>
<td>Elizabeth Rubio</td>
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<td>10</td>
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<td></td>
<td></td>
<td></td>
<td>$21,520.46</td>
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**Total Approved = $7,546.65**

### Summary of Expense

1. Remaining balance on invoice for Fall 2012 Flex Day for faculty and staff
2. Support for the annual "Race for Youth" fundraising event for the LAPD Cadet program
3. Release funds for expenses related to Sylmar Olive Festival. ($10,000 was donated by Hamer Toyota.)
5. Invoice for Bookkeeping services for March ($498.75), April ($483.45) and May ($618.45)
6. Enrollment/Health/Rep fees for students awarded Millie Dein scholarship for Spring 2013 semester
7. $600.00 = maximum amount to be paid every 2 weeks. Amount based on max of 25hrs/week at $12/hour
8
9
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Amount</th>
<th>Scholarship</th>
<th>Student</th>
<th>Amount Approved</th>
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<tr>
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<td>Osher Foundation Scholarship</td>
<td>Elvira Mansouri</td>
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<td>$250.00</td>
<td>AB540 Scholarship</td>
<td>Esau Villalobos</td>
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<tr>
<td>3</td>
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<td>Gloria Plaza</td>
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<td>AB540 Scholarship</td>
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<tr>
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<td>STEM internship stipend</td>
<td>Jeff Jagiello</td>
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<td>8</td>
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<td>Ronald Neubauer</td>
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<tr>
<td>9</td>
<td>$1,000.00</td>
<td>STEM internship stipend</td>
<td>Peter Velasquez</td>
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</tr>
<tr>
<td></td>
<td>$4,562.00</td>
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<td></td>
<td></td>
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</tbody>
</table>

**Summary of Expense**

1. From Osher Foundation Scholarship Fund
2. From "AB540 Community Funded Scholarship" Fund (funded by Pueblo y Salud donations)
3. From "AB540 Community Funded Scholarship" Fund (funded by Pueblo y Salud donations)
4. From "AB540 Community Funded Scholarship" Fund (funded by Pueblo y Salud donations)
5. From "AB540 Community Funded Scholarship" Fund (funded by Pueblo y Salud donations)
6. From "AB540 Community Funded Scholarship" Fund (funded by Pueblo y Salud donations)
7. From Springfest Scholarship Fund
8. From Springfest Scholarship Fund
9. From Springfest Scholarship Fund