Minutes of Regular Meeting
Thursday, July 11, 2013

PRESENT
Albert Alvarez
Jose G. Castillo
Aleea LeBlanc
Dr. Monte Perez
Art Gastelum
Rick Pocrass
Don Neal

ABSENT
Milena Calderon

GUESTS
Louis Zandalasini
Daniel Villanueva
Elizabeth Rubio

1. Call To Order – 9:04 AM

2. Pledge of Allegiance

3. Session for Public Comment
- Chef Louis Zandalasini gives a brief explanation of what Flex Day is. Flex Day will take place on August 22, 2013. In the past the Foundation has co-sponsored this event so he asks them to consider co-sponsoring it again this year.


5. Approve hire of Elizabeth Rubio as Communication Coordinator for LAMC Foundation, to be paid $12.00/hour up to 25 hours/week. LAMC Foundation will enroll with “Sure Payroll” to hire Elizabeth Rubio as an employee. Aleea LeBlanc motions to hire Elizabeth Rubio for the Foundation at $12.00 per hour up to 25 hours a week, effective July 1. Albert Alvarez seconds. Motion passes.

6. Discussion and possible vote to set up Sylmar Olive Festival account for 2013 event. Albert Alvarez motions to set up Sylmar Olive Festival Account, Jose G. Castillo seconds. Discussion: Jose G. Castillo mentions that all Foundations have “administrative fees” when donors use a non-profit Foundation to sponsor an event. He suggests the Foundation approve an admin fee for donations. The Board agrees that the Foundation should put a fee in place for donations coming in hereafter but not for donations already received. Don Neal leaves the room for a vote, Jose G. Castillo abstains and the motion passes.
7. **Approve budget not to exceed $2,000.00 for co-sponsorship of Flex Day Fall 2013 for LAMC faculty.** Art Gastelum says he would like to sponsor the breakfast for this event. No motion is made.

8. **Approve payment of $917.01 invoice from Verizon Wireless.** Rick Pocrass motions to approve the Verizon payment of $917.01, Art seconds and the motion passes.

9. **Discussion and possible vote to re-open Millie Dein Scholarship application for Fall 2013.** Elizabeth asks the Board to review the attached memo in which the LAMC Financial Aid Office has agreed to help the Foundation should the Foundation choose to re-open this application. Albert Alvarez makes a motion to re-open the Millie Dein Scholarship application for the 2013-2014 school year. Rick Pocrass seconds. Discussion: In the future, the Board would like to revisit the original agreements of this scholarship so that the Foundation can give the student the scholarship award (as opposed to tuition-only).

10. **Approve $600.00 membership renewal: Network of California Community College Foundations.** Albert Alvarez motions to renew this membership, Jose G. Castillo seconds and the motion passes. Jose G. Castillo suggests that all members use the online membership with NCCCF to take advantage of the valuable resources on the website.

11. **Possible catering budget for Foundation Scholarship Ceremony in August.** After discussing the amount of students receiving awards and approximating $10-15 per person, Rick Pocrass motions to approve a budget of up to $450.00 for Foundation Scholarship Ceremony on August 15, 2013. Art Gastelum seconds and, with no further discussion, the motion passes.

12. **Discussion of new fundraising ideas, proposed by Jose G. Castillo.** Jose G. Castillo presents the Board with a list of 11 fundraising ideas. The detailed list is attached. Don Neal adds one idea: a chalk festival on the top level of the parking structure.

13. **Proposal of picnic with Foundation members, college faculty and college staff.** Possibly approve budget. Jose G. Castillo presents the idea that the Foundation serve food to LAMC faculty and staff to start a tradition. The Board loves the idea but suggests that it is not feasible to plan for this August. Rick Pocrass suggest an October event.

14. **Approve payment of $863.00 to Philadelphia Ins. Co. for Liability Insurance premium.** Albert Alvarez explains that this insurance is separate from the Directors & Officers insurance already paid by the Foundation. Albert Alvarez motions to approve this payment. Seconded by Art Gastelum, the motion passes.

15. **Approve agreement between Los Angeles Community College District Foundation and LAMC Foundation.** Art Gastelum motions to approve the agreement, Rick seconds. The motion passes.
16. Reports
   A) **College President:** Accrediting commission report was published this week. LAMC received a warning. LAMC is already making changes and has a 1-year plan to address all of the accreditation team’s recommendations with the help of a consultant.
   B) **Foundation Chair:** Albert reports on some contacts he is making in order to gain new board members
   C) **ASO President:** not present.
   D) **Financial:** Financial report is attached. The Board has decided to press charges against Jose Oliva and will be moving forward on that this week. Jose G. Castillo adds that he would like to look into the agreement with the current bookkeeper.

17. Committee Reports
   A) **Springfest:** No report is given
   B) **Community Outreach:** No report is given
   C) **Web Communications:** Jose G. Castillo presents the website template to the Board.
   Approval of funding is tabled until a sponsor is found or the Foundation raises more funds.
   D) **Scholarships:** No report is given
   E) **Strategic Fundraising:** No report is given
   F) **Governance:** Review of Mission Statement and Vision Statement proposed by Jose. G. Castillo is tabled due to time constraint. All Board members will review the proposed documents and e-mail feedback to Elizabeth Rubio.

18. Adjourn - 10:44 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.