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BOARD OF DIRECTORS MEETING
June 28, 2017 at 4:00 p.m.
Social Science, Room 205

OPEN SESSION

- I. Call to Order - Douglas Marshall called the meeting to order at 4:03 p.m.

Roll Call:

Directors Present: Douglas Marshall, Kathleen Rose, Diane Stone, Jeff Orth, Suzanne Bulle, Amy Garber, Mark Roberts, Sabrina Lawrence
Directors Absent: Tom Breen, Tony Marandos

Other Attendees:

Bobbi Jo Palmer (coordinator), Nancy Bailey (recorder), Wade Ellis, Kathleen Moberg, Donna Pray, Kurt Michielssen, Ryan Shook, Fred Harris, Ron Hannon

- II. Introductions and Elections of New Directors to Gavilan College Educational Foundation

Bobbi Jo Palmer provided a brief biography on incoming directors Tom Breen, Amy Garber, and Mark Roberts. Douglas Marshall thanked them for their interest in supporting the Gavilan College Educational Foundation.

MSC (D. Stone/J. Orth) to accept Tom Breen, Amy Garber, and Mark Roberts as new directors on the GCEF Board.

Vote: D. Marshall, K. Rose, D. Stone, J. Orth, S. Bulle, S. Lawrence

- III. APPROVAL OF AGENDA

MSC (S. Lawrence/K. Rose) to approve the agenda.

Vote: D. Marshall, K. Rose, D. Stone, J. Orth, S. Bulle, A. Garber, M. Roberts, S. Lawrence

- IV. Consent Agenda

MSC (S. Bulle/D. Stone) to approve the March 16, 2017 minutes.

Vote: D. Marshall, K. Rose, D. Stone, J. Orth, S. Bulle, A. Garber, M. Roberts, S. Lawrence

- V. Public Comments

No comments.

- VI. Information

1. Gilroy Foundation Overview and Update

Donna Pray introduced herself as the Executive Director of the Gilroy Foundation and Kurt Michielssen as Treasurer of their Board. Donna Pray reviewed the partnership history with the GCEF which started in 2015 with a \$10,000 deposit. She reviewed financial facts about the Gilroy Foundation. Donna Pray said the Gilroy Foundation is open to discussion about the GCEF making additional investments with them.

2. Gilroy Foundation Quarterly Report

Wade Ellis answered a question about the purpose of the investment with Gilroy Foundation and said the deposit was made for better growth potential. Kathleen Rose said more discussions will take place about fund management as the foundation begins its expansion. A more detailed investment report was turned over to treasurer, Tony Marandos. Jeff Orth said the overall 10 year running average for the Gilroy Foundation is good considering the economic downturns that took place. Fred Harris said that Gilroy Foundation has offered a variety of supporting services.

3. Financial Statements

The financial statements were presented from February 2017 through May, 2017 on both restricted and unrestricted funds. Wade Ellis answered a question about investment risks and said that high risk investments would be against policy. He added that donations received without restrictions are currently being identified that way and used for operation and growth of the GCEF.

Douglas Marshall asked about querying past donors to determine their views on utilizing the Gilroy Foundation for long term growth. Kathleen Rose suggested that topic be added as an agenda item for the next meeting so that parameters of that fund can be identified. [talk about using cooperative work exp. for inputting donors into database.]

4. Coordinator's Reports

Bobbi Jo Palmer reviewed a coordinator's report which outlined her activities since March, 2017. She welcomed input and feedback from the directors and was open to meeting with anyone who had suggestions. Kathleen Rose said that Bobbi Jo Palmer is building relationships and is the face for the GCEF. She said that Bobbi Jo Palmer will be delivering the "giving" message from the foundation.

The directors were happy to have Bobbi Jo Palmer working with the foundation. Input from directors included rolling out the "giving" message in a big way and expanding the webpage as the face for GCEF since donating on line is a successful trend. A suggestion was made to upgrade the webpage as a student project. Marketing was mentioned as a key to Hartnell's success. Bobbi Jo Palmer responded to a question by stating that the employee giving program is available.

5. Foundation/Alumni Relations Calendar of Events

Bobbi Jo Palmer provided an overview of events starting with the Student Center Ribbon Cutting which would involve all three (3) Chambers in our communities. April 28 is the tentative date for the Gala. Discussion continued about the labor and commitment needed to make money on the event. Sabrina Lawrence suggested setting a fundraising goal for the Gala. Bobbi Jo Palmer was planning on coordinating the event. Jeff Orth suggested starting the "giving" message by asking people we know. He said that a "robust" website and social media are keys to success.

Ryan Shook will place Bobbi Jo Palmer's business card in each diploma being mailed in July.

VII. Discussion

1. Foundation Bylaws and Operating Agreement

The GCEF bylaws and operating agreement need to be reviewed for revisions and updates. Per the bylaws, the executive standing committee will review the documents prior to the next meeting. The members are Douglas Marshall, Tony Marandos, Bobbi Jo Palmer, and Kathleen Rose. They will review the documents and provide information at the next meeting.

2. Centennial Celebrations and Commemoration

Bobbi Jo Palmer said a staff centennial committee has met already to brainstorm ideas. More members need to be recruited. She said celebration activities will begin July 1, 2019 and will run until June 30, 2020. The 2020 graduation will mark the 100th graduation.

3. President's Circle Proposal

Bobbi Jo Palmer presented a proposal for gift giving levels called the President's Circle. She would like to meet with the Fund Drive standing committee consisting of a college representative, executive director, college president, and interested directors to look over the proposal in detail. Director Diane Stone agreed to serve on the committee. Kathleen Rose said this is a new direction for our foundation and the Fund Drive Committee needs to discuss the particulars including how and when to launch the program. Questions were answered about other colleges using this fund drive approach. Ideas were exchanged including donors seeing a tangible item as a result of their giving. The bridge plank project was talked about.

4. Athletic Fields Upgrade Project

Kathleen Rose reviewed that she sent a letter to the Foundation Directors on June 14, 2017 providing an overview on the Athletic Fields Upgrade Project. She wanted the GCEF directors to know that the completion of the project is a priority of the Gavilan Board of Trustees. The construction bid amount and associated budget will require the Gavilan board to delay the completion of the football field renovation. Kathleen Rose said the Foundation can get involved immediately by helping to raise funds for the completion of the football fields. Several directors said they appreciated receiving the background information.

VIII. Action

1. Ratify Warrants

Fred Harris presented the warrants issued from February 2017 through May, 2017.

MSC (D. Stone/S. Bulle) to approve warrants.

IX. Closing Items

1. Next Meeting Date: Monday, August 21, 2017 at 4:00 p.m. A discussion will take place on the number of meetings required to move ahead with Foundation activities.

X. Adjourned by consensus at 5:40 p.m.