

THE FRIENDS OF CHABOT COLLEGE

Board of Directors Meeting

Wednesday, November 4, 2020 • 1:30 p.m.

Zoom

MINUTES

1. Call to Order – Chair Mark Salinas

Chair Mark Salinas called the meeting to order at 1:41 P.M.

2. Roll Call – Vice Chair/Secretary Gacoscos

Members Present:

Ms. Yvonne Wu Craig, Ms. Melinda Matsuda, Chair Mark Salinas, Dr. Hal Gin, Mr. Dale Wagoner, Vice Chair/Secretary Pat Gacoscos

Members Absent:

Mr. Obray Van Buren, Ms. Marita Cheng, Ms. Sheryl Boykins, Dr. Susan Sperling

Guests:

Sujoy Sarkar, Jennifer Richards, Damian Clark

Recording Secretary:

Ms. Christine Herrera

3. Public Comments:

- No Public Comments

4. Approval of Minutes from September 2, 2020

- **September 2, 2020 Minutes** – Dale Wagoner moved and second by Pat Gacoscos
- One abstention – Hal Gin
- Approval Minutes Passed

5. President's Report

- President Sperling unable to attend meeting, no president's report

6. Executive Director's Report

- The Foundation sent a condolence card to Donor Edward Martin. Yvonne read the letter from Edward Martin about the passing of his wife, Donna Martin.

7. Information Items

a) September 2020 Financial Statements

- Yvonne went over the financials, \$40,000 HSI funds were returned. Office expense, \$16,094.59 explained what this amount reflects.
- Mark asked what is in the bank \$752,768.61. Does not count the funds that are invested, \$117,901.51. Total assets \$961,118.52, not bad for a small Foundation.

b) FY2019-20 Final Draft Audit Report Presentation – Jennifer Richards from Crowe

- Jennifer Richards went over the June 30, 2020 audit, 2020 versus cash and cash equivalents donor restrictions \$899,792 versus \$273,241
- Liabilities funds held on behalf set aside \$135,969 (managed funds, funds inherited from district)
- Unearned income \$40,000 due back to HSI
- Statement of activities, net assets end of year positive end
- Yvonne Wu Craig noted the \$310,283 grants and scholarships 2020 increase from \$49,000 in 2019. Mark Salinas suggesting this be a press release of the increase of scholarships from one year to another. Make sure this is the annual report and in district annual report and newsletter
- Mark Salinas can we preliminary approval a final draft of the audit if there are not substantial changes, ask to approve the audit now. Pat Gacoscos motions to approve the final draft of the audit, motion removed, not an action item on this agenda.
- Once the final draft complete, post agenda, short meeting to vote on before the end of the year, vote on conscience.

8. Discussion & Action Items

a) 2020-21 Friends of Chabot College Budget Adoption (AI)

- Yvonne Wu Craig shared the adopted budget for 20-21, restricted, unrestricted and in-kind
- Year-end appeal, end of year report conservative income, largest expenses technology, website and bookkeeping \$41,000 biggest expense
- \$100,000 fundraising goal for this year, looking at investments
- Spring fundraiser and appeal letter for money raising. Looking at timing the appeal letters going out on December 1st Giving Tuesday.
- Mark Salinas asked for a motion, Pat Gacoscos motioned to approve the budget, seconded by Hal Gin, motion passes

b) Acceptance of Grant from the Board of Supervisors, District 2 (AI)

- Yvonne Wu Craig explained the Mini grant for the Food Pantry, support the additional expansion of no contact drive thru food distribution services. Grant amount, \$5,000.
- Melinda Matsuda motioned to accept the \$5,000 mini grant from Board of Supervisors, District 2, Hal Gin second, motion passes

c) Update on Spring Virtual Fundraiser

- Fall and Spring – Year end appeal and report will be reviewed by the board before it goes out, it will highlight the emergency aid, scholarships, gala and alumni events.
- Alumni event scheduled for December asking for additional funding
- Spring event KOFY TV 20 collaborate to see if we can do a fundraiser or advertisement for Chabot. Suggestion to co-produce a seven-minute promo on primetime news channel and run it over several months, marketing piece

for Chabot and Friends of Chabot that would direct viewers to our website to donate.

- Hold a virtual fundraiser event, like the Gala have a few videos of our programs, have a live or silent auction, breakout rooms around certain topics, have different hosts for each room, have rooms sponsored by attendees. Suggestion would it be better to collaborate with another organization in our service area. Suggestion to have a sponsored East Bay Town Hall with all the community college presidents. Talk about how to involve the community businesses in planning what the future will look like for students. Suggestion to ask Obray as the Fundraising Chair for his suggestions since he has so many contacts. Suggestion, bring in a big name, high profile person, sale tickets to attend virtually.
- Question: What can the Chabot TV Station do for us? Produce a piece to showcase Chabot. KOFY TV 20 could not do a text to give for legal reasons.
- Question: Can Chabot TV station broadcast live, ten-day winter break does a daily reading of Christmas stories, ask donors to sponsor each day. Suggestion to have high school students read and have readings done in different languages.

9. For the good of the order

10. Adjournment –3:30 p.m.

Minutes prepared by Ms. Christine Herrera

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