

## AMADOR COMMUNITY COLLEGE FOUNDATION REGULAR MEETING AGENDA

DATE: Thursday, January 20, 2022

LOCATION: Board Meeting will be held via Zoom Meeting

TIME: 4:30 PM Open Session of Regular Meeting of ACCF-Public Welcome

Discussion/Action Items:

Public Comment: Public welcome and introductions. At this time the Board will hear comments from the public, if any.

### 1) ORGANIZATION:

- a. Acknowledgement of Karen Warburton's resignation from her position as the ACCF's Program Assistant/Transition Specialist effective 12/29/21. Karen W.'s evaluation was scheduled for December. Results may be available to report if completed as scheduled. Application/Job description has been advertised with a closing date of 12/18/21. Interviews for potential candidates were scheduled for 1/4/22.
- b. Acknowledgement of email to Board Members to approve and vote to hire Debra Tenney and Michelle Tillery for the Program Assistant/Transitional Specialist position. Motion to hire both candidates was passed by email vote.
- c. Discussion: Interview committee's explanation of new configuration of the Program Assistant/Transitional Specialist position.
- d. Welcome to both Deb and Michelle to ACCF! Paul: Introductions to Board Members.
- e. Welcome and thank you for joining to new Board Member, Courtney Avallon! Paul: Introductions of Board Members and staff.
- f. Rachele/potential new hire: Monthly report on Amador College Connect activities.
- g. Susan: Review and approval of November minutes. (action item)
- h. Craig: Presentation of Monthly bank balances and expenditures.
- i. Craig: Update, if any, on maintaining a master Donor List. When contributions/donations are secured then donor information is filtered to Susan to write a thank you letter. Susan will also give the names of the donors to the Program Assistant to include on the list to receive the Newsletter.
- j. Strategic Plan: Discussion and final review of the document and chart Karen D. sent to Board Members and approval of the Strategic objectives. (action item)
- k. Frank: Update on the American Rescue Plan funding.
- l. Lynn: Update on Chamber calendar with a date for hosting a mixer at the Prosperity Center in the Spring of 2022.
- m. Annette: Update on the parking lot lighting and safety concerns with the parking lot at the Prosperity Center.

- n. Susan: Update/discussion on additional documentation to accompany new Board Policy regarding donations from Board Members after discussing need with Meg for grant submissions.
  - o. Volunteer needed to share with Maureen attendance at the Amador Child Council meetings held every 1<sup>st</sup> Monday of the month at 1:00 pm representing ACCF.
  - p. Susan: Update on thank you/Holiday gift sent to Alan Coon for his work assisting us with legal issues throughout 2021.
  - q. Congratulations to Rachelle for her excellent evaluation and ALL she does on behalf of ACCF!
  - r. Thank you to Lynn for working with the Chamber to secure a date for the Spring to host a ribbon cutting/mixer event at the Center.
  - s. Thank you to John T. for his time spent with students at the Center tutoring for Statistics.
  - t. Thank you to Karen D. for working with Rachelle to update ACCF's PowerPoint presentation.
  - u. Thank you to Kelly, ACUSD and Adult Education for their support and assistance in purchasing the "Deep Freeze" program and their continued support of ACCF.
  - v. Thank you to Janice and Rachelle for updating the job duties document.
  - w. Thank you to Janice, Craig and Susan for completing Rachelle's evaluation.
  - x. Thank you to Maureen for sending Thank You letters to the Giving Tuesday donors.
  - y. Thank you to Rachelle, Janice, Craig, Paul, Susan and Meg for their work, time and effort on the hiring process of the Program Assistant position.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. Karen/Maureen/John T./Craig/Lynn: Update from the Fundraising committee.
  - b. Meg: Update on the Buena Vista Rancheria Community Fund Grant submitted in October.
  - c. Karen: Update on the Giving Tuesday Event. The total donation amount received via contributions was \$10,798. Thank you to Karen D., Janice, John E., Lynn, Craig and Rachelle for staffing the booth. Thank you to Maureen for setting up and taking down the booth.
  - d. ACCF received the American River Foundation Grant in the amount of \$8,000. Thank you to Meg for submitting this grant.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- a. Neil/Meg: Update on the Harrah's mixer/event for non-profits held on October 26<sup>th</sup>.
  - b. Karen D./Publicity Committee: Update, if any, on discussions with Brittany regarding a year round advertising/publicity calendar for ACCF.
- 4) PROGRAM OPERATIONS COMMITTEE REPORTS:
- a. Board Discussion: Expanding ACCF services through advertising, outreach, etc. to Calaveras County. This is a tabled item on the regular meeting agenda due to the current COVID restrictions but will continue to remain on the agenda.

Committee Member Initiatives: (non-agenda items reported/suggested by members)

ADJOURNMENT: Next regular meeting is Thursday, February 17, 2022 at 4:30 pm via Zoom format.