

Amador Community College Foundation Meeting Minutes

Thursday, June 16, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, April 21 2022 via Zoom Meeting at 4:34 p.m.

Roll Call: Craig Burman, Frank Axe, Maureen Angle, Paul Molinelli, , Janice Davis, Annette Solis Rios, John Tillman, Courtney Avallon, Andy Byrne, Amy Stuart, Lynn Morgan, Neil Carlson and Susan Zaffarano.

Staff: Rachelle Jose de Mattos-Saldade, Debra Bergman-Donnell and Michelle Tillery.

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. The Board reviewed and discussed a submitted Board Member application for Zoey Peters. John Tillman made a motion to accept Zoey's application to become a member of the ACCF Board. Craig seconded the motion and the Board unanimously approved Zoey's membership to the Board. Susan will email Zoey with the information, the scheduled Board dates of meetings and events and a Welcome to the Board.
- b. Deb presented her report to the Board. From the period of May 19, 2022-June 15, 2022, there are currently 129 total students enrolled. The largest number of students enrolled by institution is 93 at Coastline followed by 29 at Columbia. During this time period the center had 8 general visitors and 36 student visitors. There were 18 appointments, 20 email/phone inquiries, and 17 current MHSA Scholarship students and 1 current ECE apprentices, 7 current ECE scholarship students, 3 JRCR scholarship students and 52 dual enrollment students. One exam was proctored during this time period. Deb reported that there were 1 Associates Degree and 18 Certificate completed. New brochures have been delivered to the center. ACCF's participation in Homeless Resource Fair event resulted in 15 new inquiry contacts. Deb reported on her participation in trainings, events and meetings during this reporting period. Michelle presented to the Board her report regarding MHSA Scholarship/Internship Activities. The next cohort meeting will be held in September. Michelle sent the MHSA Contractor survey and the Annual Report to Stephanie Hess on June 1, 2022. The proposed ACCF Student/Family Fun Day for August 13, 2022 has been postponed until sometime in 2023. Rachelle presented her Executive Director report to the Board. Rachelle's report included the many activities and meetings she has attended and updates on Center activities. Rachelle reported on a meeting with the JR Human Resources Department to review the new MOU. Rachelle has been in contact with Greg Barnes/Kelly Hunkins to review different pricing options for installing Deep Freeze on the center's computers. We are still waiting for more information regarding ACCF applying for funds from the American Rescue Plan. Rachelle has sent invoices to Amador County Behavioral Health, ACUSD and Columbia College for the 2022-23 year. Rachelle

reported on the findings from the Terrapin audit. Rachelle, Craig, Janice and Neil will be meeting to review the audit report and decide what work we want done.

- c. Paul made a motion to approve the minutes from the May meeting and Frank seconded the motion. The Board unanimously voted to approve the May minutes.
 - d. Craig presented the June 2022 Month by Month Summary. The total funds amount for June is \$34,030. The El Dorado account balance was \$25,968 and the Umpqua account amount was \$8,062. The grant monies from American River Bank in the amount of \$8,000 has been received. Craig reported that the average outflows for 2021 were \$9142 per month. The average year to date outflows for 2022 is \$10,839, an 18% increase due primarily to payroll increases. ACCF is close to securing a new agreement with the Jackson Rancheria. ACF received a penalty notice of \$3,000 from the IRS. Craig has submitted documentation accounting for a delinquent filing due to Craig's and Mary Louise Nixon's medical circumstances.
 - e. Susan distributed name tags and business cards for Board Members in attendance. The remaining name tags and business cards will be distributed at the next Board Meeting.
 - f. Rachelle reported in her report an update on the American Rescue Plan funding.
 - g. Karen confirmed a date for ACCF and MLJT to host a Chamber Mixer/Open House has been scheduled for September 14, 2022 5 pm-8 pm at the Prosperity Center. Susan suggested a volunteer is needed to coordinate this event. At the time of the meeting, no volunteer was available. Via email, after the meeting, Susan has volunteered to coordinate the event.
 - h. Annette reported to the Board there is no information regarding parking lot lighting and safety concerns with the parking lot at the Prosperity Center. No update as the repair is being outsourced and no specific date for the work to be completed was given to Annette. Annette let the Board know there is now a camera installed at the center. This item will remain on the agenda with the recognition the item will take time out of ACCF's control to complete.
 - i. Update: Susan suggested with our recently approved documentation regarding donations from Board Members that there be a procedure to accompany this paperwork and by-laws. Susan will present a sample procedure to review at the July Board Meeting.
 - j. Rachelle reported in her report to the Board that Terrapin Technology Group, Inc. to audit our system was completed on May 24, 2022. Rachelle, Janice, Neil and Craig will be meeting to review the report and decide what work we want to be done.
 - k. The Board formally thanked Janice for updating ACCF's program list.
 - l. The Board formally thanked the fundraising committee for their work on outlining the potential of fundraising activities. Thank you to Karen for sending out the sheet outlining these events to Board Members.
 - m. The Board formally thanked Karen for coordinating the Open House/Chamber Mixer with the Chamber of Commerce to secure a date for this event.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. John T. updated the Board on the October Fundraising Event. John gave the Board ideas the committee is considering including a dessert auction, a live and silent

auction, and help is needed with decorations, advertising, etc. Since the June meeting, Karen has emailed to the Board a description of each subcommittee and the tasks in each area to allow Board Members to volunteer for an area.

- b. Jim: This item will be placed on the July agenda. Discussion of the potential for an educational program/seminar to “air” as a donation generating event

3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4) PROGRAM OPERATIONS COMMITTEE REPORTS:

- a. Board Discussion: Continued item discussion of expanding ACCF services through advertising, outreach, etc. to Calaveras County. This will be a reoccurring agenda item but due to the current COVID circumstances and staff constraints, this item will be tabled until a later date but will continue to on the agenda. **we currently have a non-qualifying student from Calaveras taking Human Services classes. **

COMMITTEE MEMBER INITIATIVES: There were no committee member initiatives.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 5:55 pm. The next regular public meeting is scheduled for July 21, 2022 at 4:30 pm in a hybrid format via Zoom and in person at the Center.