

Amador Community College Foundation Meeting Minutes

Thursday, November 17, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, November, 17 2022 via Zoom Meeting and in person at 4:35 p.m.

Roll Call: Craig Burman, Maureen Angle, Paul Molinelli, , Janice Davis, Frank Axe, Lynn Morgan, John Tillman, Karen Dickerson, John Ellyson, Neil Carlson and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldate and Debra Bergman-Donnell.

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. Written reports by Deb and Rachelle were submitted to the Board via email prior to the meeting. Michelle was ill and will send her report to the Board at a later time. Deb reported that from the period of October 10, 2022-November 15, 2022, there are 164 total students enrolled. The largest number of students enrolled by institution is 104 at Coastline followed by 47 at Columbia. During this time period the center had 6 general visitors and 19 student visitors. There were 29 appointments, 12 email/phone inquiries, 2 current ECE apprentices and 1 pending, 7 current ECE scholarship students, 5 JRCR scholarship students and 68 dual enrollment students with 53 active students and 15 currently inactive. Two exams were proctored during this time period. Deb reported on her presentation at Sierra Hills Education Center on October 26th. Deb answered questions, left brochures and established a connection with the students and staff there. Deb attended the November 15th ECE meeting with First 5 and the Childcare Council. Dual enrollment policies are being updated and clarified. Deb let the Board know she is still concerned about the Google Map issues giving directions to the Center. Maureen let the Board know the issue seems to be fixed as the Google Map now shows correct directions to the Center. The Board congratulated Deb on the outstanding November newsletter! Rachelle updated the Board on the Executive Director activities. On 11/4/22 the Rancheria received the signed copies of the MOU. Rachelle has sent them an invoice requesting disbursement of payment. The Rancheria will provide ACCF \$5,000 instead of the previous amount of \$19,000. The onboarding of a WEX person will be revisited. On October 27, 2022 ACCF received a response from the Yosemite Community College District's legal department regarding the MOU payment between Columbia and ACCF. Columbia has determined that they do not plan on paying ACCF the amount owed to us. Janice provided the Board with an update from Alan Coon on the next step to pursue regarding this issue. Rachelle has provided Terrapin the edits that are appropriate. The ACCF students that made honor roll were recognized via different modes of communication. (social media, the newspaper and in our Newsletter)
- b. Janice made a motion to approve the September minutes and Craig seconded the motion for approval. The September minutes were approved unanimously.

- c. The summary provided from the October meeting was reviewed by the Board. Due to not having a quorum during the October meeting, the summary will suffice for the October minutes.
- d. Craig presented the October 2022 Month by Month Summary. The total funds amount for October is \$43,096. The El Dorado account has been closed. The Umpqua account amount was \$43,096. Average outflows this month were high due to the recent Barn Dance event. The financial discussion included that an estimated amount of \$30,000 from the American Rescue Plan could be coming to ACCF.
- e. Rachelle confirmed via a survey of the Board members that no current Board member is concurrently on the Amador County Transportation Commission. This was requested by our insurance company.
- f. Rachelle and Janice reported earlier in the meeting the update on the MOU with Columbia College.
- g. The monies from the American Rescue Plan have been released. Meg has been working on the application for ACCF. Paul will sign the release on behalf of ACCF.
- h. No update on the parking lot lighting and safety concerns with the parking lot at the Prosperity Center as Annette was not in attendance. However, Rachelle reported that the Rancheria is attempting to acquire the parking lot. This item will continue to be on the agenda.
- i. Susan reminded the Board of the additional documentation, pledge sheets, documentation of volunteer hours and the addendum to the By Laws for the relatively new donation policy. Each calendar year the pledge sheets from each Board Member will be collected by the ACCF Secretary or returned to the ACCF Center to be kept in a file. As Board Members complete the Volunteer Documentation Sheets they would be turned in to the center directly or emailed to the ACCF Secretary.
- j. Rachelle reported in her report to the Board an update on the services provided by Terrapin.
- k. Paul reported that he has let the Chamber know ACCF would like to host a Chamber Mixer for 2023. More information to follow including a month ACCF will host.
- l. The Board will devote our January Board Meeting to review and discuss the current Strategic Plan and to develop new goals and plan for 2023. The January/Strategic Planning Meeting and Annual Organizational Meeting will be held via Zoom and in person at the Center January 19, 2023.
- m. After reviewing the current by-laws and in preparation for the organizational meeting, Susan let the Board know each calendar year Board members can request to hold an officer position. The positions available are Chair, Vice-Chair, Secretary and Treasurer. Board members can also indicate their intention to continue on the Board or to resign. Susan will send via email the copy of ACCF's By-Laws.
- n. Karen let the Board know of an informal committee that has been formed and will be meeting to review procedures, center activities, board configuration, etc.
- o. The Board formally thanked Meg for completing our application for funding from the American Rescue Plan!
- p. The Board formally thanked Deb for the awesome Fall Newsletter!

- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
 - a. Fundraising Event(s) for 2023 will be part of the Strategic Planning Meeting set for January 19, 2023.
 - b. Karen let the Board know the Giving Tuesday Event will be held November 29th at St Katherine Drexel beginning at 4:00 pm. Email Karen if you are able to assist with this 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 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: No initiatives or non-agenda items were reported.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 5:49 pm. The next regular public meeting is scheduled for January 19, 2023. This scheduled meeting will be an Annual Organizational Meeting to review and develop ACCF Strategic Plan/Goals for 2023. The next regular business meeting is scheduled for February 16, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.