

## Amador Community College Foundation Meeting Minutes

Thursday, February 16, 2023

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, February 16, 2023 via Zoom Meeting and in person at 4:40 p.m.

Roll Call: Craig Burman, Maureen Angle, Paul Molinelli, , Janice Davis, Frank Axe, Lynn Morgan, John Tillman, John Ellyson, Annette Solis-Rios and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldate. Board Members Karen Dickerson and Neil Carlson sent their proxy votes to ACCF secretary, Susan Zaffarano for the action items on the agenda.

Public Comments: Annette shared with the group Mother Lode Job Training's Rapid Response Program. This program is part of the Master Plan/Fire Grant providing additional assistance for retraining, on-the-job training, job search resources and assistance with rent and utilities for qualifying individuals.

### 1) ORGANIZATION:

- a. Written reports by Deb, Michelle and Rachelle were submitted to the Board via email prior to the meeting. Deb's report revealed that from the period of November 16, 2022-February 11, 2023, there were 184 total students enrolled. The largest number of students enrolled by institution is 116 at Coastline followed by 54 at Columbia. During this time period the center had 24 general visitors and 32 student visitors. There were 83 appointments, 5 JRCR scholarship students and 75 dual enrollment students with 47 active students, 8 new students and 20 currently inactive. One exam was proctored during this time period. Deb's report included her trainings and meetings attended, an update on dual enrollment and upcoming events scheduled for February. In Deb's report, she is still concerned about the incorrect GPS location for ACCF. Maureen will contact an individual that might be able to assist with this issue. Michelle's written report to the Board highlighted the first cohort MHSAs meeting for this semester. There are 17 active MHSAs students, 2 returning for the Spring 2023 and 7 inactive students pending follow-up. There is 1 new JRCR student and 3 individuals interested. Rachelle updated the Board on the Executive Director activities via a written report and participation in the meeting discussions. Rachelle participated in meetings with Amador County Behavioral Health and Amador Community Foundation. ACCF employee evaluations were completed and follow up evaluations will be completed in April. Terrapin Technologies has completed the clean-up of our Microsoft 365 account. Rachelle let the Board know that the MOU with the Rancheria will be moving forward. She will be sending the Rancheria an accounting sheet to receive the \$5,000 to continue their employee scholarship. ACCF has received the \$5,000 grant from the Bank of Marin. The Rancheria now owns the parking lot at the Prosperity Center but there are not updates to the parking lot concerns now but changes to the parking lot are in the planning process. Mountain Oaks School will be moving into the Prosperity Center sometime in May or June. With the addition of this new tenant, the rent/shared utilities cost for ACCF will be reduced. Rachelle reported that Folsom

Lake College has invited ACCF to attend a meeting March 27<sup>th</sup>. There were several volunteers from the Board willing to attend.

- b. Frank made a motion to approve the November minutes and John T. seconded the motion for approval. The November minutes were approved unanimously.
- c. The minutes provided from the January Strategic Planning Meeting were unanimously approved by the Board after a motion made by Frank to approve the minutes and a second from Paul.
- d. Craig presented the February 2023 Month by Month Summary. The total funds amount for February was \$26, 498 which excludes February rent and utilities. Including those expenses the balance would be \$24,849. The beginning balance in 2022 was \$58,621 significantly higher than the beginning balance of \$26,927 for 2023. ACCF is still waiting for the American Rescue Plan funds from Amador Community Foundation. The current balance does not include the \$5,000 received of the Bank of Marin grant. Outflows were below last year's average by about \$3,500. Craig shared the amount we were required to pay from sales and use tax from the Barn Dance Fundraiser. ACCF had a payment due of \$908.76.
- e. Paul will be the second administrator on ACCF's Umpqua account. There is still a possibility we need a second administrator on the Stripe and/or Square accounts.
- f. The Board discussed the need for an additional officer position within the Board positions. There is a need for an Assistant to the Treasurer position. This position would act as a back up to the current Treasurer and assist with yearly government filings required for ACCF and various other responsibilities that are currently performed by Craig. There was not a volunteer during the February meeting. Suggestions included to achieve this help for Craig that when advertising for open Board positions we emphasize the need for an individual willing to assume some of these tasks. Craig will provide more details as to the tasks he can use assistance completing and send that information to the current Board.
- g. Janice compiled the results of the survey from Board members regarding choices of continuing to serve on the Board, moving to the Advisory Board (if one is formed), interests in officer positions and Board members interests on serving on specific committees.
- h. There was a discussion of the idea of having an Advisory Board to support the mission of ACCF outside of the working ACCF board. The advantages and concerns of having an Advisory Board were shared. Possible suggestions of advisory Board candidates were discussed as well. After the discussion Janice made a motion for ACCF to develop an Advisory Board. John T. seconded the motion and the motion passed unanimously. Frank volunteered to write a draft to include in our By-Laws with a description of the Advisory Board.
- i. Paul did not have an update on his communication with Columbia College regarding the MOU. This will be on the March agenda for an update on the MOU status.
- j. The Board discussed the draft of the 2023 Strategic Imperatives and Goals sent to each Board member via email. Susan made a motion to approve and adopt the Strategic Plan and Janice seconded the motion. The motion passed unanimously.

- k. The application of the American Rescue Plan has been submitted. The next step is for Meg to get a GSA number. After obtaining that number the monies will be released from Amador Community Foundation. ACCF has requested via the application an amount of \$39,382.
  - l. Rachelle let the Board know since the Rancheria has acquired the parking lot there is a planning process that will begin that could include improvement for the parking lot.
  - m. The Board acknowledged the email sent by Karen regarding the Sierra Business Council Grant opportunity and the update of Karen's meeting with Karen W. will be on the March agenda.
  - n. Susan reminded the Board to send their Pledge Sheets for 2023 and to forward completed volunteer hours logs to Susan and drop them off at the Center. Janice reminded the Board these sheets assist Meg in her writing of grants that request this type of information on the application.
  - o. Rachelle reported to the Board earlier the results of the Terrapin services.
  - p. Mark your calendar! ACCF is hosting along with MLJT an Amador County Chamber event December 13, 2023. Susan will send out an updated dates sheet with the Board Meeting dates and the Chamber event date.
  - q. The Board formally thanked Karen and Janice for compiling and creating the draft of the Strategic Imperatives and Goals for 2023.
  - r. The Board formally thanked Karen and Paul for facilitating the January Organizational meeting.
  - s. The Board formally thanked Janice for sending out the information regarding Advisory Boards for non-profits.
  - t. The Board formally thanked Zoey for her email regarding fund raising ideas and sponsorship levels of opportunities.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. Zoey led the discussion of fundraising ideas outlined in her email. Ideas can be developed in more details by the Fundraising Committee.
- 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 6:32 pm. The next regular public meeting is scheduled for March 16, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.