



**MIRACOSTA COLLEGE FOUNDATION EXECUTIVE COMMITTEE**

**MINUTES OF THE REGULAR MEETING**

**February 13, 2024**  
*(Approved April 23, 2024)*

**I. CALL TO ORDER**

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, February 13, 2024 in Conference Room 1116 on the MiraCosta College District’s San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). Vice President Janice Kurth called the meeting to order at 2:31 pm. The meeting was live-streamed and recorded via Zoom.

**II. ROLL CALL, WELCOME, and INTRODUCTIONS**

**Board Members Present:**

Alec Babiarz	Bruce Bandemer	Janice Kurth
David McGuigan (Zoom)	Val Saadat	Denise Stillinger

**Staff Members Present:**

Elizabeth Lurenana	Shannon Stubblefield
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**III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA**

None

**IV. CHANGES IN AGENDA ORDER**

- A. The Governance & Nominations Committee report was moved to the end of the agenda.

**V. APPROVE MEETING MINUTES – Action Required**

- A. Regular Meeting of October 31, 2023
  - 1. By motion of Treasurer Bandemer, seconded by Committee Member Babiarz, the minutes of the regular meeting of October 31, 2023 were approved as presented.  
Vote: 5/0/0/2  
Aye: Babiarz, Bandemer, Kurth, Saadat, Stillinger  
Nay: None  
Abstentions: None  
Absent: McGuigan, Snodgrass

**VI. COMMITTEE UPDATES (Updates on activities since the last meeting)**

- A. Executive Committee
  - 1. President McGuigan noted he is participating not as a voting member today because of the Brown Act.
  - 2. Board Engagement
    - a. Board Kudos (high 5’s. A+s)
      - a. President McGuigan noted leadership would like to implement Board Kudos at the beginning of quarterly board meetings to acknowledge the effort of board members. (i.e. Those who attend events, donate, bring in donors, participate in tours, photographs, etc.)
      - b. For the upcoming quarterly board meeting staff will work with President McGuigan & Vice President Kurth to prepare some slides from Q1 & Q2.
    - b. Foundation Events
      - a. The committee reviewed upcoming events.
    - c. Other Engagement Opportunities

- a. Proposal for an Ad Hoc Resource Development Committee (focus on fundraising) is being worked on and will be brought to the Executive Committee in Q4.
  - 3. Review the Draft Quarterly Board Meeting Agenda
    - a. The committee discussed specifics on the draft agenda.
      - a. Financials will be included on the Consent Agenda but the Key Performance Indicators document will be discussed in depth under committee reports.
      - b. Staff will add the link to the board swag survey to the agenda and include an option for those who would like to opt out of any swag.
      - c. VP/ED Stubblefield will include a report on the scholarship process in the board report.
    - 4. Board Dashboard – Tracking [Roles and Responsibilities](#)
      - a. The committee discussed the dashboard and recommended a physical letter be sent to board members from the board chair regarding their responsibilities and how they intend to meet their donation requirement.
        - a. Staff will update the dashboard to include pledged giving/monthly payment plans as board members who have fulfilled their responsibilities.
    - 5. Staff / Executive Committee Lunch
      - a. President McGuigan brought this idea forward as a chance to appreciate the staff through a casual lunch. Staff will follow up to schedule a late lunch on a Friday in Q4. Two dates will be sent to the committee as options.
- B. Governance & Nominations Committee
  - 1. FY24/25 Slate of Officers
    - a. Vice President Kurth reported that Board Member Pearson has agreed to be considered for election as the next Vice President. With that the full slate of officers (President Kurth, Vice President Pearson, Treasurer Musser) is set to be presented in Q4.
  - 2. Board Development Goals
    - a. Staff and the committee will be working to bring on another 4-6 board members in the next fiscal year. VP/ED Stubblefield reviewed some gaps in the board member grid: investment and wealth management expertise, increased racial diversity, veterans, LGBTQIA+, and others.
- C. Finance Committee
  - a. Treasurer Bandemer shared highlights from FY23/24 Q2 Financial Statements, Recap & Recommended money movement, and answered questions from committee members.
  - 2. Key Performance Indicators
    - a. Treasurer Bandemer reviewed the KPIs document for the committee.
  - 3. Review Foundation Operations Budget
    - a. Treasurer Bandemer and VP/ED Stubblefield reviewed the FY23/24 Budget to Actual through Q2 and Year over Year Budget with Draft FY 24/25 Budget.
      - a. Committee members recommended including information from MOU on district support, with the goal of eventually being self-sustaining without needing district support. VP/ED Stubblefield added a desire to look at other allocation funds and revenue sources.
      - b. There was discussion around the artwork storage costs and next steps. Treasurer Bandemer may have a referral for selling the art.

## VII. ANNOUNCEMENTS, MEETING, AND EVENT CALENDAR REVIEW

### Next Foundation Board Meeting (TCI Campus)

Tuesday, February 27, 2024 at 3:00 – 5:00 p.m.

### Next Governance and Nominations Meeting (San Elijo Campus)

Tuesday, April 16, 2024 at 2:00 – 3:00 p.m.

### Next Finance Committee Meeting (San Elijo Campus)

Tuesday, April 23, 2024 at 1:00 – 2:30 p.m.

**Next Executive Committee Meeting (San Elijo Campus)**

Tuesday, April 23, 2024 at 2:45 – 4:00 p.m.

**VIII. FUTURE AGENDA ITEMS**

- A. Committee Meeting Calendar

**IX. ADJOURNMENT**

- A. The meeting adjourned at 3:43 p.m.

*Dave McGuigan*  
Dave McGuigan (May 29, 2024 08:28 PDT)

*SS*  
Shannon Stubblefield (May 29, 2024 11:19 PDT)

Dave McGuigan, President

Shannon Stubblefield, Executive Director










# 2024.02.13 MiraCosta College Foundation Executive Committee Meeting Minutes Approved

Final Audit Report

2024-05-29

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