



MIRACOSTA COLLEGE FOUNDATION BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

May 2, 2023
Approved August 1, 2023

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, May 2, 2023 in Conference Room 1131 on the MiraCosta College District's San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). President Dave McGuigan called the meeting to order at 3:00 p.m. This meeting's audio was live streamed and recorded.

II. ROLL CALL, WELCOME and INTRODUCTIONS

Committee Members Present:

Bruce Bandemer Janice Kurth David McGuigan Val Saadat
Denise Stillinger

Committee Members Absent:

Alec Babiarz Tim Snodgrass

Staff Present:

Elizabeth Lurenana Shannon Stubblefield

III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

None

IV. CHANGES IN AGENDA ORDER

None

V. APPROVE MEETING MINUTES

A. By motion of Treasurer Bandemer, seconded by Vice President Kurth, the minutes of the regular meeting of February 7, 2023 were approved.

Vote: 5/0/0/2
Aye: Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None
Absent: Babiarz, Snodgrass

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

A. Governance & Nominations Committee

i. Governance and Nominations Committee Chair Stillinger reviewed the proposed Board Officer Election Policy and the committee discussed and clarified that this policy adds clarification as to how the bylaws are applied and does not change the bylaws themselves.

ii. By motion of Vice President Kurth, seconded by Treasurer Bandemer, the Board Officer Election Policy was approved by the Executive Committee.

Vote: 5/0/0/2
Aye: Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None
Absent: Babiarz, Snodgrass

2. Board Member Terms

- i. Chair Stillinger informed the committee that Karen Pearson would like to be considered for another term on the board and Matthew Adams would not.
 - a. By motion of Chair Stillinger, seconded by Committee Member Saadat, the Executive Committee approved advancing Board Member Pearson to the full board to vote on a second term for her.

Vote: 5/0/0/2
Aye: Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None
Absent: Babiarz, Snodgrass

- ii. Chair Stillinger asked for clarification on the process of asking a board member to shadow Treasurer Bandemer to learn the Treasurer position. Treasurer Bandemer and Vice President/Executive Director Stubblefield both recommend Board Member Musser as the best option for the next Treasurer. President McGuigan and Treasurer Bandemer will reach out to Board Member Musser together to see if she is interested in the position. Staff will support the process as needed.
 - a. The committee discussed moving candidate Bob Aleshire back up the list of prospects since Board Member Adams is leaving the board. No decision was made, but Vice President/Executive Director Stubblefield shared the process for prioritizing board candidates and will go back to the Governance and Nominations Committee for guidance. She also discussed a board prospect (Judge Michael DeWitt Washington).
 - b. President McGuigan recommended each committee have a chair and vice chair.
 - c. The committee discussed board participation and adding peer-to-peer mentorship to the onboarding process.

B. Finance Committee

- i. Treasurer Bandemer reviewed the FY22/23 Q3 Financial Statements.
 - a. By motion of Committee Member Stillinger, seconded by Treasurer Bandemer, the FY22/23 Q3 Financial Statements were approved by the Executive Committee.

Vote: 5/0/0/2
Aye: Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None
Absent: Babiarz, Snodgrass

- ii. Treasurer Bandemer reviewed the FY 22/23 Q3 Recap. No action was recommended, but the committee and Vice President/Executive Director Stubblefield discussed the Fund Management process.

- iii. Treasurer Bandemer and Vice President/Executive Director Stubblefield reviewed the FY23/24 Operating Budget

- a. By motion of Committee Member Stillinger, seconded by President McGuigan, the FY23/24 Operating Budget was approved by the Executive Committee.

Vote: 5/0/0/2
Aye: Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None

Absent: Babiarz, Snodgrass

- C. Comprehensive Campaign Ad hoc Committee
 - i. President McGuigan discussed the need for donor prospects and that the committee is currently working on two naming opportunities.
 - ii. President McGuigan is seeking a new chair person for this committee.
- D. Innovation Grants and Scholarships Ad hoc Committee
 - i. Chair Saadat reported the committee is meeting next week.
 - ii. The Executive Committee requested the scholarship office find a way to make the applications nameless/unidentified.
 - iii. Chair Saadat saw an innovation grant in action last week (catalytic converter etching project) and will look for more publicity for the next event.
- E. Audit Committee
 - i. Vice President/Executive Director Stubblefield reported the Audit Committee approved the FY21-22 Audit.
 - ii. By motion of Committee Member Stillinger, seconded by Committee Member Saadat, the Executive Committee approved the FY21/22 Audit to be sent to the full board for a vote.

Vote: 5/0/0/2
Aye: Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None
Absent: Babiarz, Snodgrass

- F. Executive Committee
 - i. Consent Agenda
 - a. Vice President/Executive Director Stubblefield explained what a consent agenda is and recommended the board move to a consent agenda moving forward.
 - b. The committee recommended moving this forward to full board for discussion.

VII. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

Next Executive Committee Meeting

Tuesday, August 1, 2023 at 3:00 – 4:00 p.m.

Next Quarterly Board Meeting

Tuesday, May 16, 2023 at 3:00 – 6:00 p.m.

Next Comprehensive Campaign Committee Meeting

Tuesday, May 30, 2023 at 1:00 – 2:00 p.m.

Next Governance and Nominations Committee Meeting:

Tuesday, July 25, 2023 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting

Tuesday, August 1, 2023 at 1:00 – 2:30 p.m.

VIII. FUTURE AGENDA ITEMS

- A. Vice-Chairs for all committees.

IX. ADJOURNMENT

The meeting was adjourned at 4:15 p.m.


Dave McGuigan (Aug 14, 2023 15:10 PDT)

Dave McGuigan, President


Shannon Stubblefield (Aug 14, 2023 17:08 PDT)

Shannon Stubblefield, Executive Director











2023.5.2 MiraCosta College Foundation Executive Committee Meeting Minutes

Final Audit Report

2023-08-15

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