

**MIRACOSTA COLLEGE FOUNDATION BOARD
EXECUTIVE COMMITTEE MEETING**

MINUTES OF REGULAR MEETING

AUGUST 2, 2022
Approved November 1, 2022

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, August 2, 2022 via hybrid Zoom conference and in Conference Room 1116 on the MiraCosta College District's San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). Acting President Dave McGuigan called the meeting to order at 2:59 p.m.

II. ROLL CALL

Committee Members Present:

Alec Babiarz Bruce Bandemer Janice Kurth
David McGuigan

Committee Members Absent:

Julie Ames Denise Stillinger

Advisors & Staff Present:

Shannon Stubblefield, MiraCosta College Foundation Executive Director/Vice President of Institutional Advancement
Elizabeth Lurenana, MiraCosta College Foundation Temporary Board Support

III. TELECONFERENCING MEETINGS – Action Required

- A. Approve Continued Observance of Resolution Authorizing Teleconferencing for Meetings Pursuant to AB 361

By motion of Committee Member Ames, seconded by Committee Member McGuigan, the Resolution Authorizing Teleconferencing to Meetings Pursuant to AB 361 was adopted.

Vote: 4/0/0/2
Objection: None
Aye: Babiarz, Bandemer, Kurth, McGuigan
Nay: None
Abstentions: None
Absent: Ames, Stillinger

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

None

V. CHANGES IN AGENDA ORDER

None

VI. APPROVE MEETING MINUTES – Action Required

- A. Regular Meeting of May 9, 2022

By motion of Committee Member Bandemer, seconded by Committee Member Kurth, the minutes of the regular meeting of May 9, 2022 were approved.

Vote: 4/0/0/2
Objection: None

Aye: Babiarz, Bandemer, Kurth, McGuigan
Nay: None
Abstentions: None
Absent: Ames, Stillinger

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

A. Governance & Nominations Committee (Stillinger)

1. New slate of officers & terms – **Action Required**

- a. Dave McGuigan is Acting President as of 6/23/2022. Will serve term until 6/30/2024 if elected.
- b. Janice Kurth up for election as Vice President. Would serve term 8/16/2022 until 6/30/2024.

By motion of Committee Member Bandemer, seconded by Committee Member Babiarz, the new slate of officers was approved by the Executive Committee to be sent to the full board for a vote on August 16, 2022.

Vote: 4/0/0/2
Objection: None
Aye: Babiarz, Bandemer, Kurth, McGuigan
Nay: None
Abstentions: None
Absent: Ames, Stillinger

2. Renewed terms for board members

- a. Jimmy Figueroa, Janice Kurth, David McGuigan, Valencia Saadat, Tim Snodgrass, Denise Stillinger, and Sharon Wiback have all agreed to serve another term on the board.
- b. Bill Cardoso has declined to serve another term on the board.

By motion of Committee Member Kurth, seconded by Committee Member Bandemer, Board Members Figueroa, Kurth, McGuigan, Warner-Saadat, Snodgrass, Stillinger and Wiback were all approved for a second term by the Executive Committee. The full board will vote to approve their second terms on August 16, 2022.

Vote: 4/0/0/2
Objection: None
Aye: Babiarz, Bandemer, Kurth, McGuigan
Nay: None
Abstentions: None
Absent: Ames, Stillinger

3. Vice President/Executive Director Stubblefield announced that Barry Johnson has resigned from the MiraCosta College Foundation Board.

4. At the full board meeting on August 16, 2022, there will be discussion of what contact information board members would like to have included on a contact roster to be dispersed to all board members. It has been recommended to include names, email addresses, phone numbers, and committee assignments.

5. Bylaws Updates

a. Article VI

- i. The Governance and Nominations Committee has approved an update to the language in Article VI of the bylaws.

By motion of Committee Member Bandemer, seconded by Committee Member Kurth, The Executive Committee reviewed the proposed change to Article VI of

the bylaws and it will be sent to the full board for approval at their August 16, 2022 meeting.

Vote: 4/0/0/2

Objection: None

Aye: Babiarz, Bandemer, Kurth, McGuigan

Nay: None

Abstentions: None

Absent: Ames, Stillinger

6. San Diego County Grant Signing Authority Resolution

- a. This resolution matches the Article VI bylaw update and will need to be approved by the full board each year to be eligible for grants from the County of San Diego. It will be up for approval by the full board at their August 16, 2022 meeting.

B. Finance Committee (Bandemer)

1. Chair Bandemer reviewed the "FY21/22 Q4 Financial Statements" which will be up for approval by the full board at their August 16, 2022 meeting.
2. Chair Bandemer reviewed the revised "FY 22/23 Foundation Operating Budget" which will be up for approval by the full board at their August 16, 2022 meeting.
3. Chair Bandemer reviewed the revisions to the Gifts in Kind provision of the "Solicitation and Acceptance of Gifts" policy, which will be up for approval by the full board at their August 16, 2022 meeting.

C. Comprehensive Campaign Ad hoc Committee (McGuigan)

1. At the August 16, 2022 board meeting, Acting President McGuigan will ask board members to identify three prospects.
2. Lurenana will schedule the next Comprehensive Campaign Committee Meeting prior to the Community Leaders Breakfast (on October 21) and will add it to the calendar of meetings on the August 16, 2022 Board Meeting Agenda.

D. Innovation Grants and Scholarships Ad hoc Committee (Stubblefield)

1. Vice President/Executive Director Stubblefield reported on changes to the process recommended by foundation staff. Committee Members discussed pros and cons of these changes and recommended staff discuss with the Innovation Grants and Scholarships Ad hoc Committee before bringing proposed changes before the full board.

E. Executive Committee (McGuigan)

1. Annual Board Giving
 - a. Acting President McGuigan recommended revisiting the amount board members are asked to contribute annually and suggested better codifying this commitment. It is important that all board members contribute something.
 - b. It was suggested that 1-3 donors of different types be highlighted at each foundation board meeting.
 - c. Acting President McGuigan requested setting up a tutorial/training event on fundraising for board members.

VIII. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

Next Quarterly Board Meeting

Tuesday, August 16 at 2:00 – 4:30 p.m.

Next Governance and Nominations Committee Meeting

Tuesday, October 25, 2022 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting

Tuesday, November 1, 2022 at 1:00 – 2:30 p.m.

Next Executive Committee Meeting

Tuesday, November 1, 2022 at 3:00 – 4:00 p.m.

IX. FUTURE AGENDA ITEMS

A. Board Giving Standard Operating Procedure.

X. ADJOURNMENT

The meeting was adjourned at 3:58 p.m.

David M. McGuigan

David M. McGuigan (Jan 5, 2023 14:53 PST)

President Dave McGuigan

Shannon

Shannon Stubblefield (Jan 5, 2023 17:31 PST)

Executive Director/Vice President Shannon Stubblefield










2022.8.2 MiraCosta College Foundation Executive Committee Meeting Minutes APPROVED

Final Audit Report

2023-01-06

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