

LOCATION: LOS ANGELES CITY COLLEGE FOUNDATION
Conference Room

TIME: 10:00 A.M.

MINUTES

Attendance:

Members Participating: Marvin Hoffman (Chair); Edward Dilkes (Vice Chair); Bob Winters (Treasurer); Julie Stromberg (Secretary – Via Conference Call); Robert Schwartz (Executive Director); James Lancaster (Interim VP, LACC Academic Affairs) and Mary Gallagher (LACC President)

Members Absent: Jeff Zarrinam (Member-at-Large)

I. CALL TO ORDER

M. HOFFMAN

- a. The Meeting was called to order at 10:15 A.M.
- b. Motion to accept minutes from December 11, 2018
 - i. Bob Winters moved to accept the minutes as published
 - ii. Ed Dilkes seconded
 - iii. **Motion Passed MSP**

II. EXECUTIVE DIRECTOR'S REPORT

R. SCHWARTZ

- a. Robert Schwartz briefly reported on the following items
 - i. ENTERPRISE ACTIVITIES
 1. Robert reported that Dunkin Donuts came for a site visit to see the Coffee Shop space next to the Bookstore
 2. Robert also discussed Daren Lynne's job responsibilities and activities. Daren is now a Foundation employee
 3. They also discussed the parking rental revenue and the possibility of having the Foundation submit a RFP when the agreement is up at the end of March
 4. Swap Meet
 - a) The Swap Meet revenue is up \$13,571.52 from last year
 - b) The Swap Meet commission for December 2018 was \$64,016.45 for both Saturday and Sunday
 - c) Year-to-date total is \$688,026.74
 - ii. ALUMNI & FOUNDATION OUTREACH
 1. Carole Wenger submitted her prospect and donor update
 - a) Robert mentioned that Mark Terasaki is a new donor. Carole reported that his mother is alumni Hisako Terasaki. She is an etcher, 90-year-old and they just gave \$90,000 to fund expenses related to art gallery.
 - b) Dodi Fromson has just established a \$10,000 scholarship under Murray's name for LACC students who are emancipated foster youth and part of the Guardian Scholars Program
 2. Martha Pelayo submitted her report and Robert briefly discussed it with the Committee members
 - a) A site visit was scheduled for January 17th with the Ralph Parsons Foundation to tour the Guardian Scholars Program. An LOI and subsequently a proposal was submitted last year, and this is the next step in the process, before a final determination
 - iii. 2019 GALA UPDATE
 1. Robert mentioned that Jay Leno will not be able to MC the Gala after all. However, he agreed to do a separate event for us
 2. Robert also mentioned that they are still looking for live auction items (American Idol tickets, Dancing with the Stars, etc.)

III. COLLEGE ADMINISTRATIVE REPORT

M. GALLAGHER

- a. President Gallagher briefly introduced Dr. James Lancaster, the new interim Vice President of Academic Affairs and also talked about the different campus activities
 - i. She mentioned that they are currently working with the city to get approval to put more street banners around the college.
 - ii. President Gallagher reported that they have officially started planning the 90th anniversary of the college
 - a) Kickoff event is the Gala and that will be followed by four different events throughout the year which will be chaired by former president Renee Martinez

IV. TREASURE'S REPORT

R. WINTERS

- a. 2019 BUDGET – DRAFT
 - i. A draft copy of the 2019 Budget was distributed to the Committee members and it was agreed to discuss this agenda item at their next Executive Committee meeting on February 19, 2019
- b. DECEMBER 2018 FINANCIALS AND CREDIT CARD STATEMENTS
 - i. The December 2018 financials and credit card statements were discussed and approved by the Finance and Investment Committee members at their meeting following the Executive Committee meeting
 - 1. Bob Winters moved to approve the December 2018 Financials and Credit Card Statements as presented
 - 2. Ed Dilkes seconded
 - 3. **Motion Passed MSP**

V. BOARD CHAIR'S REPORT

M. HOFFMAN

- a. No updates

VI. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 11:15 A.M.
- b. Next meeting is February 19, 2019 at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved and signed by Secretary, Julie Stromberg:
