

LOS ANGELES CITY COLLEGE FOUNDATION

EXECUTIVE COMMITTEE MEETING

JANUARY 23, 2024

LOCATION: LACC Foundation Conference Room
Student Union Building
855 N Vermont Ave
Los Angeles, CA 90029

CONFERENCE CALL INFORMATION

Dial: 1 (669) 900-6833

Meeting ID: 874 4894 4199

Passcode: 649144

TIME: 10:00 A.M.

MINUTES

Attendance:

Members Present & Conference Call: Robert Schwartz (Chairman); Marvin Hoffman (Immediate Past Chairman); Edward Dilkes (Vice Chairman); Danny Chan (Assistant Treasurer); Julie Stromberg (Secretary); Jeff Zarrinam (Member-at-Large); Amanuel Gebru (LACC President); Joe Dominguez (VP, Admin Services); Anna Le (President, Academic Senate) and Lisa C. Nashua, Ph.D. (Executive Director)

Members Absent: Bob Winters (Treasurer)

Guests: Shannon Cassidy; Brittany Delany, Carole Wenger, and Daren Lynne

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 10:10 A.M.
- b. Motion to accept minutes from December 14, 2023
 - i. Jeff Zarrinam motioned to accept the minutes of December 14, 2023 meeting as submitted.
 - ii. Danny Chan seconded.
 - iii. **Motion Passed MSP**

II. EXECUTIVE DIRECTOR'S REPORT

L. NASHUA

- a. Lisa Nashua reported on the following items.
 - i. SWAP MEET - UPDATE
 1. Lisa reported that the swap meet revenue ended just over a half a million dollars for 2023. She also mentioned that they met with Dr. Gebru and VP Dominguez to talk about potentially moving the space but also the perimeter fencing. The perimeter needs to be enclosed but is not going to happen for a couple of years.
 - a) Overall, the swap meet is up by \$62,418.76 more than last year.
 - b) The Swap Meet commission for December 2023 was \$45,146 for both Saturday and Sunday.
 - c) The year-to-date total is \$530,855.00.
 - ii. FOUNDATION ENGAGEMENT
 1. Brittany Delany, Director of Foundation and Government briefly went over her report.
 - a) She reported on the grants that have been received as well and the submissions that are on deck. Brittany also reported on the pending grants like the Care First Community Investment grant for Equity in Medicine which would benefit the Allied health students, specifically the Radiologic Technology students. This grant is in the amount of \$1,200,000. The second one would benefit the whole college with more support for the Basic Needs program.
 - b) Brittany also went on to mention that she's been in communication with a couple of organizations to identify some new opportunities. One of those organizations is Children's Hospital LA. They've been great

partners with us and she's trying to schedule a tour with them and Dr. Gebru for February since the one they had scheduled got cancelled.

iii. BASIC NEEDS PROGRAM

D. LYNNE

1. Daren Lynne started her report on the Emergency Food and Shelter program. The grant spending period was extended by 12 months until December 31, 2024. They will make additional food purchases and extend rent assistance to utilize all funds, approximately \$77,500.
2. Daren also reported on the Fresh Success program. Reimbursement of program staff salary and benefits submitted October 13, 2023. now pending budget modification. Last quarter of the contract.
3. She went on to mention that one of the big projects that she's working on now is the National Institute of Health (NIH) grants. NIH grants to leverage existing relationships and projects to focus that Health, Legal, and Food. Funding is up to \$1,000,000 and for up to 5-year period. Four to six applicants will receive awards. Target collaboration: LACC (education), Wesley Health (health), Fresh Success (food, employment skills).
 - a) Conceptual Framework and LOI due February 21, 2024. Application is due on March 22, 2024 and awards to be announced in September 2024

iv. ANNUAL AND PLANNED GIVING PROGRAM

1. Shannon Cassidy gave an overview of the Give A Credit campaign. The goal was \$46,000 and they raised \$47,093. The largest gift was \$10,000 from John Branca. She also mentioned that for this campaign there was a 35% Board participation.
2. She went on to report that the Planned Giving program is moving forward. There's going to be a planned giving seminar on April 11th, which will be an opportunity to invite new prospects and current donors onto campus to learn more about Planned Giving. They'll have Financial Advisors and Lawyers on site.
3. Shannon mentioned that Robert Schwartz had the idea of having a Thank-A-Thon to get the Board more engaged.
 - a) She is preparing a list containing 2023 donor lists and it will be provided to the board to engage in the Thank-A-Thon. Shannon will also provide a brief script to the board.

v. MAJOR DONORS

L. NASHUA

1. Lisa went over the major donors' report.
 - a) She mentioned that Robert Schwartz reached out to Marlene Louchhem regarding year-end campaign and he was able to garner a \$10,000 gift. \$5,000 for the Give A Credit and \$5,000 for the plan to start the new permanent Food Pantry in place.
 - b) Lisa spoke about setting up a meeting with Al Ballesteros and Dr. Gebru to discuss continued support and contract renewal as well as partnering on program support and grants.
 - c) Last year Lisa along with the Art department Chair presented Kerry James Marshall with a solid report on how they utilized the two funds and he sent \$100,000 to fund both the student scholarship and the Art Gallery again.
2. Marketing
 - a) LACCF Website – team is compiling content to send to web developer. She mentioned that they have plenty of images and videos to use for the new website.

III. COLLEGE ADMINISTRATIVE REPORT

A. GEBRU/J. DOMINGUEZ

- a. Dr. Gebru mentioned that they're doing their follow up retreat with the Dean. They're on the second day of the department chairs.
- b. He briefly mentioned that his goal is to continue to work on the enrollment, course completion, transfer and what they need to do to support the students.
 1. Dr. Gebru also mentioned that they are preparing for graduation on June 4th at the Greek Theater. They are looking for speakers.
 2. He informed the Committee about some workshops that they are doing at the Spring Flex symposium, and he is looking forward to bringing faculty and the students back in the next couple of weeks.

IV. TREASURE'S REPORT

D. CHAN

- a. 2024 Proposed Budget Approval
 - i. Lisa Nashua went over the answers to the questions that were sent by the Executive Committee regarding the 2024 Proposed Budget numbers. Questions like Gala revenue which was slightly increased and the Payroll Deductions which most of the amount donated is restricted and cannot be used for operating purposes.
 1. Ed Dilkes moved to approve the LACC Foundation 2024 Proposed Budget.
 2. Jeff Zarrinnam seconded.
 3. **Motion Passed MSP**
- b. December 2023 Financials and Credit Card Statements
 - i. Danny Chan briefly went over the Balance Sheet and Income statement.
 - ii. Ed Dilkes moved to approve the December 2023 financials and credit card statements as presented.
 1. Jeff Zarrinnam seconded.
 - iii. **Motion Passed MSP.**

V. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. 2024 Board of Directors Dues
 - i. Robert reminded the Committee to pay their 2024 Board of Directors dues.
- b. 2024 Conflict of Interest Form
 - i. The 2024 Conflict of Interest forms were distributed to the Committee and asked them to please complete them and return them to Silvia Martinez.
- c. 2024 Meetings Schedule was also distributed to the Committee members.
- d. Robert mentioned that the Board wants to make sure that the staff works together and raise money. He also said that he wants to make sure that the staff get what they need, and more importantly, that the students have what they need. Because that's the goal of this foundation and the only way that works is for everybody to be working in concert.

VI. PUBLIC COMMENTS

- a. None

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 11:24 AM
- b. Next meeting will be on February 27, 2024, at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary