

LOCATION: LOS ANGELES CITY COLLEGE FOUNDATION
Student Union Building - 3rd Floor Conference Room
855 N. Vermont Avenue
Los Angeles, CA 90029

TIME: 10:00 A.M.

MINUTES

Attendance:

Members Participating: Marvin Hoffman (Chair); Bob Winters (Treasurer); Julie Stromberg (Secretary); Edward Dilkes (Vice Chair); Robert Schwartz (Executive Director) and Mary Gallagher (LACC President)

Members Absent: Jeff Zarrinam (Member-at-Large) and Dan Walden (VP, LACC Academic Affairs)

I. CALL TO ORDER

M. HOFFMAN

- a. The Meeting was called to order at 10:14 A.M.
- b. Motion to accept minutes from September 11, 2018
 - i. Bob Winters moved to accept the minutes as published
 - ii. Julie Stromberg seconded
 - iii. **Motion Passed MSP**

II. EXECUTIVE DIRECTOR'S REPORT

R. SCHWARTZ

- a. Robert Schwartz briefly reported on the following items
 - i. ALUMNI
 1. Robert went over the alumni updates and mentioned that Carole has been communicating with Marcia Melkonian, Trustee for the Nick Beck Trust who has decided to set up a lecture series in Nick's name. We just received a check in the amount of \$400,000 to create the Nick Beck's Lecture Series
 2. Carole is also in communication with Mark Terasaki and his mother is alumni. Her name is Hisako Terasaki. She is 90 years old. Mark and his mother are planning in donating \$90K by December 31st. Mark will be visiting LACC on December 7th
 - ii. CORPORATE & FOUNDATION RELATIONS
 1. Martha Pelayo submitted her report and Robert briefly discussed it with the Committee members
 - a) HFGPA has confirmed that they will purchase a tree to be placed in front of the HFGPA building. They agreed to \$5,000 for the tree and to put on a small tree installation ceremony. Tree set to arrive by October 19th
 - b) ABC Studios completed in-kind donation for the costumes received from ABC's The Mayor valued at \$278,000. There are over 1,500 pieces of wardrobe which will be cataloged by the Theatre Dept.
 - iii. DATA UPDATE
 1. Robert informed the Committee that a representative from Blackbaud will be coming for a site visit and audit our database. Blackbaud will be fixing it and it will cost some thousands of dollars
 - iv. 2019 GALA
 1. Robert briefly mentioned that the gala planning continues and that we already have two honorees, Harvey Englander and Dennis Gilbert. He also mentioned that a letter was sent to Frank Gehry asking him to be one of the honorees of the 2019 Gala. Frank is also turning 90 years old 2019
 2. The Committee also discussed silent auction, entertainment and other items pertaining to the gala
 3. Save the Date cards will go out in about a week. Robert to forward it to all Board members by email so they can forward it to their contacts
 - v. STRATEGIC PLAN

1. Selina Chi and Dean Hansell have been working on a draft of the strategic plan and will be able to have it ready by next week. Robert mentioned that we should be ready to presented to the whole Board at their next meeting

vi. NOVEMBER 1st EVENT

1. Robert reminded the Committee members about the November 1st event and mentioned that we have about a dozen donors already on the list of attendees. The event will start at 5:30pm with President Gallagher induction and at 6:30pm will be the unveiling of the donor wall. Robert to send the invitation to the entire Board

vii. VETERANS HOUSING

1. Robert reported that the veterans housing topic has resurfaced and President Gallagher is very supportive and they been talking about moving it west of the driving range. They already have the new architectural plans. Robert met with Trustees Andra Hoffman and Mike Fong to discuss this matter and they want to see all the details about this project

III. COLLEGE ADMINISTRATIVE REPORT

M. GALLAGHER

- a. President Gallagher reported on the campus enrollment for the winter and spring of 2019. She also talked about the budget for the coming year
- b. She mentioned that the marketing group is concentrating in retention right now. They are investing the money in keeping the students that are already here. They will have more billboards around the campus
- c. President Gallagher talked about the possibility of contracting out the coffee shop on the first floor of the Student Union Building
- d. She also mentioned that they will be renting more parking spaces and she wants that revenue to go to the Foundation as well as the revenue that will be generated by the coffee shop
- e. Every Monday the pop-up food bank opens to students. Registered LACC students can pick up fruits, vegetables, drinks, dry goods and snacks in front of the Student Union

IV. TREASURE'S REPORT

R. WINTERS

- a. SEPTMBER 2018 FINANCIALS AND CREDIT CARD STATEMENTS
 - i. The September 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. Ed Dilkes moved to approve the September 2018 Financials and Credit Card Statements as presented
 - 2. Robert Reeves 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 12:35 P.M.
- b. Next meeting is November 20, 2018 at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved and signed by Secretary, Julie Stromberg:
