

**LOCATION:** LOS ANGELES CITY COLLEGE FOUNDATION  
Conference Room

**TIME:** 11:00 A.M.

## MINUTES

### Attendance:

**Members Participating:** Marvin Hoffman (Chair); Bob Winters (Treasurer); Julie Stromberg (Secretary); Edward Dilkes (Vice Chair); Jeff Zarrinam (Member-at-Large, via Conference Call); Robert Schwartz (Executive Director); Mary Gallagher (LACC President) and Dan Walden (VP, LACC Academic Affairs)

**Members Absent:** None

### **I. CALL TO ORDER**

**M. HOFFMAN**

- a. The Meeting was called to order at 11:05 A.M.
- b. Motion to accept minutes from August 21, 2018
  - i. Ed Dilkes moved to accept the minutes as published
  - ii. Bob Winters seconded
  - iii. **Motion Passed MSP**

### **II. EXECUTIVE DIRECTOR'S REPORT**

**R. SCHWARTZ**

- a. Robert Schwartz briefly reported on the following items
  - i. SWAPMEET
    1. Robert informed the members that the District sent us the Swap Meet agreement which it supposed to be for five years, starting from 2016. Robert will sign the agreement and send it back to James Watson at the District.
    2. The Swap Meet revenue was up \$8,188.19 from last year
    3. The Swap Meet commission for August 2018 was \$50,732.84 for both Saturday and Sunday
  - ii. Year-to-date total is \$450,214.78
  - iii. ALUMNI
    1. Robert went over alumni updates and mentioned that Carole had a conference call scheduled for September 6<sup>th</sup> with John Branca to discuss the \$100,000 donation
    2. Carole keeps communicating with Marcia, Trustee for the Nick Beck Trust and she has decided to set up a lecture series in Nick's name. Carole thinks that the initial amount will be around \$50,000. They will meet on September 20<sup>th</sup> to go over the specifications for this fund
    3. Sandy Hyun already sent the \$25,000 for LAHS-LACC students, LA Chamber Choir will practice at LACC. Carole met with Sandy and her sister along with Robert and President Gallagher to talk about marketing LACC in the Korean community
    4. Tony Maggio intends to put LACC in his will. Tony is now the Theatre Chair and wants to establish a named scholarship for theatre students just like the Mennes Theatre Scholarship
    5. Richard Pink committed to \$10,000 for Food for Thought
    6. Robert reported that Marvin LeRoy will be doing a presentation to the Board about doing a Capital Campaign. The committee briefly discussed the pros/cons of having the campaign along with the 90<sup>th</sup> Anniversary events
- iv. SCHOLARSHIP REVIEW
  1. The members discussed the different methods to make the scholarship review process less hectic and President Gallagher and Dan Walden agreed to help in looking for more volunteers to review the scholarships. They also mentioned that Anna Badalyan will be able to help us to verify all the students' GPAs and units completed which will make it easier for the review committee to just concentrate on the essays instead of looking at the transcript to verify the accuracy of the GPAs

v. CORPORATE & FOUNDATION RELATIONS

1. Martha Pelayo submitted her report and Robert briefly discussed it with the Committee members
  - a) Martha is actively seeking participation of LA Area Chamber of Commerce on LACCF Board. She had some conversations, and have sent information about LACC and LACCF, as new installed LA Area Chamber of Commerce President/CEO Maria Salinas may be interested in joining the LACCF Board
  - b) ABC Studios contacted Martha to inform her that they wanted to donate a large amount of costumes to the Theatre department which were picked up on August 30<sup>th</sup>
  - c) President Gallagher has given the green light to move forward with placement of an ATM on campus and California Credit Union has been emailed to discuss the opportunity to formalize the partnership

vi. 2019 GALA

1. Robert briefly mentioned that the gala planning continues and soon will be working on the save the date

vii. FACILITIES RENTALS

1. President Gallagher talked about the intentions to have the Foundation run the Facilities Rentals for the College and hiring a person to do that. However, she needs to find out first if that will be possible. She mentioned that most likely the College and the Foundation will split the cost of hiring the person to work on renting all the facilities
2. She also mentioned that she would like to have the parking rental revenue to come to the Foundation so she can have more resources for students that need to travel in order to participate in different conferences and/or competitions

viii. STRATEGIC PLAN

1. Selina Chi and Dean Hansell worked a draft of the strategic plan and sent it to Robert. Selina suggested to increase the annual board dues to \$2,500. The Committee members briefly discussed the possibility of this increase by either give or get.
2. Ed Dilkes moved to increase the annual dues to \$2,500 as either give or get. The proposed increase will be taken to the full Board for approval
  - a) Bob Winters seconded
  - b) **Motion Passed MSP**

**III. COLLEGE ADMINISTRATIVE REPORT**

**M. GALLAGHER**

- a. President Gallagher reported that they are a little under 100% of their enrollment for fall 2018. She also mentioned that they went from a \$3.5M deficit to a ¼ of a million dollar on the college budget
- b. She is trying to get the budget situated and see exactly how much she needs to operate the college
- c. The Board of Trustees meeting will be here at LACC on Wednesday, September 12<sup>th</sup>. She asked the faculty and staff to be there so they could be recognized for their great work
- d. She talked about establishing a Call Center so they can provide a better service for students and any person who call looking for information. Working to improve the College customer service
- e. Ralph Bunch Scholars Program is recruiting new students in an effort to double the number of participants in their group this year
- f. She also reported on the campus landscaping, old cafeteria and the new program called Food for Thought

**IV. TREASURE'S REPORT**

**R. WINTERS**

- a. JULY 2018 FINANCIALS AND CREDIT CARD STATEMENTS
  - i. The July 2018 financials and credit card statements were discussed and approved by the Committee members.
    1. Bob Winters moved to approve the July 2018 Financials and Credit Card Statements as presented
    2. Julie Stromberg seconded
    3. **Motion Passed MSP**
- b. LPL Account – Margaret Garth Greene Bequest
  - i. The Executive members had to sign the forms to open a new LPL account so that the funds from the Margaret Garth Greene Trust can be transferred to the new Foundation LPL account

**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 October 23, 2018 at 10:00 AM

**NOTE: MSP=Moved Second Passed**

**Approved and signed by Secretary, Julie Stromberg:**

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