

# LOS ANGELES CITY COLLEGE FOUNDATION

## EXECUTIVE COMMITTEE MEETING

DECEMBER 20, 2022

**LOCATION:** ZOOM CONFERENCE

1 669 900 6833 (US Toll)

Meeting ID: 964 5932 6824

Join from PC, Mac, Linux, iOS or Android: <https://laccd.zoom.us/j/96459326824>

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

### MINUTES

#### Attendance:

**Members Present & Zoom:** Robert Schwartz (Chairman); Marvin Hoffman (Immediate Past Chairman); Bob Winters (Treasurer); Danny Chan (Assistant Treasurer); Julie Stromberg (Secretary); Jeff Zarrinam (Member-at-Large); Mary Gallagher (LACC President); Mickey Hong (President, Academic Senate) and Lisa C. Nashua, Ph.D. (Executive Director)

**Members Absent:** Edward Dilkes (Vice Chairman); Joe Dominguez (VP, Admin Services) and Jim Lancaster (VP, Academic Affairs)

**Guests:** Silvia Martinez; Brittany Delany; Helen Khachatryan; Silvia Martinez and Daren Lynne

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

**R. SCHWARTZ**

- a. The Meeting was called to order at 11:01 A.M.
- b. Motion to accept minutes from November 15, 2022
  - i. Marvin Hoffman motioned to accept the minutes of November 15, 2022, 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 will be closed the last two weekends in December due to the Christmas and New Year's holidays. She also mentioned that Helen Khachatryan reviewed the swap meet numbers from the operator and noticed that there were some discrepancies with the totals, so she was able to get those numbers corrected and get the additional funds owed to the Foundation.
      - a) The Swap Meet revenue was up \$294,964.77 from last year.
      - b) The Swap Meet commission for November 2022 was \$50,578.86 for both Saturday and Sunday.
      - c) The year-to-date total is \$437,958.88.
    2. Lisa also thanked Jeff Zarrinam, who's been working on a neighborhood beautification project as part of the East Hollywood Business Improvement District in which they're putting some boulders on the parkways which in a way will help with the street vendors.
    3. She also reported about hearing from Hugo the new Councilmember regarding issues with tow away signs. He just wondered about these parking permits that none of us, the College, or the Foundation, had pulled. Apparently, there was an issue with an emergency vehicle not being able to make its way through on one of the small side streets, and so access and egress had been locked. It basically took them over 30 minutes for them to access the victim and help. The Fire Department issued an indication that they recommended that

they put no parking in certain sections, because it was overly congested. Hugo was very upset about that. He just didn't understand it.

- a) Now that he is the new Councilmember, he has put up some sort of block, and his Council office is blocking the ability for any future permits for no parking.

4. Robert Schwartz commented that he and Lisa Nashua received a report from President Gallagher that Philip Dane, the Swap Meet operator and our tenant was living in the office that was created in the parking structure for the Swap Meet. So, Robert asked him about it and he told him that the only reason why he was in the office at 3 in the morning was because his car was getting service, and the person took it till 3 in the morning to fix what he had to fix with the car, but other than that, he's there from eight in the morning to two in the afternoon.

- a) Robert went on to mention that the main reasons Philip Dane has been overly aggressive about the swap meet office not being safe is because the school had done nothing for months on fixing the fence. The sheriff has done nothing about rolling down the gates to the parking structure at the end of every night, and opening it up, first thing in the morning which is what they're supposed to be doing, but they stopped doing that quite a while ago. Robert wanted to make sure that the Committee knew and to be on the record that our swap meet operator is doing his job.

ii. ALUMNI/CORPORATE AND FOUNDATION ENGAGEMENT

1. Brittany Delany, Director of Foundation and Government report was distributed to the Committee by email. Brittany briefly mentioned that Lisa and she will plan to engage City Council member Hugo as well as keeping track of the new Mayor of Los Angeles and seeing some new initiatives coming forward and have plans to set up a meeting with someone from her office in the New Year. Brittany also reported on the Foundation Relations and mentioned that the end of the year is always busy with reports and preparing for new grant submissions in the New Year.

- a) Robert Schwartz asked if she or anyone else had contacted Jeremiah Cillpam from the Chick-fil-A franchisee. Brittany responded that the last thing she heard about Jeremiah was that he was on vacation.

- 1) Lisa Nashua went on to report that she talked to Jeremiah as well as his admin assistant and reminded Robert that Jeremiah and his wife had a baby at the end of last year and so he's been a little bit preoccupied, said it was in good timing for him to try to teach a class. Lisa sent him all the information he needed as well as the information to set up the endowment and he just didn't respond. Lisa told Brittany that she would follow up with Jeremiah again before the year end.

2. Lisa Nashua briefly mentioned that yesterday she received confirmation from a California State funding project that Martha Pelayo had applied for, and it was related to the pandemic. She found out today that we're approved for \$25,000 and can be spent specifically on staff salary.

iii. BASIC NEEDS PROGRAM

D. LYNNE

1. Daren Lynne report was also emailed to the committee members, and she briefly reported on the Emergency Food and Shelter support and the Pop-Up pantry.
2. Daren mentioned that she's working on the reporting for the Fresh Success audit.

iv. MAJOR DONORS

L. NASHUA

1. Lisa reported that they're still trying to see what they can do with the potential Art donation from Steve Lebowitz and with the different concepts that they've come up with.
2. Lisa also reported that she still has not heard back from Steve Markoff. He's currently out of the county. Last time they met they discussed with him about a potential naming space for a million dollars.
3. Lisa shared her screen with the Committee and showed them a donor search list with information gather by Carole Wenger when she was working at the Foundation, and we were able to get run through this tool and got the information we need to see who we need to contact. Lisa is already making some phone calls and looking to see if she will be travelling to Santa Barbara.
4. A report on Giving Tuesday was also shared by Lisa and talked about the two \$10,000 anonymous donations and one \$10,000 pledge.

5. Robert Schwartz spoke about a friend of his Bruce Miller that came to speak to the Board at one of the meetings a few years ago and Robert wants to ask him if he's available to come again and speak at the January Board meeting.

v. **PROPOSED 2023 BUDGET ADOPTION**

1. Helen Khachatryan sent the latest update of the budget to Lisa, and she forwarded it to the Committee the night before the meeting.

a) Lisa asked for the Committee's recommendation to have the proposed 2023 budget adopted by the Board at their next meeting in January. Robert Schwartz said that before they can make any recommendations, he had some questions regarding the new proposed 2023 budget. He also wanted to make note that he doesn't agree with changing the name of the fund account Good & Welfare to Mini Grants.

1) Danny Chan indicated that since the Foundation's total amount being invested by Windward has reduce as a result of the economy, the proposed budget for 2023 investment fees should be reduced from \$240,000 to \$225,000. Additionally, the committee asked for the investment fees to be on a separate line from the bank fees.

b) Danny Chan moved to make a recommendation to the Board to approve the proposed 2023 Budget as modified.

c) Bob Winters seconded.

d) **Motion Passed MSP**

**III. COLLEGE ADMINISTRATIVE REPORT**

**M. GALLAGHER**

a. President Gallagher had to go to another meeting but just wanted to say thanks to the Foundation for all the great work that has happened this year with the Foundation and the College. A successful gala and some other successful fundraising events that we've done. She also mentioned that she and Lisa talked about the opportunity to have some fundraising event and tide them with her retirement events.

1. She also mentioned that they are moving along with the Bond program and the Augmented and Virtual Reality

b. Mickey Hong reported that April Sakai be the architect who will render the installation for the statue. She is a landscape architect, California State license. She has agreed to do the rendering for us, and it will be by the end of January. She will be charging \$3,000 which will be paid by the Imperial Family.

i. Robert Schwartz asked Mickey if the monument was under DSA Approval and Mickey responded no, that they don't need DSA approval. They just wanted because it's a monument. Mickey said they did all the measurements and they don't need DSA approval because it's not being attached to a building. However, the District still wanted rendering of the installation by California State license architect.

**IV. TREASURE'S REPORT**

**B. WINTERS/D. CHAN**

a. November 2022 Financials and Credit Card Statements

i. The November 2022 financials and credit card statements were reviewed and approved by the Committee members.

1. Bob Winters moved to approve the November 2022 Financials and Credit Card Statements as presented

a) Julie Stromberg seconded

b) **Motion Passed MSP**

**V. BOARD CHAIR'S REPORT**

**R. SCHWARTZ**

a. Outstanding Board Dues

i. Robert expressed his concerns about David Ford and Andree Miller who have not paid their board dues since they joined the Board. He wanted to hear the Committee to see what should be done in this case when members don't respond to any of the communication they receive.

1. The Committee agreed to remove both David Ford and Andree Miller of them from the Board because they never paid their annual board dues.

- a) Julie Stromberg moved to send a letter from Robert Schwartz to David Ford and Andree Miller informing them that they have been removed from the Board
- b) Jeff Zarrinam seconded
- c) **Motion Passed MSP**

**VI. PUBLIC COMMENTS**

- a. None

**VII. ADJOURNMENT AND NEXT MEETING**

- a. The meeting was adjourned at 12:20 PM
- b. Next meeting will be on January 24, 2023, at 10:00 AM

**NOTE: MSP=Moved Second Passed**

**Approved by Secretary, Julie Stromberg**