

LOS ANGELES CITY COLLEGE FOUNDATION

EXECUTIVE COMMITTEE MEETING

APRIL 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: 811 0670 4987

Passcode: 567255

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: Thomas Burley, Daren Lynne, Helen Khachatryan and Silvia Martinez

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 10:03 A.M.
- b. Motion to accept minutes from April 02, 2024
 - i. Marvin Hoffman motioned to accept and approve the minutes of April 02, 2024 meeting as submitted.
 - ii. Ed Dilkes 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. The swap meet report from Odd Market was distributed and Lisa mentioned that the swap meet revenue is severely down due to the rain. They were also closed for Easter Sunday and are tracking about \$25,000 behind last year. Lisa hopes that since we seem to have turned the tide on weather, things will improve.
 2. Lisa reported that she contacted Phil about sending the revenue check within the first two weeks of the month. However, he still doesn't seem to listen and keeps sending the check a couple of days before the end of the month.
 - a) Overall, the swap meet is down by \$24,496.72 less than last year.
 - b) The Swap Meet commission for March 2024 was \$35,557.82 for both Saturday and Sunday.
 - c) The year-to-date total is \$99,677.82.
 - ii. 2023 AUDIT
 1. Lisa went on to report that the LACC Foundation 2023 regular audit is technically complete, and the auditors have been issued partial payments. However, for the Federal Funds that were spent, the Foundation does qualify for a single audit. That would cost the Foundation about an extra \$10,000. They are commencing the single audit and at this point they're not sure how long it will take them to complete it. This process will delay the presentation of the completed audit report to the Board since they are asking Helen to pull more documents and upload them.

iii. MAJOR DONORS

L. NASHUA

1. Lisa went over some of the highlights of her major donors' report.

- a) She mentioned that Joan is reaching out to Stan (she knows him well) to discuss Morgan Freeman being honored at the Gala 2024.
- b) Fariba Kalantari has been working on a special needs dental initiative and negotiating with her contacts to provide LACC students with urgent dental procedures. We had a donor who sent some funds to start an account, and the Foundation has added some unrestricted funds as well. An example of a student who needed some urgent dental work was a Ralph Bunche Scholar whose tooth fell off during final exams last fall. Dr. Kalantari took her in and was able to lower the price of \$2K to a \$400.
- c) Lisa reported that she and Carl Schlosberg met with Build LA team, LACCD attorney Anne Diga, and Andrew Atkin the attorney for Steve Lebowitz. Two current sculptures to be stored by artists until garden is completed in 18 to 24 months. Confirmed with Anne Diga that the agreement between LACCD and Steve Lebowitz has the first donation of \$50,000 to come to the LACC Foundation. Following up with Andrew Atkin to execute donation as there are architectural bill to pay. There was also a question from the district about the originality of one of the art pieces since it is one of four limited edition pieces. They wanted Dr. Gebru to acknowledge that the College is accepting the donation.
- d) Alex Wiesenfeld and Lisa met with Mark Terasaki. Accepted the donation of a small personal printing press. Mark is in town more often due the declining health of his mother. Alex and Lisa discussed their ideas about potentially building out a larger museum type space for the arts. Mark indicated that he would make another donation later this year. She mentioned that Alex Wiesenfeld remembered that Robert Schwartz had the idea to use the old gym for the art gallery.
- e) Lisa is working in setting up a meeting with Milt and Debbie Valera with President Gebru. He's very eager about a pipeline program for LACC students to CSUN and looking at what that would cost.
- f) Robert Schwartz made a comment based on Sterling Franklin's request to get a full report for the Marilou and Mark Hamill Scholarship. Robert asked to give the requested report to Sterling. However, Lisa needed to get approval from the main donors before giving the information to Sterling. Sterling contributed \$10,000 to this scholarship but he's not the proprietary of the account. This discussion will continue at the next board meeting.
- g) Lisa also mentioned about the United Way Emergency Grants to Students. \$25,000 to award up to 50 \$500 awards – aimed at students completing – help them finish strong. Will overlap with debt relief program to have those students complete the application.
- h) Marketing: Alex Swart met with President Gebru to discuss the proposed retainer for Swart Ad – President Gebru would like a meeting with LACC major stakeholders to ensure buy-in.

iv. PLANNED GIVING PROGRAM

1. The Planned Giving seminar was on April 11th that was underwritten by PNC Bank. There were 56 RSVPs with 39 attendees and five (5) willing to include LACCF in their trust or estate plan. 21 interested in setting up an appointment w/advisor.

- a) On this same day, some of the Emeriti Faculty took a tour of LACC with a guide from the Welcome Center

v. GALA 2024 PLANS

1. The 2024 Gala will be on Wednesday, October 23rd at the Skirball Cultural Center. Reception at 6pm and Program starts at 7pm.

- a) Save the Date being finalized with Honoree Confirmed information – Al Ballesteros; Honoree Confirmed and Ellen Zaman/CHLA confirmed. Working on honorary committee and mailing lists for the card. List prospects include CHLA supporters, board, administration, Kaiser community, Wesley Health, Board membership – HCOC & LACOC for Ellen, and Healthcare County committees for Al.

vi. BLACKBAUD RAISER'S EDGE DATABASE

1. Lisa had multiple meetings to dig into major issues within the database. Worked on specific repeated records – those with coding indicating that they were a record whose data had been moved from the “master record”

to a “master child.” Ensuring all data from master to child records will create the opportunity to minimize these duplicates with data integrity. Lisa is working on a contact to consult to oversee this as well as the migration from current Raiser’s Edge to NXT.

vii. FOUNDATION ENGAGEMENT

1. Tom Burley went over some of the highlights of his report.
 - a) He mentioned that this month he has two submissions on deck. One is for the Doheny Foundation for \$41,800 for the Food for Thought program. The other one is for the In’N’Out Foundation which is for Guardian Scholars for \$10,000.
 - b) Tom also reported on the pending grants and gifts. Golden Globe Foundation for Cinema/TV and Journalism students for \$32,500. Care First Community Investment for Equity in Medicine for \$1,200,000 and a couple of other pending grants.
2. Lisa mentioned that they received confirmation from Adam Schiff’s office. She hasn’t had a chance to look into this lately but will do so and report at the next meeting.

viii. BASIC NEEDS PROGRAM

D. LYNNE

1. Daren Lynne went over her report.
 - a) She mentioned that she will be meeting with Al Ballesteros on May 6th at 1:00 PM to go over the steps for contacting his sponsors, board members and guest for the Gala event. Daren to get back to the Executive Committee with that information.
 - b) The other thing that Daren reported on was the Phase 41 of the Emergency Food and Shelter Program grant. It did open yesterday, and the application is due May 9th. It is a quick turnaround. However, it's a little different this year. Last year was 40% of our budget. This year it's 30% and they're capping it at \$250,000 gifts. They're wrapping up Phase 39. She mentioned that they'll have two closures. The one Memorial Day, May 27th and then after a conversation with Juan, they're also not going to have a pantry on June 3rd. However, they'll then continue with Food Forward for the summer and see what funding is available to do supplemental items as they move forward. Daren commented that hopefully if they ever get the amended Articles of Incorporation in with the state, then she can apply to the LA Regional Food Bank.
 - c) She also reported that they had their California Department of Social Services audit. There were four members from the State of California Cal Fresh team and one from the SNAP E&T team from Washington, DC. She said they got some informal feedback that said, “Congrats on a great management evaluation.” This was from FCC. The final thing to do would be to go ahead and cut the final check to LACCD for about \$89,000.
 - 1) Daren reported that they also had a student present at this meeting, and she end up being a nursing student. She mentioned all the support she had received from the Foundation in terms of textbook, a laptop, transportation support and food pantry. She went on to asked if paying for her nursing fees could be also part of Fresh Success. Daren remembered that there was a fund with the college that helps nursing students with their exit exams. Lisa to find out from Kelly if the Vicky Chang Endowment is still available to nursing students.

ix. SPRING 2024 EVENT – CALENDAR REQUEST

1. The list of the spring events was listed under Lisa’s report. A calendar invitation will be sent to all Board members to attend the events. The Board members can just accept the ones that they plan to attend.

III. COLLEGE ADMINISTRATIVE REPORT

A. GEBRU/J. DOMINGUEZ

- a. Dr. Gebru had some updates about what’s going on at the College this month. He mentioned that today they are having their Budget Town Hall. He said that they have some plans that would hopefully allow them to balance the Budget moving forward.
- b. He also mentioned that things are tight. The enrollment challenges are getting better. They are up and they're projecting to be 5% up next year. They're also looking at international education enrollment. He mentioned that they generate close to \$3.5 million from international students and it costs about half \$1,000,000 to run the office.

- c. Dr. Gebru said that they're looking to do some other things to improve the visual aspects of the campus students Community because this is an open campus. They do have some challenges that they're working to improve in terms customer service and other things when welcoming people to campus.

IV. TREASURE'S REPORT

D. CHAN

- a. Danny Chan gave a brief overview of the current portfolio. As of today, it's down 1.3 million from \$51.6M total.
- b. March 2024 Financials and Credit Card Statements
 - i. Ed Dilkes moved to approve the March 2024 financials and credit card statements as presented.
 - 1. Jeff Zarrinam seconded the motion.
 - 2. **Motion Passed MSP.**

V. ACTION ITEM

L. NASHUA

- a. Consideration of use of \$226,865 from the Herb Alpert Endowment Unrealized Gains for the purchase of a Fazioli F278 Concert Grand Piano and 10 Kauai Upright Hybrid Pianos.
 - i. Lisa spoke with Rona Sebastian regarding the potential use of unrealized gains to purchase a Fazioli concert piano to replace the defunct Steinway in the Herb Albert and Lani Hall Concert Hall. Rona was very positive about this, and Lisa forwarded a brief outline/proposal as she requested.
 - 1. There were questions from Herb Alpert as to why they were not replacing them with Yamaha's instead.
 - 2. Robert Schwartz mentioned that Rona Sebastian called him directly. They don't care about spending the money because the first question that was asked was if they had the money to purchase the pianos. Robert then said, yes, we have a lot of money in Herb Alpert account, and this will not have any impact on it.
 - a) Lisa mentioned that she wanted to get the Board approval before agreeing to this request because it wasn't allocated in the Foundation budget and It's important for a point of order that there's transparency specially when it comes to such a big amount.
 - ii. Ed Dilkes moved the approval to spend the 4% give or take \$10,000 of the Herb Alpert Endowment gains in addition to meet the needs of the Music department request for the purchase of the above pianos which include a new amount of \$281,415.
 - 1. Jeff Zarrinam seconded the motion.
 - 2. **Motion Passed MSP**

VI. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. Robert reported that he might have a prospect for the artwork that was donated to the Foundation by Steven Markoff.
- b. Closed Session
 - i. The Executive Committee met in closed session at 11:25 AM to discuss the management evaluation process of the Executive Director.
 - 1. The discussion was open and informative. However, Ed Dilkes moved to continue this item discussion by zoom on Friday, April 26th at 10:00 AM.
 - 2. Jeff Zarrinam seconded
 - 3. **Motion Passed MSP**

VII. PUBLIC COMMENTS

- a. None

VIII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 12:20 PM
- b. Next meeting will be on May 28, 2024, at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary