

**Cabrillo College Foundation  
Finance Committee Meeting  
Minutes April 6, 2016**

- Present:** Pegi Ard, John Burroughs, Marshall Delk, Laurel Jones, Mike Machado, Gun Ruder, Robert Shepherd and Steve Snodgrass
- Absent:** David Heald and Carlos Palacios
- Staff Present:** Melinda Silverstein and Nancy Machado
- Guest:** Brian Sharpes, Investment Management Consultant, UBS Financial Services

Approve Finance Committee Minutes

**Motion: MSC: S. Snodgrass/R. Shepherd to approve Finance Committee Minutes of January 14, 2016.**

January 31, 2016 and February 28, 2016 Financial Statements

The Finance Committee received the January 31, 2016 Financial Statements and reviewed the February 28, 2016 Financial Statements. As of February 28, 2016, the total assets were \$26M and the ending net assets were \$24,785,434. The total revenue for all funds was \$21,225.00. Total expenses were \$1,567,822 with a net deficit for all funds of \$1,546,597. The total operating revenue was \$625,424 and expenses \$604,192. The operating surplus was \$21,232.

**Motion: MSC: M. Delk/G. Ruder to accept the January 31, 2016 and February 28, 2016 Financial Statements.**

Review Endowed Investments

Brian Sharpes reviewed the Cabrillo College Foundation investments. He reported the investment return was flat for the last 18 months ending February 29, 2016. Brian projects we will have our first negative fiscal year return since 2009 for the period July 1, 2015 through June 30, 2016.

The Cabrillo College return on investments fiscal year to date as of February 28, 2016 (8 months) is as follows:

- Actual Return: -8.22%
- Benchmark Return -7.92%
- Difference -0.30%

Net Assets and Endowment Chart

The ending net assets balance as of February 28, 2016 was \$24,785,434 and the highest total ending net assets balance reported was \$22,392,061 as of May 31, 2015. The endowed net assets balance was \$21,499,129 and the highest net assets balance reported was \$23,083,675 as of May 31, 2015. The endowed historical gifts value was \$18,529,791, the highest reported by the Cabrillo College Foundation.

2016-17 Operating Budget Draft

The Finance Committee reviewed the 2016-17 Budget planning parameters, Full Time Equivalent (FTE) Comparison, Organization Chart and Draft 2016-17 Cabrillo College Foundation Operating Budget of \$960,269. The Cabrillo College Foundation is projecting a balanced budget for 2016-17. **Motion: MSC: Snodgrass/Delk to recommend the 2015-16 Cabrillo College Foundation \$960,269 Operating Budget to the Executive Committee.**

Fundraising Report

Melinda Silverstein reported the fundraising total from July 1, 2015 to March 23, 2016

Secured gifts:	\$ 2,114,881
Four Unbooked Planned Gifts:	\$ <u>1,639,579</u>
Total:	\$ 3,754,460

Committee Calendar & Roster

The committee calendar was provided.

Adjournment

The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Nancy Machado  
Accounting Manager

**Next Scheduled Meeting:**

**Thursday, August 11, 2016 (8:30 to 9:30 a.m.)  
Sesnon House Room 1824**

Meeting follow up items:

1. Nancy Machado to follow with Brian Sharpes to have him include a Sharpe Ratio risk report for the next meeting attended by Brian.
2. Nancy Machado will continue to follow-up with the Cabrillo College Foundation attorney to verify that if the CCF were to be the subject of a lawsuit, the non-endowed and endowed assets funds would not be subject to depletion to settle a claim.
4. Nancy Machado will meet with Michael Robbins to request updated information on the possibility for CCF to obtain insurance through the same firm as the College.