

**Cabrillo College Foundation
Finance Committee Meeting
Minutes August 11, 2016**

Present: Alan Aman, Pegi Ard, Marshall Delk, David Heald, Mike Machado and Robert Shepherd

Absent: Laurel Jones, Carlos Palacios, Gun Ruder and Steve Snodgrass

Staff Present: Melinda Silverstein, Eileen Hill and Nancy Machado

Welcome and Introductions

Finance Committee members welcomed Alan Aman the incoming Chief Financial Officer.

Public Comment Opportunity

Bruce Holoway of Ben Lomond, California attended the Finance Committee meeting.

Approve Finance Committee Minutes

Bruce Holoway noted the incorrect spelling of Michael Robins' name. **Motion: MSC: M. Delk/M. Machado to accept Finance Committee Minutes of April 7, 2016 with corrected spelling of Michael Robins name.**

Review meeting follow-up item

The Finance Committee members reviewed the meeting follow up item listed below:

A. Issue: The Finance Committee wanted to know if the funds the Foundation manages are vulnerable to a third-party claim against the Foundation in excess of what its insurance would pay. These are donor-restricted funds.

B. Executive Summary Legal Opinion: The law would protect funds managed by the Foundation from levy in the event of a court judgment against the Foundation as you have described above. The law deems such funds to be held "in trust" for the beneficiaries of the Foundation. Trust funds are not subject to court levy to satisfy a claim against either the party who donated the funds to the trust nor against the trustees of a trust, and that principle should protect these funds from that risk. For the full legal opinion see Nancy Machado.

Cabrillo College Report

Laurel Jones was on vacation therefore there was no Cabrillo College report.

June 30, 2016 Pre-Audit Financial Statements

The Finance Committee reviewed the Pre-Audit June 30, 2016 Financial Statements. As of June 30, 2016, the total assets were \$29M and the ending net assets were \$27,293,900. The total revenue for all funds was \$4,491,518. Total expenses were \$3,566,648 with a net

surplus for all funds of \$924,869. The total operating revenue was \$1,049,086 and expenses \$1,139,042. The operating deficit was \$89,956. **Motion: MSC: M. Delk/P. Ard to accept the Pre-Audit June 30, 2016 Financial Statements.**

Review Endowed Investments

The return on investments for the UBS Endowment portfolio fiscal year to date as of June 30, 2016 (12 months) is as follows:

- Actual Return: -2.09%
- Benchmark Return -2.05%
- Difference -0.04%

The return on investments for the UBS SRI Endowment portfolio fiscal year to date as of June 30, 2016 () is as follows:

- Actual Return: -.54%
- Benchmark Return -.56%
- Difference -.02%

Net Assets and Endowment Chart

The ending net assets balance as of June 30, 2016 was \$27,293,900 and the highest total ending net assets balance reported was \$28,081,369 as of May 31, 2016. The endowed net assets balance was \$23,284,310 and the highest endowed net assets balance reported was \$23,479,205 as of May 31, 2016. The endowed historical gifts value was \$20,048,591, the highest reported by the Cabrillo College Foundation.

Fundraising Report

Melinda Silverstein reported the fundraising total from July 1, 2015 to June 30, 2016

Secured gifts:	\$ 4,252,660
Unbooked Revocable Planned Gifts:	\$ <u>2,984,579</u>
Total:	\$ 7,237,239

Cabrillo College Foundation Dashboard

The Cabrillo College Foundation Fundraising dashboard was reviewed. The Cabrillo College Foundation raised \$7,237,239 in outright and unbooked revocable planned gifts. This is 241% of the \$3,000,000 15-16 fundraising goal. The cumulative unbooked revocable planned gifts total as of June 30, 2016 was \$24,163,000.

Committee Calendar & Roster

The committee calendar was provided.

Adjournment

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,



Nancy Machado
Accounting Manager

Next Scheduled Meeting:

**Thursday, October 13, 2016 (8:30 to 9:30 a.m.)
Sesnon House Room 1824**

Meeting follow up items:

1. Nancy Machado to follow with Brian Sharps to have him include a Sharpe Ratio risk report for the October 13, 2016 Finance Committee meeting.
2. Nancy Machado will meet with Michael Robins to request updated information on the possibility for CCF to obtain insurance through the same firm as the College.
3. Nancy Machado to review the benefits to staff resulting from the consolidation from two investment consultants to one.

DATE: August 11, 2016

TO: Finance Committee

FROM: Melinda Silverstein

SUBJECT: July 1, 2016 to August 2, 2016

2016-17 Outright Gifts Fundraising Total	\$ 77,550
2016-17 Unbooked Revocable Planned Gifts	<u>\$ 0</u>
Total	\$ 77,550

2016-17 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts	\$ 3,000,000
Recorded Gifts 7-1-16 to 8-2-16:	
Astrid Atkinson (Scholarship)	\$ 30,000
Assoc Students of Cabrillo College Student Senate (Student Senate & Student Emergency Program)	\$ 22,000
Jill and Dick Wilson (Scholarship)	\$ 20,079
David & Penny Chesluk (CAP)	\$ 1,000
Joseph & Bette Hirsch (President's Circle)	\$ 1,000
Phillip & Robin Adkins (WES)	\$ 710
William & Jill Harmon (Stroke Center)	\$ 500
College Coaches Skills Camp. LLC (Baseball)	\$ 328
Paul & Carolyn Mecozzi (WES)	\$ 300
Michael & Nancy Machado (WES)	\$ 250
Sherrie & Brian McMahon (Computer Equipment)	\$ 200
Grant & Pamela Ring (CAP)	\$ 200
Judith Swanson (Cabrillo Stage)	\$ 200
Gifts under \$200 (16 of 29 total donors)	<u>\$ 783</u>
Total Outright Gifts	\$ 77,550
Total Unbooked Revocable Planned Gifts	<u>\$ 0</u>
TOTAL	\$ 77,550