

**Cabrillo College Foundation
Finance Committee Meeting Minutes
January 5, 2017**

Present: Alan Aman, Pegi Ard, Marshall Delk, Laurel Jones, Michael Machado, Carlos Palacios, Gun Ruder, Robert Shepherd and Steve Snodgrass

Absent: David Heald

Staff: Eileen Hill, Nancy Machado

Call to Order – A. Aman called the meeting to order at 8:32 a.m.

Approval of Agenda

Motion: MSC: S. Snodgrass/M. Delk. The committee voted unanimously to approve the Finance Committee agenda.

Public Comment Opportunity

There were no members of the public in attendance.

Approve Finance Committee Minutes

Motion: MSC: P. Ard/G. Ruder to approve Finance Committee Minutes of October 13, 2016.

The following Finance Committee members voted to approve the minutes, Pegi Ard, Marshall Delk, Michael Machado, Carlos Palacios, Gun Ruder and Robert Shepherd.

The following Finance Committee members abstained, Steve Snodgrass.

The following Finance Committee members were absent, David Heald and Laurel Jones.

Cabrillo College Report

A. Aman directed committee members to President Laurel Jones' newsletter in the agenda packet.

Approve Financial Statements

The Finance Committee received the September 30, 2016 Financial Statements and reviewed the October 31, 2016 Financial Statements.

As of October 31, 2016, the total assets were \$29M and the ending net assets were \$28M. The revenue for unrestricted, non-endowed and endowed funds was \$1.6M in total. Total expenses were \$982,827 with a net surplus for all funds of \$591,180. The total operating revenue was \$219,986 and expenses \$321,080. The operating deficit was \$101,095. **Motion: MSC: M. Machado/P. Ard to accept the September 30, 2016 and October 31, 2016 Financial Statements**

Net Assets and Endowment Chart

The ending net assets balance as of October 31, 2016 was \$28,015,900. The endowed net assets balance was \$23,996,799. The endowed historical gifts value was \$20,307,500, the highest reported by the Cabrillo College Foundation.

Investment Activity Review

The Cabrillo College Foundation Traditional Endowment pool return on investments fiscal year to date as of October 31, 2016 (4 months) is as follows:

- Actual Return: 4.91%
- Benchmark Return 4.63%
- Difference .28%

The CCF return on investments for the UBS ESG Endowment pool return on investments fiscal year to date as of September 30, 2106 (3 months) is as follows:

- Actual Return: 1.80%
- Benchmark Return 0.85%
- Difference .95%

Rancon Equity Asset Pool, LLC Promissory Note

Discussion was tabled for the March 30, 2017 Finance Committee meeting. The Finance Committee requested a copy of the promissory note and recent correspondence with the Guarantor, Daniel Lee Stephenson. Staff will investigate further.

Insurance RFP Update

At the October 13, 2016 Finance Committee meeting, it was decided that the Cabrillo College Foundation will send a Request for Proposal (RFP) for insurance policies. The current insurance coverages expire on March 5, 2017. The Finance Committee discussed the timeline for the RFP and extending the policies to 7/1/17 (D & O 7/1/18) to align with the Cabrillo College Foundation fiscal year. **Motion: MSC: S. Snodgrass/G. Ruder to approve extending the Worker's Compensation Policy, the Property and Liability Policy and the Crime Policy to July 1, 2017 and extending the Directors and Officers Policy to July 1, 2018.** After further discussion, it was decided to proceed with the original RFP timeline and select a broker by February 14, 2017.

Fundraising Report

Eileen Hill reported the fundraising total from July 1, 2016 to December 15, 2016:

Secured Gifts	\$1,000,860
Unbooked Revocable Planned Gifts	<u>\$ 750,000</u>
Total	\$1,750,860

Cabrillo College Foundation Dashboard

The Cabrillo College Foundation Fundraising dashboard was reviewed. The Cabrillo College Foundation raised \$1,750,860 in outright and unbooked revocable planned gifts.

This is 58% of the \$3,000,000 16-17 fundraising goal. The cumulative unbooked revocable planned gifts total as of December 15, 2016 is \$750,000.

2017-18 Budget Timeline

Cabrillo College Foundation staff will have a draft of the 2017-18 budget ready the week of February 20, 2017. The 2017-18 recommended budget will be sent to the Finance Committee on March 17, 2017. The Finance Committee will review and make recommendations to the Executive Committee by April 13, 2017. The Executive Committee will send recommended budget to the Board of Directors by April 27, 2017.

Committee Calendar & Roster

A. Aman reviewed the Committee Calendar and Roster.

Adjournment

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,



Nancy Machado
Accounting & Human Resources Manager

Next Meeting:

**Cabrillo College, Sesnon House room 1824
Thursday, March 30, 2017**

2016-17 Finance Committee Attendance Chart

Finance Committee Members	1/14/16	4/6/16	8/11/16	10/13/16	1/5/17
Alan Aman	N/A	N/A	P	P	P
Pegi Ard	P	P	P	P	P
Marshall Delk	A	P	P	P	P
David Heald	A	A	P	A	A
Laurel Jones	A	P	A	A	P
Mike Machado	P	P	P	P	P

Finance Committee Minutes

January 5, 2017

Page 4 of 4

Carlos Palacios	P	A	A	P	P
Gun Ruder	P	P	A	P	P
Robert Shepherd	P	P	P	P	P
Stephen Snodgrass	P	P	A	A	P

P=Present A=Absent N/A=Not Applicable Attendance is based on the Finance Committee meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.

Meeting follow-up items:

1. Send a copy of the Rancon Equity Asset Pool, LLC (REAP) note and any current correspondence from Daniel Stephenson to the Finance Committee members.