

MEMORANDUM

DATE: September 4, 2013

TO: Pegi Ard, Dennis Bailey-Fougner, Ed Banks, Blaine Brokaw, Jess Brown, Margarita Cortez, Linda Downing, Lee Duffus, Consuelo España, Greg Evans, Ramon Gomez, Ken Haber, Janet Heien, Laurel Jones, Leola Lapidés, Victoria Lewis, Michael W. Machado, William Ow, Carlos Palacios, Jean Tschohl Quinn, Gary Reece, Pamela Santacroce, Carol Schmidt, Stephen Snodgrass, Rachel Wedeen, and Kathleen Welch

FROM: Carrie Birkhofer, President

GUESTS: Cabrillo College Athletic Program  
Dale Murray, Athletic Director  
Student Athletes  
CalCPA Attorneys, Bankers & CPAs (ABC)  
Angelo DeBernardo, Jr. and Howard Loomis

SUBJECT: **Cabrillo College Foundation Board Meeting**  
**Tuesday, September 10, 2013**  
**12:00 - 2:00 p.m.**  
**Sesnon House, Room 1804**  
***Lunch Provided***

**AGENDA**

**Board Photo**

<u>Time</u>	<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
<b>12:00</b>	1. Lunch, welcome and introductions 1.1 Cabrillo College President Laurel Jones 1.2 New board members: Linda Downing and Carlos Palacios 1.2.1 New board member bios 1.3 All board members introduce themselves	C. Birkhofer	1
<b>12:32</b>	2. Check presentation by CalCPA: Attorneys, Bankers and CPAs (ABC)	A. DeBernardo, Jr. H. Loomis	
<b>12:33</b>	3. <b>Cabrillo College Foundation Board Photo</b>		
<b>12:38</b>	4. Getting to know Laurel Jones and the Cabrillo College Report	L. Jones	
<b>12:48</b>	5. Board of Director's Meeting Minutes Approve May 14, 2013 Minutes	C. Birkhofer	2-7
<b>12:50</b>	6. Student Presentation by Athletic Director Dale Murray and student athletes	K. Welch	

Board Meeting Agenda

September 4, 2013

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<u>Time</u>	<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
<b>1:12</b>	7. Financial Statements 7.1 Approve June 30, 2013 Pre-Audit Financial Statements 7.1.1 Balance Sheet 7.1.2 Income Statement by Fund 7.1.3 Income Statement Operating Budget-to-Actual 7.2 Ten Year Balance Sheet and Income Statement Analysis	S. Snodgrass	8-20
<b>1:17</b>	8. Review of Investments 8.1 CCF Investment Activity Report as of June 30, 2013 8.2 CCF Investment Activity Report as of July 31, 2013	S. Snodgrass	21-24
<b>1:20</b>	9. Review Total Net Assets, Endowed Net Assets & Historical Gifts Chart as of June 30, 2013	S. Snodgrass	25
<b>1:23</b>	10. Fundraising Report 10.1 July 1, 2012 to June 30, 2013 Fundraising Total \$3,586,044 (with Title V match) 10.2 July 1, 2013 to August 31, 2013 Fundraising Total \$196,125 (with Title V match) 10.3 2012-13 Contributions to Cabrillo College	C. Birkhofer	26-28
<b>1:27</b>	11. Rankings for Cabrillo College Foundation 11.1 Top Eight Colleges Return on Investment Survey 2013 11.2 Voluntary Support of Education (VSE) Report	C. Birkhofer	29-30
<b>1:30</b>	12. Discuss Annual Fund Program Review	C. Birkhofer	31-33
<b>1:33</b>	13. President's Circle 13.1 President's Circle Update 13.2 President's Circle Member List 13.3 President's Circle History Report	E. Banks	34-37
<b>1:33</b>	14. Report on Cabrillo College Foundation Capacity Building: Addition of Development Officer Position 14.1 Overview and Job Description 14.2 Impact on 2013-14 Operating Budget	M. Silverstein	38-44
<b>1:36</b>	15. Executive Director's Report 15.1 Review Quarterly Goals Report	M. Silverstein	45-50
<b>1:39</b>	16. Review Committee Calendar and Roster	C. Birkhofer	51-52
<b>1:40</b>	17 Adjournment	C. Birkhofer	

**2013-14 BOARD MEETINGS:**

**Tuesday, November 12, 2013**

12:00 - 2:00 p.m.  
 Sesnon House, Room 1804

**Tuesday, May 13, 2014**

12:00 - 2:00 p.m.  
 Sesnon House, Room 1804

**Tuesday, February 11, 2014**

12:00 - 2:00 p.m.  
 Sesnon House, Room 1804

**Board of Director's Attendance Chart**

<b>Board of Director's</b>	<b>5/8/12</b>	<b>9/11/12</b>	<b>11/13/12</b>	<b>2/12/13</b>	<b>5/14/13</b>
Pegi Ard	P	P	P	P	A
Dennis Bailey-Fougner	P	A	P	P	A
Ed Banks	P	P	P	P	P
Carrie Birkhofer	P	P	A	A	P
Blaine Brokaw	P	P	P	P	P
Jess Brown	P	A	A	P	P
Margarita Cortez	N/A	P	P	P	P
Linda Downing	N/A	N/A	N/A	N/A	N/A
Lee Duffus	P	P	P	P	P
Consuelo España	N/A	P	P	P	P
Greg Evans	A	A	A	A	A
Ramon Gomez	P	P	A	P	A
Ken Haber	A	P	A	P	P
Janet Heien	A	A	P	P	P
Laurel Jones	N/A	N/A	N/A	N/A	N/A
Leola Lapidés	N/A	P	P	P	P
Victoria Lewis	P	P	P	P	P
Michael Machado	P	P	P	P	P
William Ow	N/A	P	P	P	P
Carlos Palacios	N/A	N/A	N/A	N/A	N/A
Jean Tschohl Quinn	A	A	A	P	P
Gary Reece	A	A	A	P	P
Pam Santacroce	P	A	A	P	P
Carol Schmidt	P	A	P	P	P
Steve Snodgrass	A	A	A	P	P
Rachel Wedeen	P	P	P	P	A
Kathleen Welch	N/A	N/A	N/A	P	P

P=Present

A=Absent

N/A=Not applicable, not on committee at the time

Attendance is based on the Board of Director's meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.

## UPCOMING EVENTS

<b>Heritage Club Luncheon</b> <i>Sesnon House</i>	Wednesday, September 25, 2013 12:00 p.m. – 1:30 p.m.
<b>Baskin Center Gala Grand Opening</b> <i>Engineering, Physics, and Computing Building</i>	Friday, October 4, 2013 6:00 p.m. – 8:00 p.m.
<b>Baskin Center</b> <i>Community Open House</i>	Saturday, October 5, 2013 10:00 a.m. – 1:00 p.m.
<b>Women's Educational Success Luncheon</b> <i>Horticulture Center</i>	Friday, October 18, 2013 11:30 a.m. – 1:30 p.m.
<b>Faculty Grants Reception</b> <i>Sesnon House</i>	Thursday, November 21, 2013 4:30 p.m. – 6:00 p.m.
<b>President's Holiday Party</b> <i>Sesnon House</i>	Friday, December 6, 2013 6:00 p.m. – 8:00 p.m.