

AMADOR COMMUNITY COLLEGE FOUNDATION WORKFORCE K16 GRANT AGENDA

DATE: November 21, 2024

LOCATION: Board Meeting will be held via Zoom and in person at the Center

TIME: 4:30 pm Open Session of Regular Meeting of ACCF regarding the K16 Workforce Grant-Public Welcome

Discussion/Action items:

Public Comments: Public Comments: Public Welcome and Introductions. At this time the Board will hear comments from the public, if any.

- 1) Board: Review and approval of the October K16 minutes. (action item)
- 2) Andrew: Update on the K16 Workforce Grant.
- 3) Mia: Monthly report on K16 activities.
- 4) Andrew/Barbara/Maureen: update of K16 Grant reporting and keeping track of the necessary documents needed to submit to Columbia to meet the guidelines outlined by the Grant.

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, February 20, 2024 at 4:30 pm via hybrid format or in-person at the Center. The January meeting is a planning meeting for 2025.

AMADOR COMMUNITY COLLEGE FOUNDATION REGULAR MEETING AGENDA

DATE: November 21, 2024

LOCATION: Board Meeting will be held via Zoom and in-person at the Center

TIME: approximately 5:30 pm, after the agenda items from the K16 Workforce Grant are completed.
Open Session of Regular Meeting of ACCF-Public Welcome

Discussion/Action Items:

Public Comments: Public Welcome and Introductions. At this time the Board will hear comments from the public, if any.

1. ORGANIZATION:

- a. Welcome to new Board Member, Lynda Burman. Thanks to Lynda for joining the ACCF Board!
- b. Welcome to Mary Schoenahl, our new Office Manager! Introductions.
- c. Welcome to Board Member, Rosie Huanaco! Thanks to Rosie for joining the ACCF Board!
- d. Acknowledgement and Board approval to hire Office Manager Candidate, Mary Schoenahl via email on 11/6/24. Annette made a motion to approve the hiring of Mary and Barbara seconded the motion. The motion passed unanimously.
- e. Acknowledgement of approval of Lynda Burman's Board Member application via email on 11/8/24. Janice made a motion to approve Lynda's application and it was seconded by Barbara. The motion passed with a majority vote. Susan let Lynda know she is a Board Member.
- f. Acknowledgement of approval of Rosie Huanaco's Board Member application sent via email on 11/15/24. Paul made a motion to approve her application and Lynn seconded the motion. The motion passed with a majority vote. Susan let Rosie know she is a Board Member.
- g. Rachele/Deb/Tiffany: Monthly reports on Amador College Connect activities.
- h. Board: Review and approval of October minutes of the regular program. (action item)
- i. Craig: Presentation of monthly bank statements and expenditures.
- j. Board Officer positions for 2025. Chair, Vice-Chair, Treasurer, and Secretary.
- k. Board Discussion: Separating the responsibilities of the ACC Treasurer. Should we consider the option of having two Board Members volunteer as Treasurer for the two different banks? One volunteer could be responsible for the Umpqua accounts and another could be responsible for the Bank of Marin accounts. Some tasks will be given to the new office manager.
- l. Adoption of the 2025 ACCF Board Meeting Schedule. Should the June meeting of June 19th be rescheduled as the date is a Holiday? (action item)
- m. Discussion/planning of our January Planning Meeting. Volunteer needed to chair this meeting. The date is January 16th.

- n. Craig/Board Discussion: Update on the hiring of a new tax preparer for ACCF. (potential action item)
 - o. Janice: Update on the funding request submitted to the Jackson Lions Club to assist with funding of the Office Manager Position.
 - p. Amador County Chamber of Commerce Open House has been scheduled for September 10, 2025. Date to host our own Open House in October? Thank you to Barbara for volunteering to chair organizing these Open Houses. Volunteers needed to assist.
 - q. Barbara: Update on the signage for the Center was sent to Board Members on 11/15 with the estimate from Merzlak Signsto purchase 2 signs in the amount of \$245 each for a total cost of \$490. Ken would be able to install the signs for us. (action item)
 - r. Maureen: Update on Dandelion Days 2025. Volunteers will be needed to staff our table and assist with setup and cleanup. Dandelion Days Event is March 15th and 16th.
 - s. Annette/Barbara: Update to the cost/possibility of subletting office space from MLJT. Cost to ACC? (potential action item)
 - t. Susan: Update from Sue Allred on developing policy/guidelines to have closed session discussions during our Board Meetings.
 - u. Susan: Update on the Bank of Marin second signer.
2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
 - a. Barbara: Updates on Fundraising.
 - b. Maureen: Giving Tuesday Event information. The date for Giving Tuesday is December 3rd.
 - c. John: Publicity update. Susan: Social Media update.
 3. STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
 4. PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Member Initiatives: (non-agenda items reported/suggested by members)

ADJOURNMENT: The January Planning Meeting is scheduled for January 16, 2025 with the place and time TBD. The next regular meeting is Thursday, February 20, 2025 at 4:30 pm via hybrid format or in-person at the Center.