

Amador Community College Foundation Meeting Minutes

Thursday, June 19, 2025

Paul called the regular public business meeting of the Amador Community College Foundation to order on Thursday, June 19, 2025 via Zoom Meeting and in person at 4:35 p.m.

Roll Call: Paul Molinelli, Jr., Karen Dickerson, John Tillman, Barbara McFarland, Janice Davis, Maureen Angle, Lynda Burman, Jeff Hodgson, and Susan Zaffarano. Staff: Andrew Gardner

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. The acknowledgements sent prior to the scheduled meeting via the May minutes and an email requesting Board members review them before the meeting to allow for an acknowledgement be accomplished without the need to read each individual one. No comments made or corrections needed.
- b. Barbara had emailed her report to the Board on Fundraising activities. Her updates included follows ups needed for donations for the Tuscany Under the Stars Event. Most recent donations that have come in include a private wine tasting at Helwig Winery for 10 people and a case of wine for the Rocking at Kennedy Mine Event has been requested from Helwig as well. Sponsors have been featured on social media and have received a thank you letter from us. Barbara provided an updated sponsor lists. At this time, our focus needs to be on the Rocking out at Kennedy Mine Event. We are in need of three sponsors in the amount of \$1,000 each. The Fundraising Committee will be meeting July 7th. We need to start selling tickets for the Kennedy Mine Event.
- c. John made a motion to approve both the May minutes for the Regular meeting and the minutes from the K16 program. Karen seconded the motion and the motion passed unanimously.
- d. Andrew presented and the Board reviewed the ACC Proposed Payroll Plan that was discussed briefly at the May meeting prior to our time constraints of that meeting. The Board had approved this plan at the June meeting. Jeff asked several questions to understand the current financial situation including our exact cash flow for each month and what seems to be our biggest expenditures. Andrew offered to meet with Jeff and discuss in detail our budget, expenditures, cash flows, where our income is generated from, etc. Barbara offered also to be part of that informational meeting.
- e. Andrew requested Board approval to invite PNC Bank to host a one-time financial advising workshop at the center. A motion was made by Barbara to approve this workshop and the motion was seconded by John. The motion passed unanimously. Andrew will contact PNC Bank to schedule the workshop.
- f. The donation flyer advertising "One Student, One Choice=\$500" for public distribution has already been on social media. This flyer will also be on the tables at the Tuscany Event.
- g. Due to our current financial constraints, the Board has instituted a hiring and payroll freeze including no opportunities for increased hours or pay raises until a budget plan is developed.

A motion was made by Barbara to institute this payroll freeze and the motion was seconded by John. The motion passed unanimously.

- h. At the time of the meeting there was not an update on the development of job descriptions for Andrew and Rachele (when she returns). This item will be on the July agenda.
- i. The Board discussed Fawn Vernon's request to utilize space at the center for her services/business. A motion was made by Barbara to not move forward with Fawn's request for a designated space at the center due to not having the room to accommodate her request. Janice seconded the motion and the motion passed unanimously. Karen will let Fawn know of the Board's decision.
- j. The Board recognized Craig's letter of resignation for the role of Treasurer and as a ACCF Board Member. The transfer of bank information, tasks Craig was completing, passwords of various accounts, etc. will need to occur. Chris has offered to complete some of the tasks Craig was responsible for during the interim of filling this position. Barbara, Janice, and Andrew will begin to identify the needs of ACC for this vacancy and develop a budget plan to work from throughout the calendar year. Janice has been in contact with a community member who might be interested in serving on the Board and/or assist in the role as Treasurer. More information on this potential volunteer might be available at the July Board meeting.
- k. As mentioned during the meeting, Chris has agreed to assist us in the Treasurer's tasks during the interim period of the Board officer/Treasurer vacancy.
- l. Andrew provided an update to the SJF grant. The funding of Andrew's position paid through this grant will be on a monthly submission of hours completed rather than a lump sum for the duration of the grant.
- m. At the time of the meeting there was not any information available on Sue Allred's services to ACC: do we have a contract? How are we billed? This item will be on the July agenda.
- n. Board discussion: forming a team to present in the community at organizations, events, and to search for major donors. Paul will chair this committee and Andrew will also work to form this team.
- o. Susan expressed a need to update our website. When applying for grants, sponsorships, etc. there is a desire to have our website up to date. This task will be on one of the job descriptions being developed by the Executive Committee/Personnel Committee.
- p. Lynda/Grants Committee: Lynda reported via email that she is currently working on the Rancheria Employee Grant for \$2,000 and signing ACC up for Walmart's Sparkgood program with Andrew's assistance. It was suggested that Rotary Club of Jackson could assist us with putting up our sign and light box. We need an electrician to wire and install the sign. Karen let the board know that the Rotary Club is looking for projects to assist ACCF. Lynda said she will add a Donor Wall project to her list of possible grant projects.
- q. Paul/Karen: Personnel Committee: The committee is waiting for more information from Rachele regarding the proposed job description sent to her to review.
- r. Janice: Student Services Committee: Janice sent the Board an email update on this committee. To date, based on the continuing change of staff, the committee has not met and the role of the Student Services Advisor is not known at this time. Andrew is having bi-monthly staff meetings that seem to be working out well.

- s. Outreach/Special Events Committee: Paul will be the Chair of this committee combining this committee with the Presentations to Organizations Committee.
- t. Paul: Presentations to Organizations Committee: This committee will now be combined with Outreach/Special Events Committee. No update at the time of the meeting.
- u. Maureen: By-Laws Committee: Maureen reported via email the revisions that have been suggested by Board Members. There have been 4 revisions suggested. Maureen listed these 4 potential revisions in her email.
- v. John: Publicity Committee: John continues to work with staff to get information/ads to publish in the newspaper. It was suggested ACCF participate in the noon time radio segments KVGC does on Fridays.
- w. Annette sent the Board an update via email on the Emergency Planning/Violence in the Workplace efforts. An officer visited the center and conducted a brief discussion on the layout of the center. Annette expanded with her staff specific procedures to follow based on previous MLJT trainings and updating MLJT Violence in the Workplace procedures. Annette offered to share with ACCF staff these updates to align them with ACCF's policies in this area.
- x. Barbara reported she has sent an email to Linda Gonzales to coordinate efforts in co-hosting the September Chamber Event. The event is scheduled for September 10th at the Kennedy Mine.

2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT

- a. Barbara presented the updates on the Fundraising Events during the Organization section of the meeting. The Fundraising Committee will meet at the Center on Monday, July 7th at 11:00.
- b. John provided an update to the Publicity Committee during the Organization section of the meeting.
- c. Susan sent the Board an update to our Social Media via email. Our social media presence continues to see increased engagement, with consistent growth in followers. ACC has two new initiatives that have launched; "Motivation Monday" and "What's Up Wednesday" on our social media. John, Mia, and Susan had a follow up Zoom meeting with the presenter from the Calaveras Chamber Workshop on Social Media.

Committee Members Initiatives (non-agenda items reported/suggested by members): There were no non-agenda items reported.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 5:50 pm. The next regular public business meeting is scheduled for July 17, 2025 at 4:30 pm.