

AMADOR COLLEGE CONNECT STRATEGIC PLANNING MEETING MINUTES

Thursday, January 16, 2025

Maureen called the Strategic Planning Meeting of the Amador Community College Foundation to order on Thursday, January 16, 2025, held at The Leadership Hub at 4:12 pm.

Roll Call: Maureen Angle, Paul Molinelli, Jr., Karen Dickerson, Janice Davis, John Tillman, Barbara McFarland, Lynda Burman, Rosie Huanaco, Jeff Hodgson, and Susan Zaffarano. Andrew Gardner attended as a guest.

Public Comments: There were no public comments. Maureen, as facilitator, gave an overview of the agenda items for the evening.

1. ORGANIZATION:

- a. Craig provided via email and called during the meeting to provide budget information from the averages from 2024. There was a \$12,200 reoccurring expense from the first 6 months of 2024 and that number included expenses for rent, utilities, payroll and other items that showed on our bank statements, books, tuition, etc. The payroll/salaries number includes all of our newly hired employees and their new hourly rates, our portion of social security, UI, etc. We will gain on our payroll with Rachelle on maternity leave. At this time there is nothing in the immediate future refunds from ACUSD for Dual Enrollment. By the end of March our funding could be low. Discussion included an amount of \$20,000 per year in the area of fundraising to supplement our MOUs, potential grants, donations, etc. Andrew and John suggested ACC reach out to Coastline to request possible finding as we have a significant number of students we assist enrolled there. Andrew and John volunteered to look into this possible funding source.
- b. During our discussion of Fundraising Events, Maureen gave a historical review of the Giving Tuesday Event. Maureen discovered that the donors are repeat contributors. Perhaps we can expand our list of donors to potentially increase our money earned from this event. For the upcoming year we can begin to advertise in September and October with the Chamber Event and our own October Open House. Our Fundraising Strategy should be a 3 pronged approach: 1) Donors, 2) Fundraising events, and 3) Grants. Fundraising items will be on the February agenda.
- c. The discussion of board and volunteer roles in fundraising will be an item for the February agenda.
- d. There will be a continuing discussion of appropriate office staff expectations on the regular meeting agenda in upcoming meetings.
- e. Discussion of a stronger and more developed digital fundraising campaign throughout the calendar year will be a continuing agenda item.
- f. The forming of a team of 3 people (including the Executive Director) who will go into the community to locate donors and speak/present information on ACC services. These major donors will tour the center and learn what we do. This will be on the subsequent agendas.
- g. The Board reviewed a Grant Proposal Writing Overview for us submitted by Lisa Lucke of Lucke Writing and Editing services. Grant proposals are not for sustaining current staff and

programs but for new projects that could provide additional monies for current expenses. The Board will bring ideas for proposals to the February meeting. Perhaps there can be a committee formed of Board Members to work on grant project/proposal ideas.

Maureen adjourned the meeting at 6:32 p.m.