



## SPECIAL MEETING OF THE BOARD OF DIRECTORS

*Tuesday, May 15, 2018 5:30 pm – 7:30 pm*

*Peralta Colleges District Board Room*

*333 East 8<sup>th</sup> Street, Oakland, CA 94606*

### Minutes

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**Directors Present:** Jeffrey Chew, Guy Ben Ari, Sydney Firestone, Edward McFarlan, Sbeydeh Viveros-Walton, and Chancellor Jowel C. Laguerre, Ph.D

**Directors Absent:** William Riley, Ed. D, Linda Handy, Adam Sanchez, Christie Pitts, Michael K. Rich, Sean McKaig, Andreas Cluver, Pamela Emerick

**Others Present:** Dr. Marie- Elaine Burns, Nikki Lasley, Rena Stoler

### A G E N D A

**I. Call to Order and Attendance** – Sbeydeh Viveros-Walton (1 min.)

The meeting was called to order 5:34pm. *Motion required M/S/C Firestone/McFarlan /Motion Passed*

**II. Adoption of Agenda** – Sbeydeh Viveros-Walton (2 min.) No adoption

**III. Introductions** – Sbeydeh Viveros-Walton (5 min.)

Guy Ben Ari is a board member for 8 years, from Alameda who was a Peralta student.

**Public Comment** – (3 minutes per speaker)

Nikki shared the new peraltafoundation.org website, which includes a new donation page with a transaction fee of 2% instead of 3%.

People discussed the desire to start each meeting with good news.

**VI. Approval of Minutes for April 23, 2018 Board Meeting** – Sbeydeh Viveros-Walton (5 min.)

*Motion required M/S/C Chancellor Laguerre/Chew /Ben Ari Abstain/ Motion Passed*

**VII. Finance Committee Report** – Sydney Firestone (30 min)

**A. Audit**

Because we are at the end of the year, no significant changes occurred since last month. The audit is very similar to the one presented in the last board meeting, except for a few minor adjustments. Motion required to approve the audit: *Motion required M/S/C Sydney/McFarlan/ Motion Passed.* Audit was approved.

The 990 was discussed and the board needs to acknowledge the report and approve it. To move forward towards approval, The Foundation will request an extension and present a draft at the next board meeting, as long as the 990 will not be filed late.

**B. FY19 Budget draft**

The draft budget is very preliminary, and the finance committee is meeting on Wednesday May 16<sup>th</sup> to meet about the budget and create a document for approval for next board meeting. Last year's actual is not representative of where the Foundation wanted to be, because there were limited fundraising efforts and other activities. To create a proper budget, Nikki looked at the last two years as a benchmark. The budget leans conservatively with a goal of a zero base budget. The goal is to create a zero base budget so that we can generate enough money to operate. There was an acknowledgement that some large restricted donation is coming through in the next week or so that cannot be used for operational costs.

There is also a reduction of the ARB fees as they are currently being audited. The Finance Committee is hoping that once the process is completed the funds will continue. In terms of the staffing expenses it includes a full personnel budget as modeled by the beginning of last year. Also, the contribution from the district is a big assumption, and there was a desire to have a longer conversation about the implications of that ask. The number was calculated as a result of the zero budget in order to operate and not deplete funds.

There has not been two fundraising events in three years, therefore if the Foundation is able to execute two events it will help balance out the budget.

**VIII. Closed Session – Sbeydeh Viveros-Walton (30 min.)**

Before the closed session began, Nikki shared the proposal she created with accomplishable goals within the next 3-6 months. Her current contract expires June 29<sup>th</sup> at a rate of \$125/hour. Nikki went through a six-month plan that included updating internal policies and procedures, events, fundraising goals, grant applications, board retreats, scholarships, end of year appeals, and marketing and messaging.

The action from the closed session is to extend the Interim ED's contract for 3 months ending on September 28<sup>th</sup>, 2018.

**IX. Next Meeting Date – Sbeydeh Viveros-Walton (5 min.)**

A. June 13, 2018 | 5:30pm-7:30pm

**X. Announcements – All (5 min.)**

**XI. Call for Adjournment – Sbeydeh Viveros-Walton (1 min.) *Motion Required***