



**Peralta Colleges Foundation
BOARD OF DIRECTORS RETREAT MEETING MINUTES**

Thursday, June 9, 2022

5:30 pm – 7:30 pm

Roll Call - Board Members Present: **President** Adam Sanchez, **Vice President** Joseph Simmons, **Secretary** Tasion Kwamilele, **Treasurer** Luther Aaberge, Guy Ben Ari, Patricia Brooks, Louis Quindlen, William Wilson, Robyn Fisher, Chris Kovach, Sarah Chavez-Yoell, Merritt College President David Johnson, Berkeley City College President Angélica Garcia, and Laney College President Rudy Besikof.

Absent: Dyana Delfín Polk, Linda Handy, Seth Hubbert, Sally Swanson, Mahiri Wise, Eric Wright, College of Alameda President Nathaniel Jones, LaSandra Hunt, Seth Steward and Jennifer Tran

PCF Staff Present: Mashariki White, Tatiana Larkin, LaNiece Jones

Meeting Called to Order by Adoption of Agenda -

Acceptance of the previous meeting minutes with the following modifications:

- Correctly spell Executive Director's name
- **Page 2 - modify to read "improperly**

Motion: Moved and 2nd Luther Aaberge and Chris Kovah

Voted: One abstention by Dr. Garcia.. Motion passes

Welcome / Introduction - Board President provided meeting overview to include:

- **Review of our 2022 Quarterly Financials ending the month of March 31st and 2023 FY Budget Vote;**
- **Board Renewal and Executive Committee Elections**
- **Board engagement workshop facilitated by Jewel Legacy Group**

Ending term, **Board President Sanchez** expressed gratitude for his board service as President the last two years and plans to continue supporting the foundation. He acknowledged board treasurer Luther Aaberge to be stepping off the board after his two-year term and thanked him for his service.

Board President Sanchez thanked Foundation staff for a job well done in hosting the 2nd golf tournament within less than 6 months with the laser focus to raise monies for foundation operations, and, of course, student scholarships. Explicitly noted the importance to raise unrestricted monies which help fund the staff salaries.

Board President Sanchez shared ED Jones' response to a request for public records made under the Richard P. McKee Transparency Act of 2011 from EdSource's investigative reporter. ED alerted



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and consulted with the District's legal counsel and District PIO for compliance. The Richard P. McKee Transparency Act of 2011 requires public access to records of auxiliary organizations of California public colleges and universities. The McKee Act is constructed to function as the California Public Records Act for auxiliary organizations and public colleges and universities.

Following are the items requested and required response within 10 day window:

- The two most recent IRS Form 990 of the foundation - **sent**
- The two most recent IRS Form 990-T of the foundation – **not applicable as we have no business income**
- The two most recent audited financial statements of the foundation - **sent**
- The two most recent annual reports of the foundation – **sent scholarship impact report**
- Records of all expenses paid for or submitted for reimbursement by members of the foundation's board members between Jan. 1, 2020 and May 25 2022 – **not applicable**
- Records showing all credit card accounts held or paid by the foundation – **sent**

College Presidents Remarks: *

- **Merritt College President David M. Johnson** - congratulatory remarks on Golf Tourney success and looks to 2023;
- **Berkeley City College President Angélica Garcia** - shared accolades to PCF Staff on a well produced golf tournament. Acknowledged the importance of partnerships and plans to heighten BCC's giving engagement; Noted BCC summer session is forthcoming.
- **Laney College President Rudy Besikof** - shared excitement of participating in the 2022 golf tournament noting great opportunities to meet the community that support Peralta Colleges; shared snippets of their 2022 COVID parking lot graduation to be considered for future ceremonies.

Special Guest Remarks - Hon. Dr. William "Bill" Riley shared gratitude to board members for their engagement in the golf tournament and encouraged early participation in next year's fundraising event set for May 22, 2023. Recommendations are to increase PCCD vendor engagement to cover items such as green fees, lunches and reception to allow more monies to be raised for operational support and annual scholarship program.

Treasurer's Report - Luther Aaberge

Financial Report - Treasurer Luther Aaberge provided overview of the financial statements - year to date budget, balance sheet, highlighted restricted and unrestricted report and 2023 proposed operational budget.



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Noted current income is 26% greater than budget of which 75% - individual contributions/corporate and foundation support. This percentage does not include recent golf tournament fundraising figures. Expenses are 75% year to date; 28% over budget largely due to contracted professional fees and cost of fundraising are main drivers. Grant distributions are attributed to increased grant expenses and part time contractors supporting the board and administration impacting professional fees budget line. Net income is under budget 90k. Golf tournament fundraiser returns have not been posted to date.

Finance Committee member Chris Kovach added his key observations: he felt confident with the numbers relative to the net assets restricted and unrestricted figures // \$405k relative to be able to cover salaries.

For net income, he noted unrestricted \$116 loss income takes away from operations; although golf tournament proceeds should help offset. Additionally, noted \$70k unrealized loss in investments as there is no way to budget for gains and losses which is dependent on the market conditions.

Finance committee member Guy Ben Ari - inquired if Global Investments had sent the discretionary authority form to independently make the rebalancing and adjustments and minimize loss had been executed via a signed letter. [ED Jones confirmed an agreement had been signed.](#)

Approved vote was made for a tentative annual budget to keep operations fluid.

Motion of acceptance of financial report - Individuals that motioned - Vice President Joseph Simmons; second by William Willson. Motion carried unanimously.

AFTER MEETING ELECTRONIC VOTE – Passed

Secretary Report - Board secretary Tasion Kwamilele

Kwamilele passed her time to Director Dr. Robyn Fisher to preside over the 2022/24 board elections process - nominations slate and vote. Nominations and self nominations were granted. Outgoing President Adam Sanchez self nominated for the treasurer's role.

To remedy the lack of quorum, the body voted to allow those present to vote and for ED Jones to share the slate electronically to the full board for finalization. Final nominees and vote for board officer elections are as follows: Dr. Joseph Simmons as Board President, Tasion Kwamilele as Vice President, Adam Sanchez as Treasurer and Patricia Brooks as Secretary.



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Motion of acceptance of Secretary minutes

Motion: Motion carried unanimously by President David Johnson and President Rudy Besikof

“Board Engagement Workshop” Part I: Workshop/Discussion: “How Do We Exceed Our Planned Income Budget” – facilitated by [Jewel Legacy Group](#) and covered the following topics. See full presentation - [here](#)

- Quick Recap of Board Roles and Responsibilities
- Meeting Your Fundraising Goals
- 10 Ways to Increase General Operating Support
- Making the “Ask”

General announcements - none

Upcoming Meetings:

Next Board Meetings are September 8, 2022, 5:30pm; November 10, 2022, 5:30pm

Call for Adjournment – *Motion to adjourn at 7:30pm*