

**Thursday, January 20th, 2022**

5:30 pm – 7:00 pm

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**Roll Call - Board Members Present:** President Adam Sanchez, Vice President Joseph Simmons, Secretary Tasion Kwamilele, Treasurer Luther Aaberge, Guy Ben Ari, Patricia Brooks, LaSandra Hunt, Louis Quindlen, Seth Steward, Jennifer Tran, William Wilson, Robyn Fisher and Chris Kovach

**Absent:** Dyana Delfín Polk, Tamika Greenwood, Linda Handy, Seth Hubbert, Sally Swanson, Mahiri Wise, Eric Wright, Sarah Chavez-Yoell, Merritt President David Johnson, Berkeley City College President Angélica Garcia, College of Alameda President Nathaniel Jones, and President Rudy Besikof.

**PCF Staff Present:** Margie Platero, Mashariki White, Tatiana Larkin, Carlo David, Brian Bouldin, Melvin Musick, Juli Blasingham. **Absent:** LaNiece Jones

**Guests:** **Royl Roberts**, MBA/JD, PCCD Chief of Staff, **Kirsten Moore**, CPA, Eide Bailly LLC

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**Meeting Called to Order by Adoption of Agenda - Board Chair Adam Sanchez**

**Acceptance of the previous meeting minutes:** Louis Quindlen and Luther Aaberge

**Welcome / Introduction -** Chair Adam Sanchez

**Treasurer's Report - Luther Aaberge**

Acting PCF Finance Director Juli Blasingame introduced guest presenter Audit Manager Kirsten Moore representing audit firm Eide Bailly. Kristen presented a draft audit report noting financial statements have a clean opinion and rate fairly in all material facts. There were a couple of areas in review which will not change the audit in general; numbers are good; just a reporting error.

Finance committee member Chris Kovach inquired about restricted and unrestricted disclosure requirements. Kirsten noted she will research and update the final audit report.

PCF financials – Board Member Louis Quindlen inquired about dormant managed fund accounts and if we can put them in the general funds. Juli shared that Tatiana Larkin, Finance Operations Manager is spearheading a special project to research dormant college managed fund accounts to determine usage.

Chris inquired about the Form 990 deadline. It was noted that the extension deadline is May 15, 2022.

**Motion of acceptance of financial report** - No motion.

**Officer Reports cont'd:**

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**November Financial Report** - Treasurer Luther Aaberge noted the finance committee met on Tuesday January 11th covering the audit report with audit manager Kirsten Moore. The November year-to-date income statement benchmarked five (5) months out of the 12 months is 41.67% year to date percentage of progress. Total income 66.97% higher than the 41% of what we would expect this time of year. All less than budget were individual contributions, corporate giving and revenue. Although, the foundation grants and fundraising events and income contribution showed significant increasing income. From the revenue section, investment income and administration fees came in at 26.16%, which is under the 41.67%, which is also higher in prior months. Expenses are over budget 66.97%; individual contributions, corporate giving and revenue were less than budget, but foundation grants, fundraising events and income contributions show significant percentages increasing our income. Expenses include personnel costs, occupancy and IT. Timing is the bulk of the activity. Net income \$13,000.00 which is 122% over which increases our bottom line.

**Motion of acceptance of financial report** - Individuals that motioned:. Motion carried unanimously.

**Secretary Report** - Tasion Kwamilele noted ED LaNiece Jones sent Board of Directors handbook and to please review to make sure the information sheet is submitted and up-to-date and the conflict of interest form is signed as well. Please review all handbook content and make sure all documentation is completed. She invited all to her and cc LaNiece. Also noted board commitment goal is \$5,000 and there is still time to meet the June 30th fiscal year deadline. She noted the need to connect with staff consultant Brian Bouldin for the development of a board Peer-to-Peer personal fundraising page and thereafter to send out an email blast to your personal network.

Board nomination shared new board prospect Ahmed Ali Bob - Community Affairs Lead for SQUARE, now BLOCK. The Oakland native has an impressive network and noted community and board service.

**Motion of acceptance of secretary minutes**

Motion: Louis Quindlen and Luther Aaberge. Motion carried unanimously by Adam Sanchez

**Executive Director Report** - Development Manager Margie Platero presented the report on behalf of Executive Director LaNiece Jones. Margie shared the recent Southwest Airlines "Million Acts of Kindness" video highlighting Jones, President Besikof and Laney student Terance Williams. PCF was a recipient of the Southwest Airlines One Million Act of Kindness competition and awarded 50

round trip tickets as the prize. PCF was six (6) of the 52 winning organizations to be selected to be filmed and highlighted in SWA promotional video and national news.

Margie provided updates on the successful PCF golf tournament this past December 2021: 127 total players, 20 volunteers, 75 sponsors which raised close to \$150,00.00. Expenditures totalled close to \$40,000.00 including costs related to the tournament date reschedule due to the unforeseen storm.

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Silent auction and live auctions and raffle raised \$14,000. Next golf tournament - within the same fiscal year - will be held on Monday, May 23rd at the same location Sequoyah Country Club. Huge thanks extended to Board member Sarah Yoelle, PG&E Government Relations Representative for the 10,000.00 champion sponsor early commitment. Margie invited leads and/or requests for sponsorship packets to be sent for sponsorship development opportunities. Margie shared additional fundraising opportunities and campaigns to include:

- Sees Candy - 50% profits
- Krispy Kreme Doughnuts - 50% profits
- Double Good Popcorn - ending Feb 4th
- Got Sneakers - March 20 - June 21st

**Scholarship Report:** The annual scholarship season ends March 1st. To date, it was reported, there are approximately 100 applications. PCF will be hosting two (2) scholarship workshops - Jan 31st and Feb 3rd.

PepsiCo Foundation awarded PCF a 2 year conditional \$500,00.00 grant award, as part of their Community College Program tasked with increasing scholarship opportunities for grossly disadvantaged community college students across the country. Notably, PCF is one of 14 community college systems in the U.S. and 2nd in California to be awarded. In an effort to respond to compliance concerns from Finance Committee members, per further request ED consulted with the District Chancellor and counsel for their review of the grant award letter. Staff consultant Dr. Melvin Musick read a response message from the chancellor's office in consultation with the district counsel expressing their knowledge, partnership and compliance of the concerns particularly adherence to Prop 209. Meeting guest speaker and Chancellor's Chief of Staff Royl Roberts, MBA/JD further shared remarks on compliance adherence on behalf of the District and Chancellor.

**Finance Operations Report:** Tatiana Larkin, Finance Operations Manager shared updates on a new project to research stale close 100 college managed fund accounts with outstanding balances. Status reports will engage college presidents and/or their designee to final decisions.



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**Upcoming Meeting:**

Next Board Meeting is in March 10th, 5:30pm

**Call for Adjournment** – Adam Sanchez

*Motion to adjourn at 6:51pm*