

RIVERSIDE COUNTY OFFICE OF EDUCATION FOUNDATION
3939 THIRTEENTH STREET • P.O. BOX 868 • RIVERSIDE, CA 92502-0868

**ANNUAL ORGANIZATIONAL MEETING
MINUTES**

July 20, 2017

2:30 p.m., Riverside County Office of Education, 3939 Thirteenth St., Riverside, CA 92501

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

With at least 48 hours' notice, any **individual** with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the Administrative Assistant to the Foundation Board at 3939 Thirteenth St., Riverside or by calling (951) 826-6473.

OPENING PROCEDURES

1. **CALL TO ORDER**

The Organizational Meeting of the Riverside County Office of Education Foundation was called to order by Director Clarke at 2:30 p.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Director Clarke.

3. **ESTABLISHMENT OF A QUORUM**

a. **RCOE Foundation Directors**

- Mr. Jack Clarke
- Mr. Eric Eckstrom
- Ms. Teresa Hyden
- Ms. Diana Kot (absent)
- Mr. Ron Miller
- Dr. Judy D. White
- Vacant

4. **PUBLIC COMMENTS**

This item is placed on the Agenda so that members of the audience have an opportunity to speak to any item on the Agenda or regarding subjects or concerns that do not appear on the Agenda. Any person wishing to speak is requested to complete the "Request to Address the Board" form and bring it forward to the Board Secretary. Each person wishing to address the Board will be limited to **five minutes** for public input on each item, subject, or concern not to exceed 20 minutes.

5. **APPROVAL OF AGENDA**

It is moved by Director Hyden and seconded by Director Miller that the agenda be approved as presented.

5 Ayes

Motion adopted

CONSENT AGENDA

1. **APPROVAL OF MINUTES**

Minutes of the Regular Meeting of the Riverside County Office of Education Foundation (RCOEF), May 22, 2017.

It is moved by Director Miller and seconded by Director Hyden that the minutes be approved.

5 Ayes

Motion adopted

ACTION ITEMS

1. **NOMINATION TO FILL VACANT DIRECTOR SEAT**

Mark Hawkins has resigned his director seat on the RCOEF Board of Directors. He has recommended Jennifer Binkley to fulfill his term. The Board will consider Jennifer Binkley's nomination.

Director Hyden introduced and acknowledged the hiring of Edward Lewis, the new Foundation Director. Also, Director Hyden welcomed new members Director Eckstrom and Director Binkley; and Director White, who joins us for her first meeting.

It was moved by Director Hyden and seconded by Director White that Mark Hawkins' resignation and Jennifer Binkley's recommendation to fulfill Director Hawkins term be approved as presented.

5 Ayes
Motion adopted

2. **DIRECTOR TERMS**

The following initial director appointment terms expire in 2017: Director Miller. Per the RCOEF Board Bylaws, all initially appointed directors are entitled to serve at least one four-year term after the term of their initial appointment.

<u>Name</u>	<u>Expiration of Terms</u>
Mr. Jack Clarke	July 2019
Mr. Eric Eckstrom	July 2021
Ms. Teresa Hyden	Unlimited (Ex-Officio)
Ms. Diana Kot	July 2020 (pending board approval)
Mr. Ron Miller	July 2017 (w/4-year option to extend beyond initial term)
Dr. Judy D. White	Unlimited
Vacant	July 2019

Director Miller requested to serve a one-year term.

It is moved by Director Clarke and seconded by Director Hyden that Director Miller's term extend one year to expire at end of fiscal year 2017-2018, at which time we will follow RCOEF bylaw provisions accordingly.

6 Ayes
Motion adopted

3. **ANNUAL ORGANIZATIONAL MEETING**

Mr. Jack Clarke	Chair	Ms. Teresa Hyden	Treasurer
Ms. Diana Kot	Vice-Chair	Vacant	Secretary

A. **Election of 2017-2018 Officers:**

- a. **Chair:** It is moved by Director _____ and seconded by Director _____ that Director _____ serve as Chair for the 2017-2018 fiscal year.
- b. **Vice-Chair:** It is moved by Director _____ and seconded by Director _____ that Director _____ serve as Vice-Chair for the 2017-2018 fiscal year.
- c. **Secretary:** It is moved by Director _____ and seconded by Director _____ that Director _____ serve as Secretary for the 2017-2018 fiscal year.
- d. **Treasurer:** It is moved by Director _____ and seconded by Director _____ that Director _____ serve as Treasurer for the 2017-2018 fiscal year.

It is moved by Director Clarke and seconded by Director Hyden that the RCOEF officers be kept in place as is until the next Board meeting.

6 Ayes
Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **FOUNDATION BOARD EXPANSION:** The RCOEF Board will discuss and potentially nominate persons to serve on the Board of Directors. Total number of directors not to exceed 15.

Director Hyden – Eric Eckstrom and Jennifer Binkley have filled the two vacancies on our seven-member Board. We are able to expand our Board, based on our change in our bylaws. Does anyone have any Board member prospect? Director Clarke – I have a couple of names. One of these individuals has confirmed to join our Board. I would like to obtain his resume. The other individual, I would like to obtain a commitment from. I would like to appoint people in twos so that we keep an odd number. I will get this information to Mr. Lewis and put this on the calendar. One of these individuals is Dr. Donald Botic, who has been involved in non-public schools for many years. Director White – This is one of the things I really want to see expand and grow, and that will be facilitated by recruiting the right people. If all of us are able to think about people and bring names, and then we can prioritize based on that. I don't know if we have a process in place for expansion, if we have more than the two that you thought about. I would like to have the opportunity to do some reflective thinking. Sometimes they are ready for commitment and can bring a fresh look, energy, and access to resources. Director Hyden – We have a subcommittee of the Board that are pulling together names and making recommendations to the entire Board. We mention expanding the Board to 15, but it doesn't have to be any particular number – we have not changed the bylaws because we had not settled on an amount. Whatever number we determine, we will bring to the Board a revision to the bylaws to accommodate this at the same time and take action on it. We composed a Strategic Plan in 2014-2015, which goes through 2017, and needs to be revamped, expanded, and determine what is next in our outlook into the future. This plan is in the binder and I encourage the new Board members to read this. Director Clarke – As we are looking for new people, keep in mind that type of skill set that we are looking for. One of the things that Dr. Erickson mentioned (those of you who were present when he was presenting), he believes in large Boards of Directors for organizations like this (25-27). We now have an Executive Director who can assist us keep momentum in between the meetings. Some things that were discussed were problems to help young people of color, at-risk youth, and students coming out of the juvenile justice system who need support. We need the right people to push the causes forward.

2. **MEETING CALENDAR FOR 2017-2018:** The RCOEF Board determined the remainder of the 2017-2018 meeting dates. The meetings dates are September 28 and November 30, 2017, and January 18, March 15, and May 10, 2018. All meetings are at 2:30 p.m.

INFORMATION/DISCUSSION ITEMS

1. Financial Update: Golf Tournament

Director Hyden distributed and went over the 2017 RCOEF Golf Tournament financials. The golf tournament is the Foundation's biggest event, with our largest sponsorships. We had great participation. We would like to create more space between the two Foundation events, having the 5K in the fall and the golf tournament in the spring. This is something our Foundation Director can help us accomplish. This year's golf tournament was on Friday, June 23rd. Director Binkley – The contribution that I would have is the timing. Altura Credit Union has participated in the last three years, this being a little cooler than last year. Also, it's interesting having a Friday golf tournament, versus a Monday. Normally, golf tournaments are on Mondays. It is a nice tournament, professional, and very well done.

Director Binkley - For the 5K, we have a health incentive, where we pay our employees to do community hours, who may want to sign up for this event. This would be advertised on our website. Director Clarke – The Riverside Police Officer's Association has a 5K and they close down Victoria Avenue for this event. Could I make an appointment with you and we could call the Police association? I may be able to assist with securing a location. Director Hyden – Yes. Director Eckstrom – I was instrumental in bringing together a 300 person small triathlon (5K run, 450 yard swim, and a 10 mile bike ride) at RCC. Tapping into a running group is a great way to obtain participants. What are the spheres/skill sets are you looking into? Director Hyden – We are focused in the education arena, mainly, but will not exclude other arenas. Mr. Lewis – Diversification of industry makes the Board members feel special and it also creates outreach to those particular business communities. Jack – I agree, we need to diversify and I am hoping my two Board recommendations will fit this criterion.

2. Annual Scholarship Update for Edison International and the RCOEF

Director Hyden – For the last two years, we have been the recipient of scholarship/grant funding from Edison International. They have given us \$85,000 last year for scholarships for those students who are pursuing college STEM degrees. They gave us another round this year - \$85,000. Part of it has gone to another purpose that they specified, but \$60,000 would be for the Foundation for another round of STEM scholarships. They pursued, through the connection of RCOE, but they wanted to be able to give money to a 501 3(c), which the Foundation is. We are working on the \$60,000 scholarships distribution now. We had applications that needed to be turned in by June 30th. We have a subcommittee that met this morning to screen, make sure requirements were met, and then Mr. Lewis and I will be working on moving that forward, in terms of awarding, and the amounts per scholarships. We would give a different amount for those who are pursuing a two-year degree, versus and four-year degrees. Also, RCOE was the recipient of \$35,000 from the Western Riverside Council of Governments (WRCOG). We awarded this out, as well. The Foundation itself, because of the golf tournament and 5K, will have funds that we will also disburse. At the next meeting, we will bring a scholarship update. To date, we had over 40 applications we reviewed. We believe everyone who qualifies can obtain something.

3. New Foundation Director for RCOEF, Ed Lewis

Dr. Lewis – I really appreciate being here and it's a tremendous opportunity for me. I am learning as much as I can. I look forward to working with Teresa and Dr. White. As we grow the Foundation Board, I am hoping we will take the Foundation to whatever level of potential it has.

4. Annual Sponsor Recognition Event – October 26, 2017

Director Hyden – The last two years we have had an annual sponsor's recognition event. We held it here last year in our conference center on a Thursday evening at 6 p.m. We invited the sponsors and all who contributed or had interest in the Foundation. We plan to do the same this coming year on October 26, 2017, here on site. We are looking to see if there are other venues that would not be too costly. Currently, we are checking with RCC's new culinary building rooftop patio, for a different atmosphere. In case this does not happen, we have our conference center booked for this event. We will have refreshments, scholarship recipients present to talk to our donors and give speeches. We have done awards (gold, silver, and bronze categories), with set thresholds to present to the sponsors. We have a committee of 18 volunteers (throughout the organization), meet and plan the event. Our first meeting is July 31st. There will be formal invitations forthcoming. We would like the Board members to attend. It's a recognition/reception. Director Miller - This year being the third year, is there a recipient who has completed their program, and moved on, who could to tell their testimony to their success? Chuck Fischer - Ron Vito has some people who would qualify that just completed their first year of college.

5. Introduction of Issues To Be Addressed At Future Meetings

Director Hyden – We need to look at the Board expansion. For the September meeting, if we have people we would like to propose to the Board, this would be the time the Directors would bring those names forward. Director Clarke - We have been successful with the Edison grant and now have an Executive Director. Could we have an initial discussion at the next meeting about grant possibilities and have Mr. Lewis provide an overview on these types of endeavors? In looking at the strategic plan, just relying on donors, it could happen one year and not the next, so being able to develop a sizable and fairly predictable budget, is going to be dependent on our grant writing ability. Director Hyden – Ed, I will have you meet Cherise, who is not present and astute in this area, who can assist you with information/documents.

6. Board of Directors Comments

Director Miller – I welcome our new members. Thank you for being here. Director Hyden – I want to thank the Board for all your support. We have great plans ahead. We have the opportunity now to refine the strategic plan and make it something that all of us would like to see the direction the Board would like to move in. Thank you for your time in committing to this endeavor.

Director Hyden - In Riverside County Office of Education, we have executive directors who support the Foundation Board. We have Damon Smith (Executive Director of Fiscal Services), Ron Vito (Executive Director of CTE), Chuck Fischer (Executive Director of AE), and others that are not present, as well as Ana Farfan (Executive Director to the Superintendent), who attends as Dr. White's designee when she is not able to be present.

ADJOURNMENT

Time: 3:36 p.m.

PUBLIC VIEWING OF DOCUMENTS

As per Government Code Section 54957.5, all documents related to this meeting are available for public viewing at each Riverside County Office of Education Foundation Meeting and at 3939 Thirteenth Street, Riverside, CA 92501.