

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

ANNUAL ORGANIZATIONAL MEETING
MINUTES

July 21, 2016

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 Kot at 2:35 p.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Director Kot.

3. **ESTABLISHMENT OF A QUOROM**

a. **RCOE Foundation Directors**

- Mr. Jack Clarke
- Mr. Mark Hawkins (absent)
- Ms. Teresa Hyden
- Ms. Diana Kot
- Mr. Ron Miller
- Mr. Kenneth M. Young (Designee Ana Farfan)
- Vacant

b. **RCOE Foundation Subcommittee**

- Ron Vito
- Cherise Wickham

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

4 Ayes

Motion adopted

CONSENT AGENDA

1. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Riverside County Office of Education Foundation (RCOEF) May 19, 2016.

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

4 Ayes

Motion adopted

ACTION ITEMS

1. DIRECTOR TERMS

It is moved by Director Hyden and seconded by Designee Farfan that Director Kot's term extend four years to expire at end of fiscal year 2019-20, at which time we will follow RCOEF bylaw provisions accordingly.

4 Ayes

Motion adopted

2. ANNUAL ORGANIZATIONAL MEETING

Election of 2016-17 Officers: Director Miller – In regards to expanding the Board, Jack's community contacts are extensive. We are at the critical point to get community contacts in order to drive this organization forward to the future.

Director Hyden made a motion to move this agenda item to the end of the agenda and bring it back until Designee Clarke is present.

It is moved by Director Kot and seconded by Director Miller that the election of the 2016-17 officers and expansion of the Board be moved to the end of the agenda.

4 Ayes

Motion adopted

- a. **Chair:** It is moved by Director Miller and seconded by Director Kot that Director Clarke serve as Chair for the 2016-17 fiscal year.

5 Ayes

Motion adopted

- b. **Vice-Chair:** It is moved by Director Hyden and seconded by Director Clarke that Director Kot serve as Vice-Chair for the 2016-17 fiscal year.

5 Ayes

Motion adopted

- c. **Secretary:** It is moved by Director Clarke and seconded by Director Kot that Designee Farfan serve as Secretary for the 2016-17 fiscal year.

5 Ayes

Motion adopted

- d. **Treasurer:** It is moved by Director Clarke and seconded by Designee Farfan that Director Hyden serve as Treasurer for the 2016-17 fiscal year.

5 Ayes

Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **2016-17 ANNUAL BUDGET FOR RCOEF:** The board discussed and adopted the proposed annual budget for the RCOEF.

Director Kot made a motion to approve the budget as presented.

It is moved by Designee Farfan and seconded by Director Miller that the annual 2016-17 budget be approved.

4 Ayes

Motion adopted

2. **ANNUAL SCHOLARSHIPS:** The RCOEF Board discussed the availability of funds and motioned to table the STEM portion of our scholarship issue and approve the award to 16 students at \$2,500 each.

Director Kot made a motion to table the STEM portion of our scholarship issue and approve the award to 16 students at \$2,500, coming from the Foundation funds.

It is moved by Director Kot and seconded by Director Clarke that the RCOEF Board approve scholarship award as recommended to successful scholarship recipients.

5 Ayes

Motion adopted

3. **ANNUAL SPONSOR RECOGNITION:** The RCOEF Board approved a sponsor recognition venue to be held on October 26, 2016, at 6 p.m. at the Riverside County Office of Education Conference Center and a sponsorship threshold of \$450 and above for sponsor recognition. Invitations to all sponsors to attend the sponsor recognition event will be determined.

It is moved by Director Clarke and seconded by Designee Farfan that the RCOEF Board approve the specific date/time, sponsorship threshold for recognition, and venue as determined above.

5 Ayes

Motion adopted

4. **DETERMINE NEXT RCOEF FUNDING INITIATIVE:** The RCOEF Board adopted a strategic plan in December 2014. The board will discuss and possibly determine the next funding priority as it relates to our overarching goal(s) in the strategic plan.

Director Hyden moved to table this item, requesting the need for more support from the subcommittee.

It is moved by Director Hyden and seconded by Director Clarke that the next funding initiative be tabled for the next meeting after Director Hyden meets with the subcommittee.

5 Ayes

Motion adopted

INFORMATION/DISCUSSION ITEMS

1. Financial Update: Golf Tournament

Designee Hyden – This was covered earlier when we reviewed the 2016-17 Annual Budget update.

2. New Executive Director for RCOEF, Debra Sacks

Director Hyden – With the help of Superintendent Kenn Young and Ana Farfan, Debra Sacks, who is a retired RCOE administrator, agreed to assist with the RCOEF as an Executive Director, coming on board next month. Time frame and compensation are being determined. I will remain on the Board. Debra will be the main contact and her position will start out as a part-time position.

3. Introduction of Issues To Be Addressed At Future Meetings

Director Hyden – I think we need to come back and get the committee together to discuss expanding the Board.

Director Kot – We have a committee meeting to discuss this on August 2, 2016.

4. Golf Tournament and 5K Fun Run/Walk

Director Hyden – We would like to move the golf tournament and 5K Fun Run/Walk events farther apart from each other, having the 5K Fun Run/Walk in February, which will give more distance from the golf tournament. Designee Farfan – In terms of hiring Sherry, could we begin the planning much sooner than last year, pulling the committee together now to plan these events and have internal staff planning these events? Director Clarke – We should talk early about advertising with the health clubs, Loma Linda Lopers, the Riverside running group, etc. The goal is to get the name of the Foundation out. Designee Farfan – We can also use our social media (Facebook/Twitter) to advertise. Director Hyden - Cindy will put this topic on the next agenda. Director Hyden – We need to start early to obtain a venue (Fairmount Park) to accommodate more people.

5. Board of Directors Comments

Director Hyden – I want to thank the directors and subcommittee members who have been with us from conception.

The goal is worthy and I appreciate all the support, attending meetings and planning the events. Director Clarke – For this county, I think this Foundation is building momentum. Teresa, we see the hard work you do. If we can get the STEM events coming in more, the funding for the organization will begin to flow.

ADJOURNMENT

Time: 3:59 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 St., Riverside, CA 92501.