

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

**ANNUAL ORGANIZATIONAL MEETING
MINUTES**

July 29, 2015

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 Frost at 2:40 p.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Subcommittee Member Ron Vito.

3. **ESTABLISHMENT OF A QUOROM**

a. **RCOE Foundation Directors**

Dr. Damon Castillo (Resigned prior to the meeting)

Mr. Jack Clarke (Absent)

Mr. Robert Frost

Ms. Teresa Hyden

Ms. Diana Kot

Mr. Ron Miller (Absent)

Mr. Kenneth M. Young (Designee – Ana Farfan)

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 Kot that the agenda be approved as presented.

4 Ayes

2 Absent: Member Clarke, Member Miller

Motion adopted

ACTION ITEMS

1. **DIRECTOR TERMS**

The following initial director terms expire in 2015: Director Frost and Director Clarke. 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.

It is moved by Director Kot and seconded by Director Hyden that Director Frost's term extend four years to expire in fiscal year 2018-19, at which time we will follow RCOEF bylaw provisions accordingly.

4 Ayes
2 Absent: Member Clarke, Member Miller
Motion adopted

It is moved by Director Hyden and seconded by Designee Farfan that Director Clarke's term extend four years to expire in fiscal year 2018-19, at which time we will follow RCOEF bylaw provisions accordingly.

4 Ayes
2 Absent: Member Clarke, Member Miller
Motion adopted

2. **ANNUAL ORGANIZATIONAL MEETING**

A. **Election of 2015-16 Officers:**

- a. **Chair:** It is moved by Director Hyden and seconded by Director Frost that Director Kot serve as Chair for the 2015-16 fiscal year.

4 Ayes
2 Absent: Member Clarke, Member Miller
Motion adopted

- b. **Vice-Chair:** It is moved by Director Hyden and seconded by Director Kot that Director Miller serve as Vice-Chair for the 2015-16 fiscal year.

4 Ayes
2 Absent: Member Clarke, Member Miller
Motion adopted

- c. **Secretary:** It is moved by Director Hyden and seconded by Director Kot that Director Clarke serve as Secretary for the 2015-16 fiscal year.

4 Ayes
2 Absent: Member Clarke, Member Miller
Motion adopted

- d. **Treasurer:** It is moved by Designee Farfan and seconded by Director Kot that Director Hyden serve as Treasurer for the 2015-16 fiscal year.

4 Ayes
2 Absent: Member Clarke, Member Miller
Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **NOMINATIONS FOR A NEW DIRECTOR TO FILL VACANT SEAT:** Dr. Damon Castillo will no longer be available to serve on the RCOEF Board of Directors. Therefore, the board will discuss/accept nominations for a replacement.

A nomination was made by Designee Farfan for Mark Hawkins, Altura Credit Union to replace Member Castillo. Due to the length of time that has passed since the initial conversation, Designee Farfan will contact Mr. Hawkins to see if he is still interested in becoming a member of the RCOEF Board.

2. **EXPANSION OF THE NUMBER OF DIRECTORS FOR THE RCOEF BOARD:** At the June 11, 2015 meeting, the RCOEF board discussed the possibility of expanding the number of directors on the board. In order to maintain an odd number of directors, the board will consider adding at least two more directors.

This item was tabled for future discussion.

3. **ANNUAL CALENDAR OF MEETINGS:** Adopt an annual calendar of meetings for the 2015-16 fiscal year. It is proposed that these meetings be held every other month, beginning in September, on the 3rd Thursday of that month.

It is moved by Director Hyden and seconded by Director Frost that the annual calendar for RCOEF board meetings be adopted by the board.

4 Ayes

2 Absent: Member Clarke, Member Miller

Motion adopted

4. **ANNUAL SPONSOR RECOGNITION:** It is recommended that the RCOEF Board determine a date/time, a sponsorship dollar threshold for recognition, and a venue to hold a sponsor recognition event in the fall, 2015.

Date/Time: October 20 or 21, 2015

Sponsorship Threshold: \$450+

Venue: School of Career Education, 2100 E. Alessandro, Riverside, CA 92508

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

4 Ayes

2 Absent: Member Clarke, Member Miller

Motion adopted

5. **SCHOLARSHIPS FOR THE SCHOOL OF CAREER EDUCATION (SCE):** A subcommittee of the RCOEF Board originally determined that successful SCE scholarship recipients would receive a \$1,700 scholarship for entry into the applicable program of the SCE. The RCOEF Board may now wish to adjust the dollar level of these scholarships based upon greater than anticipated revenue receipts from the recent fundraisers.

It is moved by Director Hyden and seconded by Designee Farfan that the RCOEF Board approve increasing the \$1,700 scholarship award to \$2,000 for successful scholarship recipients.

This action was due to the successful fundraising efforts from our 5K Fun Run/Walk and the Golf Tournament.

4 Ayes

2 Absent: Member Clarke, Member Miller

Motion adopted

6. **DETERMINE NEXT RCOEF FUNDING INITIATIVE:** The RCOEF Board's recently adopted strategic plan identifies a few initiatives that were created during the strategic planning session with LF Leadership. The board will discuss and possibly determine the next funding priority as it relates to our overarching goal(s) in the strategic plan.

This item was tabled for future discussion after giving members an opportunity to review of our Theory of Change and Action document.

INFORMATION/DISCUSSION ITEMS

1. Introduction of Issues To Be Addressed At Future Meetings
2. Board of Directors Comments

ADJOURNMENT

Time: The meeting was adjourned at 3:55 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.