

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

**REGULAR MEETING
MINUTES**

September 17, 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 Kot at 3:10 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. Robert Frost (Absent)
Ms. Teresa Hyden
Ms. Diana Kot
Mr. Ron Miller
Mr. Kenneth M. Young (Absent)
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 Clarke that the agenda be approved as presented.

4 Ayes
2 Absent: Member Frost, Member Young
Motion adopted

ACTION ITEMS

1. CONFIRMATION OF NEW DIRECTOR TO FILL VACANT SEAT: At the July 29, 2015, board meeting, Mr. Mark Hawkins was nominated to fill a vacant board seat. It is recommended that the board take action to approve filling of the vacant board seat with Mark Hawkins for a 4-year term.

It is moved by Director Clarke and seconded by Director Hyden that Mark Hawkins be approved for the board of director position vacated by Dr. Damon Castillo for a 4-year term.

4 Ayes
2 Absent: Member Frost, Member Young
Motion adopted

2. ADOPT ANNUAL BUDGET FOR RCOEF. Board of Directors to approve FY 15-16 annual budget. Presented by Director Hyden.

It is moved by Director Clarke and seconded by Director Miller that the Annual Budget for FY 15-16 be approved.

5 Ayes
2 Absent: Member Frost, Member Young
Motion adopted

3. APPROVE BUDGET FOR SPONSOR RECOGNITION. Board of Directors to review and approve budgeted expenditures for 2015-16 sponsor recognition. Presented by Director Hyden.

It is moved by Director Hawkins and seconded by Director Miller that the budget for the sponsor recognition event be approved.

5 Ayes
2 Absent: Member Frost, Member Young
Motion adopted

4. APPROVE THE SELECTION OF YH ADVISORS AS CONSULTANT. *(Item added during the meeting)*

It is moved by Director Clarke and seconded by Director Hyden that YH Advisors, located in Huntington Beach be approved as a consultant for tax, legal, and accounting matters for related to the exempt status of the foundation. Brian Yacker will be our advisor. The cost will be \$500 per quarter/\$2,000 annually.

5 Ayes
2 Absent: Member Frost, Member Young
Motion adopted with the provision that we are provided with a summary of proposed services.

DISCUSSION/POSSIBLE ACTION ITEMS

- 1. 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.

After discussion and input from the directors and sub-committee members it was decided that we'd like to have more information on the ACT Now: Adopt a classroom for Teaching to Support New Opportunities in the Workforce. This initiative could have the potential to reach students in each area of the Theory of Change and Actions document.

INFORMATION/DISCUSSION ITEMS

- Disclosure of SCE Scholarship Recipients
- RCOEF Financial Report

3. RCOEF Brochure

4. RCOEF Fact Sheet

A subcommittee was formed to create this document consisting of Jack Clarke, Teresa Hyden, and Cherise Wickham.

5. Introduction of items to be discussed at future meetings

Anticipated date for 5K Run

Donor stewardship

6. Board of Directors Comments

ADJOURNMENT

Time: The meeting was adjourned at 4:32 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.