

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

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

Thursday, September 28, 2017, 2:30 p.m.

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) 826-6456.

OPENING PROCEDURES

1. **CALL TO ORDER**

The meeting was called to order by Director Hyden at 2:38 p.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Director Hyden.

3. **ESTABLISHMENT OF A QUORUM**

Directors Binkley, Hyden and Miller and Director White's Designee, Ana Farfan, were all present. Directors Clarke, Eckstrom and Kot were absent.

4. **PUBLIC COMMENTS**

No members of the public came forward to address the Board.

5. **APPROVAL OF AGENDA**

It was moved by Director Binkley and seconded by Director Miller to approve the agenda as presented.

4 Ayes: Directors Binkley, Hyden and Miller and Designee Farfan.

3 Absent: Clarke, Eckstrom and Kot.

Motion adopted.

CONSENT AGENDA

1. **APPROVAL OF MINUTES**

Consideration of the Minutes from the July 20, 2017 Organizational Meeting of the Riverside County Office of Education Foundation (RCOEF).

It was moved by Director Miller and seconded by Director Binkley to approve the Minutes as presented.

4 Ayes: Directors Binkley, Hyden and Miller and Designee Farfan.

3 Absent: Clarke, Eckstrom and Kot.

Motion adopted.

ACTION ITEMS

1. **ANNUAL ORGANIZATION (Tabled from the July 20, 2017 Annual Organizational Meeting)**

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

It was determined at the July 20, 2017 Annual Organizational Meeting that the roles and duties of the Foundation Secretary are currently being filled by the recently hired Foundation Director, Mr. Ed Lewis. Therefore, no action will be required to elect a Foundation Secretary.

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

a. **Treasurer:**

It was moved by Director Miller and seconded by Designee Farfan, that Director Hyden serve as the Foundation Treasurer for the 2017-2018 fiscal year.

4 Ayes: Directors Binkley, Hyden and Miller and Designee Farfan.

3 Absent: Clarke, Eckstrom and Kot.

Motion adopted.

b. **Chair:**

It was moved by Director Hyden and seconded by Designee Farfan, that Director Miller serve as the Foundation Chair for the 2017-2018 fiscal year.

4 Ayes: Directors Binkley, Hyden and Miller and Designee Farfan.

3 Absent: Clarke, Eckstrom and Kot.

Motion adopted.

c. **Vice-Chair:**

It was moved by Director Hyden and seconded by Director Miller that Director Binkley serve as the Foundation Vice-Chair for the 2017-2018 fiscal year.

4 Ayes: Directors Binkley, Hyden and Miller and Designee Farfan.

3 Absent: Clarke, Eckstrom and Kot.

Motion adopted.

DISCUSSION/POSSIBLE ACTION ITEMS

1. **BYLAW REVISION – SECTION 4.1 NUMBER OF DIRECTORS**

The RCOEF Board discussed the possible revision of Bylaw 4.1 Number of Directors, to increase the number of Board of Director (BOD) positions from seven to as many as fifteen.

It was moved by Director Hyden and seconded by Director Binkley to approve the revision of Bylaw 4.1 Number of Directors, to increase the number of directors to as many as fifteen as presented.

4 Ayes: Directors Binkley, Hyden and Miller and Designee Farfan.

3 Absent: Clarke, Eckstrom and Kot.

Motion adopted.

2. **FOUNDATION BOARD EXPANSION**

The Board discussed the potential nomination of persons to serve on the BOD with the total number of directors not to exceed fifteen.

This item was tabled for a future agenda. Foundation Director Lewis will put together recruitment packets to share with the Board for potential directors and will work with staff to remind members of the Board to come prepared with nominations thirty days prior to the next Foundation Board meeting.

INFORMATION/DISCUSSION ITEMS

1. **Foundation Director's Report**

First, Director Lewis acknowledged that Debbie Soto, Administrative Assistant to the Office of the Riverside County Superintendent of Schools, has been providing clerical assistance to the Foundation and he's very grateful to have her excellent support. He thanked Dr. White and Ana Farfan for facilitating her assistance.

Second, he reported that he has updated the Foundation stationery to add the Board of Directors' names and provided a contact list of the current BOD and Foundation staff for everyone's reference.

Third, he reviewed details on his new Business Partners Program (Program) to increase Foundation revenue via four different membership levels ranging from \$500 - \$5,000. He hopes to launch the membership-based Program in the next couple of months. He encouraged BOD members to join at any of the four membership levels to help with promotion. He has prepared two draft member letters, one for current Riverside County Office of Education (RCOE) vendors and one for community businesses. Both letters are written professionally and politely and highlight the benefits of this win/win proposition for employers and Riverside County students. He will be doing a mailing to the Riverside Chamber of Commerce to start promoting within their membership. Once the initial launch of the Program is completed, he'll consider promoting through other city chambers or organizations. An eventual upgrade campaign is also being developed for sponsors to consider moving up in sponsorship levels.

Fourth, he shared two grant programs in development. First, he has received approval to submit a \$5,000 grant consideration being funded by the Riverside County Board of Supervisors and second, he has approached Stater Bros. Charities about an in-store non-profit fundraising opportunity via register coin collections. He was informed that they currently only have two in-store fundraising opportunities but he's hoping RCOEF can be their third. The Executive Director of Stater Bros. Charities encouraged him to apply for a grant in the future.

Finally, he reminded the BOD that the sponsorship event will be held on Tuesday, November 28, 2017 starting at 5 p.m. here at RCOE. Invitations will go out shortly and the event will conclude by 7 or 7:30 p.m. Five scholarship recipients will each give 3-5 minute presentations on how the funds have helped them. Three students will be from previous year's scholarships and two will be from this coming year's funds.

2. **2018 Scheduling Discussion**

Based on previous Board of Director comments and concerns about heat, staff is recommending that the Golf Tournament for 2018 be held in the spring and the Run/Walk event be held in the fall. March 10 has already been reserved for the run/walk at Martha Mclean Anza Narrows Park. If the golf tournament can be moved to the spring, it will need to be held on a Monday or Friday, based on participant input. Feedback from district participants has been that Fridays work better. Designee Farfan will give the Foundation dates to avoid in March for Dr. White's calendar. Director Binkley recommended considering other local golf courses like Goose Creek Golf Course (www.goosecreekgc.com) in the Limonite area of Riverside. She doesn't know if they do golf tournaments but feels it is a good location to consider.

3. **Final Scholarship Distribution Report**

Twenty-eight recipients have been identified for a total of \$72,450 for the 2017-2018 school year. Director Lewis and staff are in the process of working with universities to disburse all of the funds. Checks will be made out directly to the universities to be deposited into individual student accounts that can be used towards tuition or books. Director Hyden said the selection committee has determined that for community colleges the dollar amount disbursed is appropriate. The

current qualifying criteria are good but the foundation is looking to expand to grant more scholarships. Designee Farfan recommended putting together a press release to advertise what the foundation is doing for students. Six of the recipients are from UCLA. One student is hard of hearing and the Rochester Institute of Technology will provide special accommodations for him to attend. Director Hyden said many of the recipients have very moving stories and at the sponsor event, they'll be able to hear directly from them.

4. **Annual Sponsor Recognition Event Update –Tuesday, November 28, 2017**

Next week on the 3rd is the next committee meeting; all committee members are on top of all the logistics. Invitations should be going out in the next couple of weeks. It's going to be here at RCOE at 5 p.m. Parking should be fine.

5. **Board of Directors Comments**

Designee Farfan congratulated Director Lewis on his new position and said he's doing a great job in moving the Foundation along to the next level. Director Hyden also recognized Director Lewis' perspective she said he's come in with great ideas and he's identifying gaps and holes that they hadn't had the time to approach before. She thinks the Foundation is headed in a great direction and that the exposure should pick up in short order. She thinks we've done great things in a small capacity and she sees the expansion in it. She's encouraging directors to help elevate the foundation and move it forward.

ADJOURNMENT

Time: 3:20 p.m. meeting adjourned.

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 92502.