

**RIVERSIDE COUNTY BOARD OF EDUCATION SERVICE CENTER  
BUILDING CORPORATION**

3939 Thirteenth Street  
Riverside, California 92501

**ANNUAL MEETING OF THE MEMBERS  
and  
ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**

**DATE: December 5, 2018**

**TIME: 11:00 a.m.**

**PLACE: Riverside County Education Service Center  
Conference Room 110**

**AGENDA**

**OPENING PROCEDURES**

1. Call to Order      Time: \_\_\_\_\_
2. Pledge of Allegiance (\_\_\_\_\_led the Pledge of Allegiance to the Flag.)
3. Attendance
  - a. Board of Directors  
  
President.....Mr. Rollin Edmunds  
Vice-President.....Dr. Don Kenny  
Secretary/Treasurer .....Mr. Henry Kotzen  
Member.....Mr. Tom Johnson  
Member.....Vacant
  - b. Assistant Secretary to the Board of Directors  
  
Damon Smith, Executive Director  
Fiscal Services  
Division of Administration and Business Services  
Assistant Secretary to the Board of Directors  
  
Jessica Villa, Executive Director's Secretary  
Fiscal Services
  - c. Guests and Visitors
  - d. Staff Members

4. Public Comments

Pursuant to **Government Code Section 54954.3 and Education Code Section 35145.5**, any person wishing to speak to any item on the agenda, or any other relevant matter, will be heard at this time.

<b>INFORMATION SESSION</b>
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1. Resignation of Dr. Brooks P. Coleman (August 1, 2018)

<b>ACTION SESSION</b>
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1. Approval of Minutes (December 6, 2017)

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

That the unadopted minutes of the meeting held on Wednesday, December 6, 2017, be approved.

Edmunds\_\_\_\_\_Johnson\_\_\_\_\_Kenny\_\_\_\_\_Kotzen\_\_\_\_\_

Motion: carried – lost

2. Appointment to Fill Vacancy

The Riverside County Office of Education has recommended William Spires be appointed to the Board of Directors.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

That William Spires be appointed to the Board of Directors.

Edmunds\_\_\_\_\_Johnson\_\_\_\_\_Kenny\_\_\_\_\_Kotzen\_\_\_\_\_

Motion: carried - lost

3. Approval of Amendment to Article II, Section 4 of the By-Laws

At the December 6, 2017, meeting, the Board gave direction to propose a modification to the by-laws to delete the requirement to be present in person to participate in a meeting.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

That Article II, Section 4 of the By-Laws be approved as amended.

Edmunds\_\_\_\_\_Johnson\_\_\_\_\_Kenny\_\_\_\_\_Kotzen\_\_\_\_\_

Motion: carried - lost

**ACTION SESSION – (Continued)**

4. Election of Officers of the Corporation

a. It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

That \_\_\_\_\_ be elected as **President** of the Board of Directors for the period of January 1, 2019, through December 31, 2019.

Edmunds \_\_\_\_\_ Johnson \_\_\_\_\_ Kenny \_\_\_\_\_ Kotzen \_\_\_\_\_

Motion: carried - lost

b. It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

That \_\_\_\_\_ be elected as **Vice-President** of the Board of Directors for the period of January 1, 2019, through December 31, 2019.

Edmunds \_\_\_\_\_ Johnson \_\_\_\_\_ Kenny \_\_\_\_\_ Kotzen \_\_\_\_\_

Motion: carried - lost

c. It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

That \_\_\_\_\_ be elected as **Secretary/Treasurer** of the Board of Directors for the period of January 1, 2019, through December 31, 2019.

Edmunds \_\_\_\_\_ Johnson \_\_\_\_\_ Kenny \_\_\_\_\_ Kotzen \_\_\_\_\_

Motion: carried – lost

**NEXT MEETING**

**Wednesday, December 4, 2019  
11:00 a.m.**

Riverside County Education Service Center  
3939 Thirteenth Street  
Conference Room 110  
Riverside, California 92501

**ADJOURNMENT**

Time: \_\_\_\_\_ motioned to adjourn and it was seconded by \_\_\_\_\_.