



**Meeting Minutes
Tuesday, October 16, 2012
6:00 p.m.
Lassen College Board Room**

The Lassen College Foundation supports the Lassen College mission of providing outstanding programs for all those pursuing higher education goals through student scholarships, support and advocacy.

1. **CALL TO ORDER:** By President Mike O'Kelly at 6:04 p.m.
2. **PLEDGE OF ALLEGIANCE:** Led by President Mike O'Kelly
3. **ROLL CALL:**

Board Members Present:

Mike O'Kelly, President
Sophia Wages
Maria Nye
Dr. Marlon Hall
JoEllen Wood
Aaron Dixon
Dave Clausen

Directors Emeritus Members Absent:

Gino Surian
Rocky Deal
Richard St. Peter
(A Director Emeritus shall have the privilege of attending all meetings and discussions but shall have no vote)

Staff:

Scott McCullough, Lassen Cougar Enterprises (LCE)
Dina Antonucci, LCC/LCF Interim Administrative Assistant II

LCF Volunteers:

Marian Liddell
Andrew Haut

LCC Employees:

None

4. PUBLIC COMMENT: None

5. DISCUSSION ITEMS: None

6. MINUTES APPROVAL: September 24, 2012 MSCU - **Sophia Wages/Dr. Marlon Hall**

7. FINANCIALS:

A. New Business

1) Financial Report - Dave Clausen reported that after reviewing the June and September 2012, CPA budget statements, he believes there are some discrepancies pertaining to the scholarship funds being inaccurate. He will assess and revise the financial statements for accuracy with the CPA office before the up-coming November Audit. He also stated that, Terry, the LCC Comptroller will be sending out a monthly billing statement to the foundation to ensure more accurate budget records.

B. Old Business

1) FISCAL YEAR END 2011-2012 BUDGET ACTUALS APPROVAL: **Pending Next Meeting**

Dave Clausen presented a draft budget and actuals, with the suggestion that revenues as well as expenses be added in the budget for this next year. He will redo the budget vs actuals once an accurate year end number has been determined.

2) FISCAL YEAR 2012-2013 BUDGET APPROVAL: **Pending Next Meeting**

Dave Clausen presented a draft budget indicating a deficit; this was derived from past numbers of the 2010-2011 budgets and projected through 2012-2013 budgets. He suggested a budget committee be formed to come up with a financial plan, before the next meeting.

3) VOLUNTEER BUDGET COMMITTEE MEMBERS:

- a) Dave Clausen
- b) Aaron Dixon
- c) Maria Nye

8. REPORTS:

A. LCC President's Report (Dr. Marlon Hall)

1) Soccer Field Project: Volunteers have helped to prepare the soccer field, and there is hope that it will be ready for the end of the season home game, on December 2, 2012.

2) Fundraiser Ideas:

- a) Alumnus of the Year- plaque to be presented at graduation.
- b) Athletic Hall of Fame-

Dr. Hall will present a draft report pending next meeting.

B. Lassen Cougar Enterprises (Scott McCullough)

1) Scott reported current conditions at Eagle Lake Campgrounds/Marina produced a decrease in gross sales as predicted for September; from \$40,000 to \$60,000. They are in the process of closing the Campgrounds/Marina for the season as of November 1, 2012. There was a suggestion to increase advertising via Facebook as an option of bringing in new visitors for next year.

Scott McCullough volunteered to write up an informative presentation about LCE and how it operates; he will present it to the new board at the February meeting.

C. Policy & Procedures Committee (Dr. Marlon Hall)

1) P&P Committee Members:

- a) Dr. Hall
- b) JoEllen Wood
- c) Aaron Dixon
- d) Marian Liddell

2) P&P committee will be meeting at 5:30 before each LCF board meeting

3) Next meeting will focus on P&P Scholarship

4) P&P committee plan to review and revise by-laws in Dec. Jan. & Feb.

9. NEW BUSINESS:

1) Final approval of Min-Grant application – amended Amounts and Terms of Awards 3.3 of page 3- up to \$5000.00 based on available funding. **MSCU- Maria Nye/ Sophia Wages**

10. OLD BUSINESS:

A) LCF Board members were asked to fill out an Annual Board Member Pledge Sheet/Participation Agreement and return it to the LCF Administrative Assistant II, at Lassen Community College, to be filed.

B) Dave Clausen suggested the Directors “Statement of Economic Interest, Form 700” not be filed at this time and requested Andrew Haut to write up an informative statement to why it should not be filed. **MSCU-Dave Clausen/ Sophia Wages**

Andrew Haut will write up a draft statement to by-pass form 700 to be presented at November meeting.

11. OTHER ITEMS (NOT ON AGENDA) TO DISCUSS:

A) Dr. Hall inquired about procedures and funds, for one to set up a memorial scholarship.

B) Mike O’Kelly mentioned that an MOU between LCC/LCF & (LCE) regarding use of gifted assets may need to be established to ensure accurate records.

12. COMMUNICATIONS:

A) LCF Director E-mail/address list was distributed to LCF Board members.

13. NEXT MEETING: Monday, November 19, 2012 - 6:00 p.m.

14. CLOSED SESSION: None

15. OPEN SESSION: N/A

16. ADJOURNMENT: 7:12 p.m. MSCU Sophia Wages/Dr. Hall

Minutes respectfully submitted by:

Dina Antonucci, LCF Interim Administrative Assistant II

APPROVED