



The Lassen College Foundation supports the entire college community pursuing higher education; through scholarships, support, and advocacy.

Board Meeting Agenda
Monday, June 9, 2014
6:00 p.m.
Lassen College Board Room

1. CALL TO ORDER: 6:01 p.m.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Board Members:

Mike O'Kelly, President -Present
Sophia Wages, Vice President - Present
Maria Nye, Secretary - Present
Dave Clausen, Treasurer - Present
Aaron Dixon, Member - Present
Todd Eid, Member - Not Present
Gary Felt, Member -Present
Dr. Marlon Hall, Lassen Community College President - Present

Directors Emeritus Members:

Richard St. Peter -Phone
Rocky Deal - Not Present
Gino Surian - Not Present
Marian Liddell - Not Present

Visitor:

Scott McCullough, Lassen Cougar Enterprises - Presented a report on opening day. Not a good showing on opening day. Awaiting grant application approval from U.S. Forest Service (to build new boat ramp). Current ramp allows for 18 footer or less. Fishing is good.

4. APPROVAL OF THE AGENDA (action item) - Moved by Felt/ Second by Wages-Passed

5. PUBLIC COMMENT: -None

6. APPROVAL OF MINUTES (action item)-Moved by Wages/Second by Felt -Passed

7. NEW BUSINESS:

- a. Scholarship awards update (info item)-107 high school scholarships
- b. Future Fundraising ideas (information/action item)-Book store to sale stickers and other items
- c. Membership drive (information/action item)-All employees to be approached to contribute. Donation made from NRA of \$6800.00. \$12000.00 in pledges

contributed with the 2 for 1 program.

8. OLD BUSINESS:

- a. RFP update (action/information item) - Dr. Hall, Dave Clausen and Vickie Flynt to meet regarding this RFP.
- b. Dinner Meeting Summary (information item)-Dr. Hall to set up a donation sheet.

9. REPORTS:

- a. LCC President's Report (information)-Dr. Hall reported on Official letters of acceptance sent by Mt. Lassen Charter School and Westwood Charter School to graduating students on behalf of Lassen College.
- b. Cougar Enterprises Report (information) - \$27,500 May budget -Campground \$31,000 Mary budget- Marina (close to budget). June's numbers not on target. Latter part of June expected to be on target. Ramp usable for all boats. Despite current launching conditions, budget may be met. Awaiting grant application approval from U.S. Forest Service (to build new boat ramp).
- c. Alumni Association Report (information) The following are ideas that were discussed:
 - Dinner Mixer in Fall 2014
 - \$100.00 membership fee for founding members
 - Create a Facebook page
 - Letter of recognition for donations of \$250.00 or more
 - Carol Curry has the list of donors and the specific donations.

10. OTHER:

11. ITEMS TO DISCUSS AT NEXT MEETING:

- RFP Guideline
- Membership Drive
- Fundraising Ideas
- Scholarship Update
- Bookstore merchandising
- Marina Store merchandising

12. NEXT MEETING: July 7, 2014 at 6 p.m.

13. ADJOURNMENT - 6:47 p.m



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.

Board Meeting Agenda
Monday, August 11, 2014
6:00 p.m.
Lassen College Board Room

1. CALL TO ORDER: 6:04 p.m.
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL:
Board Members:
Mike O'Kelly, President -Present
Sophia Wages, Vice President -Present
Maria Nye, Secretary -Present
Dave Clausen, Treasurer -Present
Aaron Dixon, Member -Absent
Todd Eid, Member - Absent
Gary Felt, Member -Absent
Dr. Marlon Hall, Lassen Community College President -Present

Directors Emeritus Members:
Richard St. Peter -Via Phone
Rocky Deal -Absent
Gino Surian -Absent
Marian Liddell -Absent

Visitor:
Scott McCullough, Lassen Cougar Enterprises -Present
4. APPROVAL OF THE AGENDA (action item) Motion by D Clausen/ 2nd by Dr. Hall-
passed
5. PUBLIC COMMENT: None
6. APPROVAL OF MINUTES (action item) S. Motion by S. Wages/2nd by D. Clausen -
Passed
7. NEW BUSINESS:
 - a. Letter template for income tax purposes (action/information) - If contribution of \$250.00 or more then letter sent to donor.
 - b. Letters of appreciation from scholarship recipients -Continue to receive
 - c. Roster of Board members/renewals (action/information)-Maria G. Nye

is up for renewal

d. Fundraiser (action/information)-Tentative 02/26/15 event planned (entertainers). Pricing quotes include \$100 Elks (rental), \$200 clean up deposit, \$275 lodge fee including bar, tables, chairs, kitchen fee of \$575.00

e. 90th Anniversary of LCC (action/information)-BBQ planned for 90th anniversary

f. Foundation projects for LCC (action/information) - Digital sign for College- Approximate cost of \$2000.00

Circle of Honor- Would include names of various coaches, athletes etc...

8. OLD BUSINESS:

a. RFP update (action/information item) - Name of position will be Resource Development Coordinator. The salary range would be between \$50k-\$70K DOE.

Administration/Foundation to review applications of potential applicants

b. Scholarship/Financial statements update (action/information)-High School needs to coordinate with College Administrator

c. Membership drive (action/information)-Many new ideas discussed including the following:

1. Friends of the Foundation Donors Club-Depending on level of donation appropriate gift would be given such as Foundation Pen for \$100.00, Hoodie for \$200.00, 2 night stay at the campground for \$350.00

2. Discussion of various packages such as the following:

a. Gold Level Contributor- \$350.00 donation which would include 2 night stay at the campground, food vouchers, fishing rod rental for 4 guests

b. Silver Level Contributor -\$200.00 Donation which would include 1 night stay at the campground, Fish rod rental for 4 guests

c. Bronze Level Contributor -\$100.00 which would include a sweatshirt and Foundation pin

d. Platinum Level Contributor - \$1000.00 Donation which would include a lifetime membership, Foundation newsletter, His/her sweatshirts and membership in the Friends of the Foundation Club.

3. Also discussed was placing a large display in the campground store with the names of the contributors and the level (Gold, Platinum etc...) of contribution.

9. REPORTS:

a. LCC President's Report (information)-Upcoming meeting on 08/18/14 with Ted Gaines regarding safety access road. Topics of discussion include resolution, funding and stability.

b. Cougar Enterprises Report (information)-\$5k below projected levels- campground. Marina on target to meet goal. Boat ramp will survive usage this year.

c. Alumni Association Report (information) Nothing to report

10. OTHER: Chico- Research project- R. St. Peter to investigate

11. ITEMS TO DISCUSS AT NEXT MEETING

Annual Meeting

Membership Drive

12. NEXT MEETING: September 8, 2014 at 6 p.m.
13. ADJOURNMENT 7:05 p.m. Motion by S. Wages/2nd by Dr. Hall



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.

Annual Board Meeting Agenda
Monday, September 8, 2014
6:00 p.m.
Lassen College Board Room

1. CALL TO ORDER: 6:00 p.m.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Board Members:

Mike O'Kelly, President - Present
Sophia Wages, Vice President - Present
Maria Nye, Secretary -Present
Dave Clausen, Treasurer - Present
Aaron Dixon, Member -Present
Todd Eid, Member -Present
Gary Felt, Member -Present
Dr. Marlon Hall, Lassen Community College President -Present

Directors Emeritus Members:

Richard St. Peter(attendance via telephone)-Present by phone
Rocky Deal -Not Present
Gino Surian -Not Present
Marian Liddell -Not Present

Visitor:

Scott McCullough, Lassen Cougar Enterprises -Scott gave an overview. Forest Service- Possible Resort category which eliminates bidding if awarded for the campground side of the business. Net income below estimated goal. Ramp being cleaned between 09/08/14 and 09/15/14.

4. APPROVAL OF THE AGENDA (action item) Motion by Clausen/ 2nd by Dixon - Passed

5. PUBLIC COMMENT: None

6. APPROVAL OF MINUTES (action item)Motion by Clausen/2nd by O'Kelly - Passed

7. NEW BUSINESS:

a. Annual Organization of the Foundation Board:

1. Election of officers (action/information)

All former officer re-elected to same positions

b. Annual Organization of the Foundation Board:

1. Appointments to various committees (scholarship, alumni association, membership, fundraiser)

Scholarship Committee - Mike O'Kelly, Sophie Wages, Todd Eid
Alumni Committee - Gary Felt, Sophie Wages, Todd Eid
Membership Committee - Sophie Wages, Gary Felt, Dr. Hall
Fundraiser Committee - Dr. Hall, Gary Felt, Todd Eid
Finance Committee - Dave Clausen, Maria G. Nye, Aaron Dixon

- c. Roster of Board members/renewals (action/information)- Elections made but will be finalized at board meeting October 13, 2014 meeting
- d. Review of Master Agreement between LCC and LCF (action/information)- Tabled to next meeting for October 13, 2014
- e. Review of By-Laws (action/information)-Tabled to meeting of October 13, 2014
- f. Foundation projects for LCC (action/information)
 - a. Louis Price/Kenney Polson dinner/dance/concert budget - Approximately \$6k needed for the event. Foundation agreed to donate \$2k- Motion by Nye/2nd by Dixon - Passed. Event planned for 02/26/15
 - b. 90th Anniversary Celebration -Barbque- Other ideas shared.
 - c. Membership Drive- Table to next meeting
 - d. Scholarships
- g. Resource Development Specialist job description _Dr. Hall to e-mail information

8. OTHER:

9. ITEMS TO DISCUSS AT NEXT MEETING -

Membership drive

Donation packages (revision made by G. Felt to original packages discussed on August 11, 2014,

Resource Development Specialist Job Description

10. NEXT MEETING: October 13, 2014 at 6 p.m.

11. ADJOURNMENT 7:05p.m.



The Lassen College Foundation's mission is to support the entire college community pursuing higher education; through scholarships, support, and advocacy.

Board Meeting Agenda
Monday, October 13, 2014
6:00 p.m.
Lassen College Board Room

1. CALL TO ORDER: 5:58 p.m.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Board Members:

Mike O'Kelly, President - Present
Sophia Wages, Vice President - Present
Maria Nye, Secretary - Present
Dave Clausen, Treasurer -Present
Aaron Dixon, Member - Absent
Todd Eid, Member - Present
Gary Felt, Member - Present
Dr. Marlon Hall, Lassen Community College President -Present

Directors Emeritus Members:

Richard St. Peter -Not present
Rocky Deal
Gino Surian
Marian Liddell

Visitor:

Scott McCullough, Lassen Cougar Enterprises - Present

4. APPROVAL OF THE AGENDA (action item) Wages motioned/2nd by Hall -Passed

5. PUBLIC COMMENT: KC Pasero from Forest Service- She discussed the special use permit. These are 20 year permits. Resort permits are 20-30 years. Fees go to the Foundation.

6. APPROVAL OF MINUTES (action item)- Wages motioned/2nd by Clausen - Passed

7. NEW BUSINESS:

a. Membership Drive(action/information)- Information presented by Dr. Hall further discussion in President's report.

b. Donation packages (action/information)- Gary Felt presented updated information for the packages. We will offer the following packages:

1. Student Level -\$50.00
2. Supporter Level -\$100.00
3. Silver Level - \$200.00
4. Gold Level - \$500.00
5. Platinum Level - \$1000.00
6. Lifetime Member - \$2000.00
7. Friend of the Foundation Level - \$2500.00 and up
8. Special Benefactor Level - \$5000.00 and up

The various categories allow more flexibility for the public to support the Foundation. A detailed outline was presented which contains the proposed gifts awarded in each level of donation.

c. Resource Development Specialist position updates (action/information) - Two applications received and being reviewed.

d. Forest Service proposal (action/information) - Motion made by Eid/2nd by Clausen to pursue proposal. President O'Kelly to work with Scott McCoullough to draft and send letter.

8. OLD BUSINESS:

- a. Louis Price/Kenney Polson concert fundraiser - Chris Montgomery will assist with this fundraiser.
- b. 90th Anniversary updates - Nothing additional to report from last meeting.
- c. Scholarship updates - All but six students used the scholarships awarded.
- d. Committee updates - No updates

9. REPORTS:

a. LCC President's Report (information) - President gave a presentation on business development. The following topics were discussed:

1. Developing a Fundraising Agenda from Scratch - Handout given
2. Lassen Community College District Strategic Plan
3. 4 Year Strategic Plan format for Eastern Oklahoma State College - Handout

b. Cougar Enterprises Report (information) - Financial overview presented by Scott McCullough. The best advertising for the season was done with an offer in Reno at RV dealers. A \$20.00 voucher offered to anyone purchasing an RV in Reno, Nevada. 40 vouchers were redeemed. Facebook was discussed as a possibility for future advertising.

c. Alumni Association Report (information) - Tim Purdy to secure data base

9. ITEMS TO DISCUSS AT NEXT MEETING

- a. Chico State - Youth Camp Report
- b. By Laws - Master Agreement

10. NEXT MEETING: November 10, 2014 at 6 p.m.

11. ADJOURNMENT - 7:08 p.m. motion to adjourn by Dr Hall/2nd by Wages - Passed



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.

**Board Meeting Agenda
Monday, November 6, 2014
6:00 p.m.
Lassen College Board Room**

1. Call to Order: 6:02 p.m.
2. Pledge Of Allegiance:
3. Roll Call:

Board Members:

Mike O'Kelly, President - Present
Sophia Wages, Vice-President - Present
Maria Nye, Secretary - Present
Dave Clausen, Treasurer - Not Present
Aaron Dixon, Member - Not Present
Todd Eid, Member - Not Present
Gary Felt, Member -Present
Dr. Marlon Hall, Lassen Community College President -Present

Directors Emeritus Members:

Richard St. Peter -Present
Rocky Deal -Not Present
Gino Surian - Not Present
Marian Liddell - Not Present

Visitor:

Scott McCullough, Lassen Cougar Enterprises -Present

4. Approval of the Agenda(action/information item)Motion by Wages/2nd by Dr. Hall -Passed
5. Public Comment: Discussion of Chico State Biology Station-Additional fact-finding - John Crowe
6. New Business(action/information item)
 - A. Chico State Youth Camp Report (action/information item)-Tabled to next meeting
 - B. Bylaws and Master Agreement (action/information item)-First reading of the by-laws
 - C. Financial Statements (action/information item)-Tabled to next meeting
7. Old Business(action/information item)

- A. Membership Drive (action/information item)-Nothing to report-Awaiting the hiring of the Resource Development Specialist.
 - B. Donation Packages (action/information item)-Further review of donation limits. Reviewing criteria for donors.
 - C. Resource Development Specialist updates (action/information item) - 6 applicants are being reviewed. Gary Felts and Todd Eid on the committee.
 - D. Forest Service Proposal (action/information item)-Casey Pesaro informed the members that no other respondents to scoping notice except for Lassen College Foundation. Marina/Campground Special Use permit
 - E. Louis Price/Kenney Polson Concert Fundraiser update (action/information item) - Committee members Gary Felt, Todd Eid, and Dr. Hall drafting a letter for potential sponsors. Members of the community, Greg Sella, Chris Montgomery will assist. The event date is February 26th at the Elks Club.
 - F. 90th Anniversary update(action/information item)-Nothing to report
8. Reports(action/information item)
- A. LCC President's Report -See below item no. 11 Adjournment
 - B. Cougar Enterprises Report-Positive net revenue for September. No ending totals until 12/31/2014 for the year.
 - C. Alumni Association Report -Nothing to report
9. Items to Discuss At Next Meeting
- a. By-laws
 - b. Master Agreement
 - c. Financial Status Update
 - d. Chico State Youth Camp
 - e. Update on personnel
 - f. Discuss strategies for 2015
10. Next Meeting: December 8. 2014
11. Adjournment - 7:30 p.m. (motion by Wages/2nd by Dr. Hall)
12. LCC President's Report

Dr. Hall presented a chart to the Board titled "Creating Strategies to move LCC forward (Foundation)". The diagram allowed for the Board to participate and discuss jointly strengths, opportunities, bridging the gap and goals for future growth. The exercise was valuable as a starting point to determine the best strategy for growth for Lassen Community College Foundation. The following were some of information/ideas gathered in the discussion:

Strengths

- a. Scholarship program
- b. Campground /Marina
- c. Management Personnel operating the campground/marina
- d. Relationship with Forest Service
- e. Opportunity for I80 leverage (additional permits)

12. LCC President's Report (cont.)

Challenges

- a. New Streams of revenue
- b. Diversity of revenue
- c. Lack of active alumni association
- d. Business Community – Untapped
- e. Incomplete alumni list
- f. College community –Increase involvement

Opportunities

- a. Expansion of the Forest Service holdings
- b. Alumni –Reconnecting and growth of participation
- c. Provide cultural activities
- d. Increase outreach to community

GOAL -Where do we want to be?

- a. Self –sustaining
- b. \$100k+ Endowment
- c. \$100k+ Scholarships
- d. Support new programs on campus
- e. Concert Series
- f. Speaker Series
- g. 10 year goal -2000 to 2200 FTE's
- h. Partner with visionary/broadminded members of the community/college
- i. Partnerships with community members and the business community
- j. Full time Director/Coordinator
- k. Full time Staff

Bridge the Gap

- a. Advertise
- b. Marketing
- c. Fundraising
- d. Develop Alumni Association
- e. Communication



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**Board Meeting Agenda
Monday, December 8, 2014
6:00 p.m.
Lassen College Board Room**

1. Call to Order: 6:00 p.m.
2. Pledge Of Allegiance:
3. Roll Call:

Board Members:

Mike O'Kelly, President - present
Sophia Wages, Vice-President - not present
Maria Nye, Secretary - present
Dave Clausen, Treasurer - present
Aaron Dixon, Member - present
Todd Eid, Member - present
Gary Felt, Member - present
Dr. Marlon Hall, Lassen Community College President - present

Directors Emeritus Members:

Richard St. Peter -present
Rocky Deal - not present
Gino Surian - not present
Marian Liddell - not present

Visitor:

Scott McCullough, Lassen Cougar Enterprises - present

4. Approval of the Agenda(action/information item) Motion by Dr. Hall/2nd by Todd Eid
5. Public Comment: Presentation by Denise Stevenson - Ms. Stevenson is selling tickets to one game in 2015 for the Reno Aces. The proceeds of that sale will benefit former foster children that would like to enroll in college and no longer have assistance with tuition. Ms. Stevenson would like the board to consider setting up a sub-account to deposit the proceeds into. A decision to be made at the next meeting January 2015.
6. New Business(action/information item)
 - a. Review of By-laws - Motion by Dixon/ 2nd by Clausen -Motion to accept with changes - Passed
 - b. Review Master Agreement with the college -Approved with changes. The

Master Agreement was signed by Dr. Marlon Hall, Superintendent/President, Lassen Community College and Board President Michael O'Kelly.

c. Financial Status Update-Discussion by Dave Clausen

Dave will verify redeemed scholarship fund totals and rent due from Lassen Cougar Enterprises.

d. Chico State Youth Camp - No new information at this time.

e. Discuss strategies for 2015 - Table this to next meeting. The group will also discuss the Resource Development Specialist position and the role of this individual in achieving goals in 2015.

7. Old Business(action/information item)

A. Membership Drive - Further discussion when a Resource Development Specialist is appointed.

B. Donation Packages - Further discussion when a Resource Development Specialist is appointed.

C. Resource Development Specialist update - There are 6 applicants. Questions for the interviews are being developed.

D. Louis Price/Kenney Polson Concert Fundraiser - A support letter was prepared by Dr. Hall that will be sent out to potential supporters of the upcoming event.

E. 90th Anniversary - This event is discussed in the support letter. Planning and preparation for this celebration continues.

8. Reports(action/information item)

A. LCC President's Report -Nothing to report

B. Cougar Enterprises Report - Nothing to report

C. Alumni Association Report - nothing to report

9. Items to Discuss At Next Meeting

a. Resource Development Specialist

b. Fundraiser

c. By-Laws

d. Membership Drive/Donation Packages

e. A copy of the revised Master Agreement will be provided

10. Next Meeting: January 12, 2015

11. Adjournment :7:30 p.m.- Motion by Eid/2nd Hall -Passed