



MINUTES
Barstow College Foundation
August 26, 2014
Learning Resource Center Conference Room

Items 1 & 2 – Call to Order and Roll Call: The regular meeting of the Barstow College Foundation Board of Directors was held on August 26, 2014 in the Learning Resource Center on Barstow Community College campus, 2700 Barstow Rd., Barstow, CA. The meeting was called to order by President Wendi James at 6:05pm. Present were Directors Bob Clemmer, Lorraine Barnes (arrived at 7:15pm), Charles Mattix, Bea Lint and Julie Hackbarth-McIntyre. Also present were Trustee Tim Heiden, Maureen Davis, Michelle Berndt, Shawna Robbins, Jeri Justus, George Walters and Dr. Deborah DiThomas. Absent were Director James Pinto, Director JoAnne Cousino, Director Max Atalla and Maureen Stokes.

Guests: Anthony Riley & Steven Foster

Public Comment: There was no public comment

Item 3 – Consent Calendar – There was a motion by Bob Clemmer and seconded by Lorraine Barnes to approve the consent calendar consisting of the August 26 meeting agenda, July 22, 2014 meeting minutes, and deposits for the month of July 2014, expenditures for the month of July 2014 along with miscellaneous reports and correspondence. Motion passed unanimously.

Item 4 – Report - Financial Deposits & Expenditures - Maureen Davis discussed the check detail and deposits for the month of August. Deposits of income for July were in the amount of \$23,825.73. Expenditures for the month of July were in the amount of \$14,732.00. The Thrivent account had an unrealized loss of \$12,003.99 and earned interest in the amount of \$3413.90. Money needs to be moved to cover scholarships - \$8150 from Herb Stein account, \$1500 from Tabor and \$250 from the Graci account.

Item 5 – Report – Barstow Community College Board Meeting – Tim Heiden - the board approved the Ribbon Cutting date for the PAC. It will be held on September 24, 2014

Item 6 – Report- PAC Update – George Walters shared that there were a small amount of outstanding safety issues with the PAC. Everything was signed off except one set of doors and the hand rails outside still need to be addressed. Other than that we are good to go with the state and city. There is still a 12 page punch list that is being dealt with daily from now until December 2014. Little cosmetic issues (changing bulbs that are burned out, cleaning, warranties expired that need to be updated, etc.).

Dr. DiThomas shared on September 13, 2014 during the BBQ there will be PAC tours with a short video prior to with the history and construction of the PAC. September 24, 2014 – Ribbon Cutting, November 6th, 7th, 8th, 14th & 15th will be “Mid-Summer Night’s Dream” play, 6th graders from BUSD are coming to see excerpts from the

“Mid -Summer Night’s Dream” play and will have a dialogue with the students and Feb 21, 2015 for the Grand Opening. The PAC will not be available to rent until after the grand opening. Anthony Riley will have a rough draft of “Barstow on the Move” to the president by Friday, August 29, 2014 for approval.

Anthony Riley shared the marketing approach for the PAC. There will be a 2 part episode series that will be aired, radio spots for advertising, 2-3 minute virtual tours, Twitter, Facebook, developing a website and integrating the virtual tour and NewsPlus Barstow paper for advertising.

George Walters followed up with FAB Four management and he was told that he was the first one to contact them from the college and they will contact us in December 2014 in preparation for the grand opening. Mr. Walters went through the contract with them line by line of their list of wants and needs. There is very little on our part that needs to be done. They will bring all of their own equipment and they will just tap into what we have. Their entire show is on a thumb drive. We will need to just purchase one more piece of equipment that will only cost a couple hundred dollars. We have hired a consultant for the technical in the PAC.

Item 7 - DISCUSSION/ACTION ITEM: Advertisement for upcoming BBQ

After a lengthy discussion the board unanimously agreed not to advertise for the BBQ and save the advertising for the PAC instead

Recommended Action: _____ Motion: _____ 2nd _____ Vote:

**Item 8 - DISCUSSION ITEM: PAC Grand Opening Promotional Event
(Breakfast with the Beatles)**

Julie Hackbarth-McIntyre said instead of spending money for the breakfast they would rather spend the money on advertising.

**Item 9 - DISCUSSION/ACTION ITEM: VIP Treatment –PAC Grand Opening Night
(Revision to PAC Fund Raising Plan)**

Tabled VIP treatment to the next meeting

The board agreed to the revision to PAC Fund Raising Plan that was presented

Recommended Action: Motion: _____ 2nd _____ Vote:

Item 10 - DISCUSSION/ACTION ITEM: Donation to Callboard Performing Arts Club

Motion to donate \$250.00 to Callboard Performing Arts Club with a minimum of 15 volunteer students

Recommended Action: Motion: Hackbarth-McIntyre 2nd Clemmer Vote: unanimously

Item 11 - DISCUSSION ITEM: Committee for Grand Opening Programs

Bob Clemmer and the committee have not met yet – table to next month’s meeting

Item 12 - DISCUSSION ITEM: Revised date for PAC Ribbon Cutting (September 24, 2014)

PAC Ribbon Cutting will be on September 24, 2014 from 4:30 – 6:00pm

Item 13 - DISCUSSION ITEM: Honors Day Recap

Julie Hackbarth-McIntyre requested an itemized statement of expenses for Honors Day

Item 14 - DISCUSSION/ACTION ITEM: Add/Removal of check signer at DCB Bank

Motion to remove Lorraine Barnes as a check signer and add JoAnne Cousino

Recommended Action: Motion: Mattix 2nd Lint Vote: unanimously

Item 15 - DISCUSSION/ACTION ITEM: Executive Director to attend CASE Conference

Motion to send Executive Director to CASE Conference not to exceed \$2300.00

Recommended Action: Motion: Lint 2nd Hackbarth-McIntyre Vote: unanimously

**Item 16 - DISCUSSION/ACTION ITEM: Request to borrow our raffle tumbler
St. Joseph's Church for 100 yr. celebration**

The Foundation does not own a tumbler. Jeri Justus to contact Chuck Lahey who has a tumbler.

Recommended Action: Motion: _____ 2nd _____ Vote:

**Item 17 - DISCUSSION/ACTION ITEM: Acceptance of Credit Card Policies (attached) to
Meet Payment Card Industry Data Security Standard (PCI DSS) compliance**

George Walters discussed about the policies regarding the use of the square credit card machine. It may be checked out only for events or if someone wants to pay their donation by credit card. You may not check it out just for the day in case if someone might want to pay.

Shawna Robbins shared that American Express has been added also.

Motion to accept the Credit Card policies

Recommend Action: Motion: Hackbarth-McIntyre 2nd Clemmer Vote: unanimously

Item 18 – COMMENTS Board Members

Bob Clemmer – No comment

Bea Lint – No comment

Charles Mattix – No comment

Julie Hackbarth-McIntyre – No comment

Wendi James – No comment

Lorraine Barnes – Jeri Justus to call Abel Contreras before he goes on vacation to get the tickets for the BBQ

Deborah DiThomas – 5 textbook scholarships given out

JoAnne Cousino – Absent

Max Atalla – Absent

Abel Contreras - Absent

Item 19 – NEXT MEETING: The next meeting of the Foundation Board of Directors is scheduled for September 23, 2014 at 6:00pm

Item 20 – ADJOURNED: President Wendi James adjourned the meeting at 7:55pm without objection.

Michelle Berndt – Recording Secretary

Wendi James - President