1. Call to Order
   Meeting was called to order by Chairman Hale at 6:16pm. Present were members Gene Hale, Donald Lancaster, Harold Dickens, Dr. Sandra Cox, Marva Smith Battle-Bey, Angela Reddock, and Jack Daniels, and Avis Boyd (each ex-officio). Absent were Mary Nathan, Ambassador Sidney Williams and Ali el krim.

2. Public Comment
   None

3. Approval of Summary Notes (February 13, 2013)
   Approved Unanimously

4. Introduce/Interview/Discuss/Vote on Board Candidates
   Mr. Hale noted it is not really the place of the board to “interview” but to cede that to the ad hoc Nominating Committee of himself, Dr. Daniels, and Ms. Boyd, who had conversations with Mr. Ford. Then resumes would be presented to the Board with recommendation that person be approved.
   - Mr. David Ford, Southern California Edison – Mr. Hale has known Mr. Ford for years. He’s well known and comments were invited regarding his work and asset value. Ms. Battle-Bey acknowledged Mr. Ford is known across the country with his corporate counterparts and has good connections with outreach to others that will help us do our work. Mr. Hale echoed Ford works for a company that has resources and noted we are trying to build the board with those who can help us build something meaningful to help existing and potential students in the community. Dr. Cox asked about his role in the 8th and 9th districts re-districting, however Dr. Daniels noted procedurally the question is outside the scope of the business of the Foundation and we must be careful not to encroach on Ford’s political positioning. Ms. Battle-Bey noted Ford has contacts beyond ethnic lines and across communities, which is a plus for our Board. Ford noted he is honored and humbled to be considered, expressed a strong passion about our community and the importance of people focused on the social and economic and educational challenges. He pledged 110% and to bring in other resources, such as the Association of Blacks in Energy (ABE) where he is currently State President and can
provide linkage to the Science, Technology, Engineering Math (STEM) arena. Mr. Ford was then excused from the meeting.

Dr. Daniels expressed concerns with the board recruitment process and suggested re-focus on what is desired in a Board member based on the Strategic Plan inputs. The Board has not had the chance to discuss if a potential candidate meets the criteria prior to them coming in to the Board meeting for consideration. A relook at the document was encouraged plus addressing whether a resume alone should suffice for screening. He also reminded this is an open meeting, and recommended incorporating a closed session on the agenda to host discussions as necessary. It was agreed to incorporate a “closed session” item for future agendas. Ms. Battle-Bey also expressed that all potential candidates need to meet Dr. Daniels, so that will become part of the process.

- Mr. Michael Jules, Educator-Law Enforcement-Community Activist – Though Michael Jules did not have opportunity to meet Dr. Daniels, he was allowed him to meet and greet the members. Mr. Hale noted the goal is to build the board, enhanced with good resources and good ideas and invited Jules to say a few things about himself. Jules shared his personal story as a resident of the LA Southwest College (LASC) area, an alumnus of LASC, and his interest in being an advocate for the less advantaged. Mr. Hale thanked him and noted Ms. Boyd will follow-up with him.

The Board agreed to vote on Mr. Ford and to have Dr. Daniels meet with Mr. Jules before his nomination be put to a vote. Ms. Battle-Bey also noted our Board candidates may require further vetting of their background to preclude anything compromising the organization or the college. Hale noted the Nominating Committee should be the entity that vets the candidates for board approval. Battle-Bey also suggested a pledge be signed to establish nothing unacceptably controversial in the background of a Board candidate/member. This will be incorporated in the process by the Nominating Committee and Mr. Lancaster will help to establish the protocols, to include conflicts of interest.

Mr. Ford was then unanimously voted onto the Board. The Nominating Committee will now consist of Dr. Cox, Dr. Daniels, and Mr. Ford will be asked to serve.

5. Chair’s Report
Board and Committee meeting schedules were addressed. Though the Board at one time met every other month, meetings will now continue on a monthly basis with monthly Committee meetings as well because there is much work to do.
Meetings must run efficiently with timely start and finish.

6. President’s Report
The LACCD Foundation Symposium was held on March 8th, with all 9 colleges represented, and facilitated by a consultant out of Texas. Mr. Lancaster and Ms.
Boyd also attended. It was an information gathering session to bring together the Foundations, all of which have uniquely different ways of operating. Some are not even pursuing the District’s guidelines in areas like hiring. The District Foundation was also discussed. It was created for scholarships and they have their own board as well. There is a lack of communication amongst all the Foundations. Ms. Boyd captured the names of the attending Directors to begin to spearhead better communication. However, another such session will probably not occur until the new Chancellor and District Board are in place. Lancaster expressed a hope to have gained more information about development in general, and noted the lack of infrastructure, which he recognizes will take time.

7. Director’s Report
Ms. Boyd noted she has been executing the approved Fund Development Plan. She is working on the case statement sheets to present to prospects, scheduling contacts to meet with, sharing the Plan with faculty/staff to secure their contacts and dollars as part of the 45 for 45 Campaign and to promote a team concept for building resources for the college. Boyd is also working with a contact secured via the California Credit Union to get the online donation button operational by the end of March. She is also working with the PIO regarding general collaterals. Dr. Daniels requested Ms. Boyd submit a report at the next Board meeting identifying cold calls made, any other contacts and the prognosis of each, and any dollars secured.

Ms. Boyd noted she attended the District VII Conference of the Council for the Advancement of Secondary Education (CASE) in the Bay area and it was very enriching. A lot of information was shared to increase fundraising and development capabilities, which she will incorporate operationally where possible. Dr. Daniels noted that after any such activity, a trip report is usually filed and requested such of Ms. Boyd for the next Board meeting.

8. Finance Report
Ms. Boyd met with Dr. Daniels two days prior and is still working on laying out the specific accounting entries for each fund. It was acknowledged that it is no longer necessary to represent entries outside the past 3 years of activity. All old entries can be archived with only the timely entries present for Board review. Ms. Boyd was instructed to collapse the data and separate that which could be archived from that which is current and active.

Dr. Daniels asked for an update on the credit card. Ms. Boyd noted she has the application but needs to address questions with Mary Nathan before it can be completed. Dr. Daniels noted he has an audit exception for use of the college card for Foundation expenses, despite reimbursements. So it is important the Foundation secure its own card as soon as possible. Ms. Boyd will pursue for timely follow-up.
9. Committee Reports
   
a. Fund Development / Marketing (Reddock/Dickens)
   Ms. Reddock reported a meeting was held via conference call last week. Participants included Ms. Reddock, Ms. Battle-Bey, Mr. Hale, Mr. Dickens, and Ms. Boyd. It was clarified that marketing actually permeates the whole program and is not a part of this committee. A recommitment was made to address the strategic plan approach. The call was energized with suggestions to consider support of some graduation events, specifically the President’s reception. Though Mr. Hale committed $1000 as a corporate gift toward the event’s honorees and $100 from the Foundation for refreshments, and Mr. Dickens agreed to attend as a Board representative at the event, the Board as a whole will not assume an official sponsorship role. It was decided to not ask any event support of the Board prior to the end of the fiscal year. Instead the committee will take a more focused look at a fundraising plan with events and other activities. Ms. Boyd will assist Ms. Reddock in these efforts.

b. Governance (Lancaster)
   Mr. Lancaster indicated there was no report due to his heavy work schedule, but he anticipates meeting prior to the next Board meeting. As it regards the By-Laws revisions, Ms. Battle-Bey questioned the need to limit ourselves with a designated number of Board members. Lancaster noted it was initially thought 15 would be a manageable number, but noted it might be best to identify a minimum number. Hale noted the more you have on a board, the more you need for a quorum which could stifle ability to take an action. Battle-Bey suggested to check on Robert’s Rules for quorum inputs, but thought more bodies might generate more money and more energy. The recommendation was well received and Lancaster noted to make the appropriate change.

   Dr. Daniels noted there is an agreement between the Foundation and LACCD. He will email a copy to Hale and Lancaster for review. The purpose is to identify the relationship of the college’s Foundation with the college’s District. It also helps preclude lone actions on the part of individual Foundations.

c. Program (Nathan)
   Ms. Boyd reported in Ms. Nathan’s absence. Participants included Ms. Nathan, Ms. Catherine Hunt, and Ms. Boyd. The Committee decided on the slate of programs to embrace, namely solidifying all the scholarships and their policies and procedures – namely new Foundation ones, existing college departmental ones, and the community-sponsored ones we are currently soliciting. They will also support the college’s mentoring programs and investigate how best to connect Board members with on-campus mentoring opportunities. And last, they will pursue faculty/staff appreciation efforts.
Ms. Battle-Bey recommended the USC mentoring program as a model because it is a one day commitment where students are matched with a mentor and their exchange is for the defined period of that one day. As such, the time commitment is well defined for planning purposes. Ms. Boyd will address this concept with the Committee.

d. Finance/ Audit (Dickens/Battle-Bey)
The reports were approved as presented.

Ms. Battle-Bey asked for a meeting reminder at least a week prior and Ms. Boyd will do so.

The NEXT MEETING will be at the same time in the same location on April 10, 2013.

Meeting adjourned at 7:22 pm.