

# El Camino College Foundation

## Executive Committee Minutes

March 1, 2022

Location: Zoom

**Committee Members:** Mark Burton, Janan Johnson, Jeff Kern, Laurie Love, Laurie McCarthy, Brooke Matson

**Staff:** Kate Choi, Andrea Sala, Heidi Wang

**Recorder:** Laurie Love

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Laurie McCarthy called the meeting to order at 4:01 p.m.

### I. **PRESIDENT'S REPORT:**

Laurie McCarthy

1. Approval of Agenda and Minutes:

*Motion to approve the meeting agenda by Janan Johnson; seconded by Jeff Kern. Motion passed.*

*Motion to approve the December 16, 2021 meeting minutes by Janan Johnson; seconded by Jeff Kern. Motion passed.*

2. March 22, 2022 Board Meeting:

- Will be held in person and all ECC protocols will be followed. Details will be sent to the Board members prior to the meeting.

### II. **FINANCIALS:**

Jeff Kern

1. January 31, 2022 Financials:

- Compared to prior year our financial position is looking better.
- We have received tremendous support for the Distinguished Alumni dinner from sponsors.
- Finance Committee has met with Graystone Consulting to review financial strategies.

### III. **BOARD GOVERNANCE:**

Mark Burton

1. Brown Act for ECCF Board meetings:

- We will be adopting a Board policy that all public comments will be taken at the beginning of our meetings and that public comments should be limited to two minutes. After public comment, the person who has made a public comment and anyone who is not a Board member can be muted and taken off camera.
- Board agendas and meeting minutes and materials will be posted on the Foundation website prior to each board meeting.
- There was discussion about the possibility of having a projected timer for public comment.

#### **IV. OPERATIONS REPORT:**

Janan Johnson

1. Scholarship Application Review and Ranking/Distribution Committee Meeting:
  - Thank you to the 24 board members who read scholarship applications.
  - Shout out to Mark Burton for reading 102!!!
  - There was discussion on the reading process and the quality of the essays.
  - The Distribution Committee will meet on March 7 to select large scholarship recipients.

#### **VI. STAFF REPORT:**

Andrea Sala and Heidi Wang

1. March Board Meeting Presentation: Graystone Consulting Annual Presentation:
  - Dan Tichenor from Graystone is planning to attend in person to present.
2. 75<sup>th</sup> Anniversary Gala / Distinguished Alumni & Gratitude Awards Dinner:
  - Expect 300 guests to attend.
  - There will be a PPT presentation, a timeline of pictures, a step and repeat, an exciting raffle, and an opportunity drawing for all guests in attendance.
  - Vaccination cards will be checked. Discussion was held regarding letting someone attend who is not vaccinated. It was agreed upon that we must follow our decision that all in attendees must be vaccinated.
  - It's going to be a great party!
3. Onizuka Dinner / March 1:
  - The dinner will be held for faculty for their help and support of Onizuka Space Science Day, which will be held Saturday, March 12<sup>th</sup> for 7<sup>th</sup> – 12<sup>th</sup> graders. The purpose of Onizuka Space Science Day is to build awareness about space and science, and serve as outreach to the community. This event is in its 20<sup>th</sup> year.
4. Cherry Blossom Festival / March 31, Honoring Honda / Dr. Nadine Hata:
  - In 2000 Dr. Nadine Hata arranged for Honda to donate Cherry Blossom Trees to El Camino as a symbol of friendship, as is done in Japan with the annual Cherry Blossom festivals. This year a plaque will be installed by the trees honoring Dr. Hata.
5. Scholarship Awards Ceremony:
  - Will be held on Thursday, May 26, 2022 in the East Dining Room.

Meeting adjourned at 4:45 p.m.

*Motion to adjourn the meeting by Janan Johnson; seconded by Mark Burton. Motion passed.*