

CLARK STATE FOUNDATION BOARD OF DIRECTORS
June 19, 2019 – 11:30 a.m.
Brinkman Educational Center Conference Center

Minutes

Directors present: Don Lynam (Chair), John Brown, Nettie Carter-Smith, Teresa Demana, Sunny Dhingra, Sharon Doyle, Sue Evans, Bob Hill, Mitch Hurst, Steve Neely, Paul Newman Jr., Kerry Pedraza, Patti Phillips, Jo Ann Rigano, and Phil Teusink

Staff present: Adele Adkins, Christa Bostick, Theresa Felder, Karen Hunt, Tiffany Hunter, Kathy Nelson, Toni Overholser, and Larry Wakefield

Welcome. Chair Don Lynam welcomed Board members and convened the meeting at noon. He reported that today is the last Board meeting for 6 Board members – Teresa Demana, Sunny Dhingra, and Phil Teusink, who are all retiring after nine years on the board, Carah Birch and Terry Howell, who are leaving after 3 years due to family and work commitments, and Kirk Koennecke, who is relocating to Cincinnati. These members have served not only on the Board as a whole, but on various committees over the years, and Don thanked them for their years of service and for all they have contributed and wish them all well. He opened the meeting with a quote from Winston Churchill – “We make a living by what we get, but we make a life by what we give.”

Minutes. Phil Teusink presented the minutes from the May 15, 2019 meeting. Sunny Dhingra moved to accept, Mitch Hurst seconded, and the minutes were approved by unanimous voice vote.

Financial Statements. Kathy Nelson presented the financial statements for the period ending May 31, 2019, showing a fund balance of \$13,699,091 and an increase of \$24,347 since April. Paul Newman Jr. moved for approval, Nettie Carter-Smith seconded, and the motion to accept the financials was approved by unanimous voice vote.

COMMITTEE REPORTS

Finance/Audit/Investment Committee. Chair Phil Teusink reported that the Committee met last week to review the proposed 2019-20 Foundation budgets. The budgets, along with an explanation page, were included in today’s packet. Phil thanked Toni for a great job putting this together.

Toni then gave a brief overview of the budgets and added that they align closely with last year’s budgets.

- **Foundation Budget:** There is no revenue carryover this year; it has been a very tight year, but we should break even. Professional fees in the past did not reflect actuals contracted, so this line item amount was increased. Special projects line item is from the Major Gifts Campaign and is for the donor recognition wall. Operating income of \$122,000 reflects 1.75% of earnings from endowments over \$50,000 and 1.25% of the PAC endowment.
- **Champion City Scholars** – One important item to note is that the bulk of expenses should come from Champion City (80%) and smaller amount from Clark and Champaign

County programs (10% each). This is reflective of the number of students being served in each program. The 5% spending cap allows use of \$105,000, which is 1.25% of the principal.

- Project Jericho – The grant cycle does not align with budget cycle, and they are waiting for some funds; there is a large amount in reserves just in case those don't come through. Lo has done a great job in budgeting for the program.
- PAC – Allocations have already been approved by friends of PACC including \$41,000 for new lights for the HBC and Adele added that expenses like the HBC lights should come out of operating rather than capital money as money raised should enhance the overall experience of the community.

Motion to approve budgets was presented on behalf of the Finance Committee, seconded by John Brown, and approved by unanimous voice vote.

Resource Development Committee. Chair Jo Ann Rigano reported that the plans for the inaugural event are moving along. The event has been rescheduled from September 20 to October 2, due to several major events conflicting with the September date. Six applications have been received for the alumni awards. The Committee will meet tomorrow to review the applications and to continue planning the event.

Governance Committee. In Chair Carah Birch's absence, Toni reported that we have five candidates to fill the open slots for next year: Cindy Barnett, Shashi Chadha, Katherine Hoptry, Joseph Monnin, and Ben Vollrath. Patti Phillips moved to approve the names, Teresa Demana seconded, and the motion was approved by unanimous voice vote.

Toni then reported that Kerry Pedraza has agreed to serve as Chair of the Governance Committee (replacing Carah Birch), Bill Brougher has agreed to Chair the Finance Committee (replacing Phil Teusink), and Paul Newman Jr. has agreed to serve as Chair of the Friends of the PACC Committee (replacing Teresa Demana). Jo Ann will stay on as Chair of Resource Development Committee and Nettie Carter-Smith will continue to chair the Scholarship Committee.

Scholarship Committee. Chair Nettie Carter-Smith reported that the Foundation is accepting applications for Fall 2019/Spring 2020 awards. Students have until July 15 to submit their applications. Please let us know if you're able to help read applications.

Friends of PACC. Chair, Teresa Demana and PAC Executive Director, Adele Adkins, reported on the following:

- Total revenue received so far is \$81,137.41 (this is excluding sponsorships)
- The lights in the Hollenbeck Grand Hall will be replaced this summer
- There is a great lineup of shows for the upcoming season, some of which include Blue Man Group, Choir of Man, and Waitress
- Adele has just confirmed the 10-day rehearsal tech for Charlie and the Chocolate Factory in January; patrons can make a donation for \$35 and can see the show after rehearsal; great opportunity to see the show – this is on Schuster's schedule for next year

STANDING REPORTS

Chairman's Report. Don Lynam thanked everyone for their support during his first year as Chairman. There will be no regular July Board meeting, although new incoming Board members will meet with Toni for an orientation. The next regular Board meeting will be on August 21.

Board of Trustees Report and President's Report. In David Ball's and Dr. Blondin's absence, Dr. Theresa Felder reported on the following:

- Dr. Blondin is currently in Washington, D.C. meeting with Sherrod Brown
- Applied Baccalaureate Manufacturing program starts in fall semester; the goal for fall was to have 10 students; 3 have already registered
- Web Development/Design Baccalaureate program is scheduled to begin next fall; we are still hopeful that the Addiction Studies program will happen
- New Beginning Program – students who had a balance were not able to enroll and as a result, we have lost students. Ron Gordon researched best practices for debt forgiveness and found that it is feasible for students with a certain GPA and are close to graduating are eligible for the program.
- Dr. Blondin just accepted the third SOAR group and will be mentoring three staff and three faculty in the coming year

Director's Report. Toni Overholser reported on the following:

- Staff updates:
 - Lo Houser is unable to be at today's meeting due to Project Jericho's Summer Arts Camp taking place this week
 - Today is Kanisha's first day back after maternity leave - Karen has worked diligently to keep the Scholars Program running in her absence; Toni and the board thanked Karen for her hard work
 - Taylor Roberts, Grants Writer, is waiting to hear about several large grants that were submitted recently; Taylor also reported in her Board report that the ISO 9001 workforce program won the 2019 National Council for Workforce Education (NCWE) Noncredit Exemplary Program Award. This national award recognizes ISO 9001 as the best noncredit workforce program in the nation.
- College for Kids Program is at capacity and has a waiting list; thank you to Kerry Pedraza and United Way for their support
- Separate sponsorship levels at the PAC and Foundation were presented to the Finance Committee and a draft handout distributed; this is what we will to present to our community donors/sponsors; these sponsors will be recognized in the annual report and publications. The Board discussed the draft and recommended another option be added at the community sponsor level. In addition, it was recommended that the details of the Gala be determined before the sponsorship opportunities are shared.
- Toni reported that there is no formal policy in place for named scholarships. We currently allow \$500 for named scholarships, which is very time consuming to keep track of. Toni would like to propose establishing a \$5,000 threshold for donors to name a scholarship. However, we currently have several donors who give at a \$500 level every year for memorial scholarships which we will still honor. A motion to raise named scholarship levels to \$5,000 was made John Brown, was seconded Patti Phillips, and was approved by unanimous voice vote.

- The Major Gifts Campaign is wrapping up and more than \$9 million was raised. An annual report will go out by the end of August.
- Johns Hopkins Engineering Innovation – there was enough interest in program for it to go forward; class will start next week.

Don expressed his appreciation again to everyone for their hard work and commitment to the Foundation. The meeting adjourned at 12:41 p.m.

Respectfully submitted,

Toni Overholser