



RIVERSIDE COUNTY OFFICE OF EDUCATION FOUNDATION

ANNUAL ORGANIZATIONAL MEETING MINUTES

Thursday, July 20, 2023, 2:30 p.m.

Riverside County Office of Education

Virtual – Online

The meeting was conducted via Zoom.

Riverside County Office of Education Foundation Board of Directors

Mr. Jack Clarke

Mr. Eric Eckstrom

Mrs. Ana Farfan

Mr. Keith Figgins

Dr. Edwin Gomez

Mr. Paul Jessup

Ms. Diana Kot

Mr. Lou Monville, Chair

Dr. Ruth Pérez

Mr. Lucio Perez Jr.

Mr. Kevin Sherrell, Secretary

Mr. Pete Serbantes

Mr. Andrew Thompson

Mrs. Suzanne Trowbridge, Vice-Chair

Mr. Fred Wolf

Foundation Treasurer

Mr. Eugene Villa

Foundation Director

Mr. Ed Lewis

1.0 PROCEDURAL

1.1 Call to Order

Director Monville called the meeting to order at 2:32 p.m.

1.2 Pledge of Allegiance

Director Monville led the Pledge of Allegiance.

1.3 Establishment of a Quorum

Directors Eric Eckstrom, Ana Farfan, Keith Figgins, Diana Kot, Lou Monville, Dr. Ruth Pérez, Kevin Sherrell, Suzanne Trowbridge, and Fred Wolf were present.

Directors Jack Clarke, Dr. Edwin Gomez, Paul Jessup, Lucio Perez Jr, and Andrew Thompson were absent.

A quorum was established for this meeting.

1.4 Action: Approval of the Agenda

Subject: Request approval of the July 20, 2023 meeting agenda.

Motion: It was moved by Director Kot and seconded by Director Trowbridge that the agenda be approved as presented.

Vote: 9 ayes, 6 absent. Motion carried.

1.5 Public Comments

There were no public comments.

2.0 CONSENT

2.1 Action: Approval of Minutes

Subject: Request approval of the draft minutes of the regular meeting of the Riverside County Office of Education Foundation (RCOEF) Board held May 18, 2023.

Document(s): Draft minutes from the May 18, 2023 meeting.

Motion: It was moved by Director Trowbridge and seconded by Director Figgins that the minutes be approved as presented.

Vote: 8 ayes, 6 absent. Abstention by Director Farfan who was not present at the last meeting. Motion carried.

3.0 ACTION

3.1 Action: Resignation of Board Member Pete Serbantes

Subject: Request acceptance and approval of Pete Serbantes' resignation from the RCOE Foundation Board

Document(s): Letter/email on file.

Director Monville asked the Board that we accept the resignation with regret. Foundation Director Lewis has the email resignation on file. Are there are any questions or comments about this item? Seeing none.

Motion: It was moved by Director Monville and seconded by Director Kot that the resignation be accepted as presented.

Vote: 9 ayes, 6 absent. Motion carried.

3.2 Action: RCOEF Board of Directors' Term Renewal

Subject: Request approval of a four-year term renewal ending July 2027 for RCOEF Board of Director Suzanne Trowbridge.

Document(s): None.

Motion: It was moved by Director Monville and seconded by Director Farfan that the term renewal for Director Trowbridge be extended for another four-year term.

Vote: 9 ayes, 6 absent. Motion carried.

3.3 Action: Election of 2023-2024 Officers

Subject: Request approval of the slate of officers to serve during the 2023-2024 fiscal year as listed below:

Suzanne Trowbridge, Chair, Keith Figgins, Vice-Chair, and Kevin Sherrell, Secretary.

Document(s): None.

Director Monville gave the floor to Director Kot, Chair of the Nominating Committee to take this item. Director Kot presented the slate of officers for 2023-2024 for the Foundation and requested approval for Suzanne Trowbridge, Chair, Keith Figgins, Vice-Chair, and Kevin Sherrell, Secretary. Seeking a motion for the approval of the slate of officers.

Motion: It was moved by Director Eckstrom to approve the slate of officers as presented and seconded by Director Farfan.

Director Kot shared a thank you to Director Trowbridge for your volunteerism and for stepping up as chair.

Vote: 9 ayes, 6 absent. Motion carried.

Director Monville congratulated Director Trowbridge as the new Chair and passed over the virtual gavel to her to lead the remainder of the meeting.

Director Trowbridge said thank you to Director Monville for his two years of service as the Chair for the Foundation.

3.4 Action: 2023-2024 RCOE Foundation Budget

Subject: Request approval of the proposed 2023-2024 RCOE Foundation Budget.

Document(s): Proposed 2023-2024 RCOE Foundation Budget.

Director Trowbridge turned the floor over to Director Monville who requested to speak to this item. Director Monville shared this is an important milestone in our Foundation. We wanted to make sure to call to your attention that there is a significant change in this year's budget. We are appropriately beginning the steps for the Foundation to become a more independent and self-sustaining organization. The Foundation is in a good financial position to take on some of its administrative costs and achieve a step toward independence, due to the good work of Foundation Director Lewis. RCOE will continue to support all the other administrative and financial support, office space, etc. to the Foundation.

After some discussion and questions to understand this year's budget the Board members were pleased to know the Foundation is taking steps to self-sufficiency and that RCOE will still be providing the necessary support to the Foundation.

Foundation Director Lewis shared that the budget is achievable and a sound budget.

Motion: It was moved by Director Trowbridge and seconded by Director Dr. Pérez that the budget be approved as presented.

Vote: 9 ayes, 6 absent. Motion carried.

3.5 Action: 2023-2024 RCOE Foundation Events Schedule

Subject: Request approval of the 2023-2024 RCOE Foundation Events Schedule.

Document(s): Draft copy of the 2023-2024 RCOE Foundation Events Schedule.

Director Trowbridge asked Foundation Director Lewis to take the Board through the 2023-24 Events Schedule. Ed reviewed the schedule and recommended that the Board approve.

Motion: It was moved by Director Monville and seconded by Director Kot that the events schedule be approved as presented.

Vote: 9 ayes, 6 absent. Motion carried.

4.0 INFORMATION/DISCUSSION ITEMS

4.1 Foundation Director's Report

Director Trowbridge turned the floor over to Foundation Director Lewis to provide his report. Foundation Director Lewis presented a trophy to Director Monville as a thank you for his service and leadership over the last two years as the chair.

- **Partner Sponsorship Program:** To date we have received \$83,500 in revenue. The approved budget this year for Partner Sponsorships was \$80,000. We are finalizing the 2023-2024 Partner Sponsorship schedule and will be approaching potential sponsors starting in August. Our 2023-2024 budget is \$90,000.
- **Business Partners Program Update:** We have 71 current members in the program that are producing \$73,000 in annual membership dues. This year \$68,000 was received in revenue and the approved budget was \$60,000. The budget for this program for the coming year is \$70,000. July is a big renewal month and am hoping we will have very few cancellations. As you know the Business Partners Program is an ongoing annual program and any assistance board members can provide for pursuing qualified leads is very much appreciated.
- **Student Scholarship Program update:** We extended the deadline on this program to July 14th to see if we could get some additional applications in. Currently we have received 45 applications 16 of those are STEM applications and they are being reviewed. We invited 6 school districts and the total number of high schools in those districts was 34. Last year we funded 45 scholarships for a total of \$113,000. The budget for scholarships this year is again \$125,000. In September Foundation Director Lewis will report the final results.
- **Grants/Sponsorships Update:** Foundation Director Lewis shared he was happy to report that we have been invited to apply for the \$20,000 3M Foundation grant for our STEM scholarship students. We submitted that application yesterday. We anticipate that we will receive the \$20,000 requested. Foundation Director Lewis was asked to reach out to Jack and Laura Dangermond at ESRI Company in Redlands and email Jack the STEM Scholarship program information bearing their names. As mentioned at the last board meeting, they invented the Computer Mapping software that over 350,000 companies currently utilize for landscaping and Urban Development. Jack's assistant advised to resend the information via email. I see this as a very positive development and am hopeful it will result in our first Scholarship naming opportunity and a significant donation. We have submitted CID fund applications to four of the five Riverside County Supervisors (asking each for \$5,000). We are awaiting the results. We will be getting \$4,500 from Verizon.
- **Foundation Budget Update:** To date we have received \$408,398 in revenue. Our overall revenue budget for 2022-2023 was \$377,500. We exceeded our approved budget by \$30,898. Our total net cash assets are now \$657,640. The monthly interest received on the account continues to be more than the monthly service charges. The Golf Tournament is off to a great start! We have several new sponsors coming in at Gold & Silver sponsorships. Foundation Director Lewis anticipates a full tournament again this year! We will be reintroducing the silent auction this year at the Golf Tournament.

- **Upcoming Events:**

- September 21, 2023, Board Meeting
- October 2, 2023, 9th Annual Golf Tournament
- December 5, 2023, 5:00 p.m., Sponsor Recognition Reception

Director Trowbridge thanked Ed for his report and asked if he could remind the Board when do you pick the schools that get offered the scholarships.

Foundation Director Lewis shared that we keep a list and within three years every district gets an opportunity. We did expand it this year to six districts. There are 19 of the 23 school districts that have high schools. We are getting very close to opening it up to all 19 districts.

Director Farfan asked how is the participation from the students in the alternative/community schools? Foundation Director Lewis responded that it is very good. We have a soft heart for them and assist where we can. Currently we have received about 15 applications.

Director Trowbridge asked if there were any other questions for Foundation Director Lewis. Hearing and seeing none.

4.2 Board of Directors' Comments

Director Trowbridge asked if there were any comments. Hearing none the meeting was called adjourned at 3:13 p.m.

ADJOURNMENT - 3:13 pm