



SRJC Foundation Combined Budget and Executive Committee

Adopted Minutes

Wednesday, May 10, 2023 / 8:30am – 10:00am

Members: Teresa Norton - Chair, Jeff Bricker, Kate Jolley, Suzy Marzalek, Steve Page, Kerry Rego, Kris Shear, Shirley Ward

Absent: Dr. Frank Chong, and Jorge Servin

Staff: J Mullineaux

1) Call to order – Teresa

- The meeting was called to order at 8:34am. Teresa read the Land Acknowledgment.

2) Public Comment

- There were no members of the public present.

3) Approval of Minutes

- Minutes from joint Budget Committee and Executive Committee meeting on 2/22/23 were approved. Motion by Shirley, seconded by Kerry and approved.

4) Financial Report – Kate

- The Statements shared prior to the meeting include information as of March 31, 2023
- Total assets increased by \$3.27 million to \$80.7 million due to the changes in income and expenditures detailed below.
- Liabilities decreased by \$115 thousand to \$1.63 million, primarily due to a reduction in accounts payable and changes in funds that are held in trust for custodial accounts and events.
- Total income to date increased by \$3.8 million to \$8.66 million, primarily due to interest and dividend income of \$174 thousand, \$26 thousand in other income, a \$56 thousand realized loss in the sale of investments, \$16 thousand in unrestricted contributions, a \$1.25 million increase in scholarship contributions, and \$2.4 million Doyle dividend payment.
- Total expenditures to date increased by \$2.9 million to \$6.83 million, primarily due an increase of \$2.1 million in scholarship payments and \$809 thousand in admin and other operating expenses.
- We had a good start to the year, our unrealized loss of \$511 thousand is now an unrealized gain of \$2.35 million!

5) 22/23 Budget to Actual – J

- The 2022-23 Operating Budget to Actual, through March 31, is part of your Board package.

- Through the end of March, the Foundation has generated almost \$1.3 million in revenue, and there have been \$744,962 in expenses, most of which is personnel.
- The biggest revenue source is the Foundation Administrative Fee, all of which is already realized for the year - \$1,075,534.
- There is \$70,175 in revenue from the President's Circle and \$34,091 of unrestricted revenue, most of which was generated by the year-end appeal.
- There will be two one-time unbudgeted expenses related to needs within the new building.
- We have spent \$10,000 to install 16 acoustical panels and we will spend \$5,000 to install drapes in the community room.
- Our Finance and Business Associate is on medical leave, and Sarah Laggos continues to be loaned to the District through December 31.
- We have made an offer to our new Constituent Relations Coordinator for the Foundation and we hope to have some good news to share with you soon.

6) Board Nominations and FY24 Officers – Suzy

- Troy Sanderson, CEO of Exchange Bank, and Evan Hershey, Certified Wealth Strategist at Caldwell Sutter Capital, have been nominated to replace Jeff Bricker and Kris hear who are rotating off the Board on June 30.
- Dr. Angélica Garcia will also be replacing Dr. Chong. No vote is required for this, as it is written into the Foundation By-Laws.
- Officers for FY24 will include Teresa Norton as Chair, Suzy Marzalek as Vice Chair, Dr. Garcia as Secretary and Kate Jolley as Treasurer.
- The new Board nominations and Officers were approved; Motion by Suzy, seconded by Shirley and approved.
- J distributed the Board and Committee Meeting dates FY24, as well as list of Committees with Committee membership. These documents were not available at the time materials were distributed via email to the Committee. These documents will be shared with the full Board prior to the May 18th Board meeting.
- The Nominating Committee will meet on again prior to the July Board meeting.

7) Proposed FY24 Budget - J

- J distributed a budget summary that was slightly revised from the version emailed in advance of the meeting. The revision involved aligning the detailed expense budget with the summary budget.
- The goal is to approve a preliminary budget and then a revised budget will be brought to the Board in September.
- Given the volatility of the investment market, the current projection is no growth in revenue for FY24 from the 2% administrative fee assessed to endowments.
- The 3% support fee is also being projected \$20,000 lower than in FY23.
- Revenue overall is currently projected at \$10,000 less than FY23.
- On the expense side we will continue to loan Sarah Laggos to the District through December 31 and pay her salary at 30%.
- Our new Constituent Relations Coordinator is budgeted for a full twelve months.

- The current COLA assumption is 5%.
- We will not have the one-time expenses of moving into 707 Elliott Avenue as we had in FY23.
- We are budgeting \$30,000 to launch a planned giving marketing program.
- Operation Expenses, exclusive of personnel, will be \$40,000 less in FY24.
- FY214 is the final year of the Early Retirement (ERI) assessments, at \$46,716/year.
- Overall, this preliminary budget is showing a \$29,378 potential surplus.
- Motion was made by Kris to approved the FY24 budget, seconded by Jeff, and approved by the Committee.

8) Other Business

- There will be an installation dinner on Thursday, June 29th to acknowledge the out-going Directors, and welcome our FY24 Class of new Directors.

9) Adjourn

- Meeting adjourned