

**Board of Directors
West Los Angeles College Foundation
Tuesday, April 16, 2024
President's Office**

Minutes

Present: Caroline Kelly, Board President; Mike Harriel, Board Vice President; Araceli Cole, Board Treasurer; Erik Moreno, Board Member; Dr. Linda Rose, Ed.D.; Sapna Shah, Board Member; Monica Rincon, Board Member; and, Scott Brumer, Director of the WLAC Foundation

Absent: Dr. James Limbaugh, Ph.D., Ex-Officio Board Member and WLAC President; Adolfo Romero, Board Member; Albert Vera, Jr., Board Member.

Guests: Dr. Brian Stokes, Ed.D., Vice President of Administrative Services and Innovation, WLAC

Call to Order

The meeting was called to order by Caroline Kelly, Board President, at 5:10 pm.

Public Comment

No public comment

Approval of Board Minutes

Caroline Kelly, Board President, presented Board Meeting Minutes from Tuesday, January 16, 2024. She requested a motion for approval that Mike Harriel, Board Vice President, provided, and was seconded by Araceli Cole, Board Treasurer.

Financial Report

Caroline Kelly depicted the financial report which is comprised from January 1, 2024 through March 31, 2024. She depicted that the Foundation has subcontracted bookkeeping to Patti Montemer, and it was Patti's intention to retire upon the resignation of the prior Foundation Director; however, Scott Brumer, who started as the Foundation Director on Monday, March 18, 2024, met with Patti to discuss the transition of financial reports and/or controls, and asked Patti if she would be open to supporting the work of the Foundation through the end of the fiscal year being June 30th. Patti shared that she was open to the possibility but that her regular rate of compensation is \$200/per hour, and requested a rate increase from \$50/per hour (e.g. the prior rate was out of courtesy to the prior Foundation Director who Patti worked with previously.) Scott Brumer shared this information with WLAC Foundation's Executive Committee. Caroline Kelly and Mike Harriel approved a rate increase at \$125/per hour until the end of fiscal year. Scott shared with the Board that he was meeting with a new bookkeeping agency Wednesday, April 17th, in Grobstein Temple LLP. Scott previously worked with a bookkeeper who is now with the organization. Grobstein Temple LLP is open to partnering with the Foundation on a 12-month retainer at \$12K. The existing Foundation Budget for FY 2023-2024 included \$10,500 for bookkeeping services, and the Board appeared agreeable to a retainer at \$12K.

Scott presented a draft of the Financial Report to the Board and shared with them that it is incomplete due to the Foundation Director vacancy. The Board had meaningful questions regarding significant decreases of restricted funds; therefore, Caroline Kelly stated that the Board could not approve the financial report until clarification was granted to them, and requested that Scott request a meeting with the Executive Committee or an ad-hoc meeting with the full Board to clarify the financial report.

In addition, while discussing the Foundation's Financial Report, Scott shared with the Board that the Foundation's FY 2023-2024 Operating Budget did not appear to be accurate for the upcoming new fiscal year. This is due to the fact that West Los Angeles College will no longer contribute non-personnel expenses to the WLAC Foundation, and that solely the Foundation Director's Salary and Benefits are underwritten by the college. While the prior Foundation Director worked mostly remotely, Scott is actively on-site which will increase expenses for community engagement (e.g. Culver City Chamber of Commerce, Culver City Rotary or Kiwanis, etc.), printed materials, outreach and engagement, etc. Scott will be presenting an operating budget to the Board in the not-too-distant future.

Scott Brumer Introduction

Prior to the Board Meeting, Scott had met individually with several members of the Foundation Board to learn their experience, and hopes for the future. His introduction to the group was a simple refresher of his background, skills, and experience being a Los Angeles native, 15 years-experience in the nonprofit sector, and commitment toward supporting education while prioritizing equitable solutions for historically marginalized and underserved populations. During Scott's introduction he remarked on general takeaways in his first 30 days with the organization in four primary areas being (1) Board Governance, (2) Board Development, (c) Fund Development, and (d) Community Engagement.

During the course of Scott's introduction, he asked each individual present to share their best experience with the organization and hopes for the future. Summary of responses is below:

- Erik Moreno, Board Member: Erik shared that his most meaningful experience as a Board Member was supporting the 2023 Foundation Gala. He recognized Dr. Etelvina de la Torre, Ed.D., prior-WLAC Foundation Director, for managing a high-level event that grossed \$130K. Moving forward, Erik shared that his hope for the future is that the Foundation or College can provide meaningful longitudinal data of student success or accomplishments, and that services provided by the college can be shared with the Board and community.
- Mike Harriel: Mike shared that he attended classes at WLAC and that as a Board Member his best experience was time spent with Dr. James Limbaugh, Ph.D., Ex-Officio Board Member and WLAC President, exploring the campus and discussing the Aeronautical Department, Build LACCD initiatives, and future hopes for the college. Moving forward, Mike shared that he would like to see the college continue to provide access to educational services with an emphasis in veterans education or support for foster children and transitional age youth.
- Caroline Kelly: Caroline shared that as a Board Member her best experience was facilitating an opportunity for Green Dot Schools to tour the Aviation Program at WLAC, supporting students through WLAC's Career Center, and hosting an event from her home where WLAC students shared their experience at the school. Moving forward, Caroline would like to see the college expand opportunities for working parents, and non-conventional students.
- Araceli Cole: Araceli shared that her best experience was conducting a virtual-workshop for students that addressed professional development, workforce development, job search tips and tools such as resume building and interview skills.
- Dr. Brian Stokes, Ed.D., Vice President of Administration and Innovation, WLAC: Dr. Stokes shared that his best experience as a Board Member was working with a charter school in Florida City to craft its association and affiliation with "Next Level", and linking programs or services directly to a high-school network to develop a meaningful pipeline. Moving forward, Dr. Stokes shared that he would like to see greater community engagement with stakeholders and residents throughout Culver City, and that he believes that future philanthropic funding should be prioritized in innovation.

- Dr. Linda Rose, Ed.D., Board Member: Dr. Rose is a WLAC alumni. She shared that her best experience as a Board Member has consisted of time on campus speaking with students. In addition, Dr. Rose shared she appreciated being part of the organization during the dedication of the “Film Facility.” It provided a sense of why she wants to continue in her role as a Board Member. Moving forward, Dr. Rose shared that she would like to see WLAC prioritize philanthropic funding to build an infrastructure to sustain meaningful programs.
- Scott Brumer: Scott shared that his best experience as a Board Member was with Burbank Community Housing where he served as the Outreach Chair, and met with many stakeholders throughout Burbank’s close-knit community to depict the organizations essential programs. Scott shared that by 2030 he would like to see WLAC address affordable housing by developing a small dormitory that provides opportunities for out-of-state students to pursue degrees, and provide housing for at-risk students.
- Sapna Shah, Board Member: Sapna shared that she is committed to education and student achievement. Similar to Erik Moreno, Sapna shared that she would like to see the Foundation further its structure, and that she was also interested in longitudinal data of student success or accomplishments, and that services provided by the college can be shared with the Board and community; however, in prioritizing philanthropic dollars, Sapna would defer to WLAC’s Executive Leadership who she understands know the organization best and can guide philanthropic investments.
- Monica Rincon, Board Member: Monica shared that her most significant experience as a Board Member was visiting the Aviation Program and learning of an unhoused student who was faced with challenging circumstances, and found former student is currently working at American Airlines (e.g. her full-time employer) as a Crew Chief. The student is unaware Monica knew of his circumstance.

Board Governance

Scott shared with the Board that he had reviewed WLAC Foundation Bylaws and questioned why Standing Committees (e.g. Financial, Economic Development, and Membership) have not been implemented. Upon meeting individually with Board Members he had learned that many felt the Foundation lacked structure. Scott shared with them that the Foundation Bylaws provided structure, but without them being adhered to, the Foundation’s effectiveness would not be met to capacity. While the Membership Committee’s role and responsibility is not clearly defined, Scott shared he believed it could be charged as a nominating body to the Executive Committee, and that it should assist in succession planning. Scott shared that Board Members will always transition in-and-out of the organization, but for individuals who are part of a large corporation, as part of succession planning, that they nominate a colleague to continue to support their corporation and WLAC Foundation.

Caroline Kelly affirmed that the Board had not implemented Standing Committees, but also shared that the volunteer-led Board’s professional and personal commitments make standing committees challenging, and that perhaps ad-hoc committee meetings should be conducted when necessary.

Board Development

Upon reviewing Board Bylaws, Scott shared with the Board that he understood membership could be 7 – 27 voting Board Members and currently the Board had several vacancies. Scott shared that WLAC Foundation is led by its Volunteer Board of Directors, and that the vacancies impact governance and organizational structure. He also shared that the salaried Director should not solely be identifying individuals to support Board Service, but that it should be a collaborative opportunity for the group as a whole.

Fund Development

For FY 2023, Scott shared that he is forecasting the Foundation will close out the year at \$360K in revenue. For 2024, Scott is making a conservative projection that the Board will further revenue by 25 percent with strategic planning, a Financial Development Committee, accounting for a special event that is volunteer-led, and implementing the President's Circle as a donor stewardship and cultivation activity.

Scott shared that shared that findings from the Association of Fundraising Professionals have revealed that individual Board Members or an organization's stakeholders (e.g. faculty) have much more fidelity in expediting financial support from their individual networks or "circle of influence." While a salaried director might be able to acquire a first time gift in 12 – 18 months that is \$10K or more, a Board Member can secure a gift in much less time and at a greater contribution level than the salaried director who is just developing the relationship with a prospect.

Community Engagement

Scott shared that he would like to see WLAC Foundation work closely with the community in variety of approaches. In partnering with locally elected officials, Scott shared that he would like to learn the local communities greatest needs and how they see the college as an asset to address needs of community. This should pave way toward increased discretionary dollars. He also shared that he would like to explore joint-funded grant agreements with community partners; such as, but not limited to Hollywood CPR, especially when the college or foundation are not eligible to apply. In addition, Scott shared that he would like to meet with individual corporations throughout the community to identify opportunities for corporate social responsibility and volunteerism which enables board service and incrementally furthers unrestricted dollars to the organization.

Next Meeting

The next meeting is scheduled to take place on Tuesday, July 23rd, from 9:00 am – 6:00 pm. It will consist of a standing Board Meeting, followed by a Board Retreat which is professionally facilitated by a Certified Fund Raising Executive, and then followed by a fellowship event.

Adjourn

The Board meeting was adjourned at 6:55 pm


Monica Rincon (Apr 22, 2024 17:17 PDT)

Monica Rincon, Board Member







2024 April WLAC Foundation Board Meeting Minutes

Final Audit Report

2024-04-23

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