



# Auxiliary Programs Corporation

## Board of Directors Meeting

Special Meeting Agenda

Wednesday, June 15, 2016

1:30 PM

Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation  
Board of Directors  
Special Meeting  
Wednesday, June 15, 2016 – 1:30 PM  
Captain's Room, B-102

Agenda

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		1:30 PM
2. Public Comment		
<p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome after the discussion of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, the discussion is then closed for public comment and will be confined to board members only. This practice is in accordance with laws governing Board of Directors meetings in public.</p>		
3. Action Items		1:35 PM
3.a. PCPA New Employees	3	
<p>A recommendation to approve PCPA's hiring of two new employees, the Director of Donor Relations and the Donor Relations Coordinator as of July 1, 2016.</p>		
4. Adjournment		1:45 PM
<p>The next regular meeting of the Auxiliary Programs Corporation Board of Directors will be held on Tuesday, August 16, 2016 at 2:00 p.m.</p> <p>In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3454. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.</p>		



To: Board of Directors		Date:  June 15, 2016
From: Jennifer Schwartz		
Subject: PCPA New Employees		
Reason for Board Consideration:  ACTION	Item Number:  3.a.	Enclosures:  Page 1 of 1

### Background

On April 21, 2016, members of the District Administration and PCPA Staff met with the PCPA Foundation Executive Committee and staff in a compression planning session facilitated by Binns – Drennon LLC. The purpose of the session was to “articulate resource development expectations between the two organizations and to identify areas of mutual/joint resources for greater operating efficiencies; strengthening communication; creating/expanding collaborative efforts; and, lowering the costs of resource development and other related operating expenses.”

In addition to articulating needed updates to the Memorandum of Understanding between the District and the PCPA Foundation, it was also agreed that both entities would be better served by transferring PCPA Foundation development activities and development staff to the PCPA Auxiliary, reporting to the Managing Director, PCPA. Anticipated benefits of the reorganization include a reduction in redundant organizational costs and synergy gained in fundraising activities, which will offset employee costs and increase contributed income.

### Fiscal Impact

Increased expenses associated with the transition of PCPA Foundation staff to the auxiliary corporation will be offset by fundraising activities that will now be operated by the auxiliary corporation (e.g., the annual gala, Encore Circle).

The addition of new staff and related development costs will increase expenses by \$216,055 in the coming year. As of June 14, 2016, the FY 2016-2017 tentative budget projects revenue from development activities of \$624,250, including increased revenue from activities previously associated with PCPA Foundation events. The organizational change eliminates redundant organizational costs estimated at \$15,000, increasing the amount of contributed income retained by PCPA. Longer term, the organization change is anticipated to provide greater coordination and effectiveness of fundraising activities within PCPA, the PCPA Foundation, and the District.

### Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA’s hiring of two new employees, the Director of Donor Relations and the Donor Relations Coordinator as of July 1, 2016.

Administrator Initiating Item:  J. Schwartz	Final Disposition:
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