



# Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly  
Meeting Agenda

Thursday, May 10, 2018

3:30 PM

Building B, Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation  
Board of Directors  
Quarterly Meeting  
AGENDA  
Thursday, May 10, 2018 – 3:30 PM  
Building B, Captain’s Room, B-102

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:30 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		3:35 PM
3.a. Approval of Minutes of the February 21, 2018 Meeting	3	
<p>A recommendation to approve the minutes of the February 21, 2018 annual and quarterly meetings.</p>		
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA	6	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of February 1, 2018 through April 30, 2018.</p>		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	8	
<p>A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2018 through April 30, 2018.</p>		

	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
4. Information Items		4:00 PM
4.a. Financial Report for Auxiliary Programs	9	
A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund, Student Clubs Agency Fund, and PCPA Special Revenue Fund.		
4.b. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		4:30 PM
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.		



## MINUTES

Auxiliary Programs Corporation  
Board of Directors

February 21, 2018 – 11:00 a.m.  
Building B, Captain's Room, B-102  
800 S. College Drive, Santa Maria, CA 93454

1. Call to Order

Dr. Walthers called the meeting to order at 11:05 a.m. with the following directors present:  
Black, Hall, Nish, Sanders, Walthers

Staff Members Present: Mark Booher, Kim Ensing, Jennifer Schwartz

Note Taker: Melinda Martinez

2. Information

2.a. Appointment of Directors

Dr. Walthers gave a report on the appointment of directors.

3. Action Items

3.a. Election of Officers

On a motion by Michael Black, seconded by Jeffery Hall, the board voted to re-elect Dr. Kevin Walthers as president, Michael Black as treasurer, and Andrea Sanders as secretary.

(Ayes: Black, Nish, Sanders, Walthers; Noes: None; Concur: Hall; Absent: Serrano)

3.b. 2018 Meeting Dates

On a motion by Michael Black, seconded by Jeffery Hall, the board voted to hold its quarterly meetings at 3:30 p.m. on May 16, August 29, and November 14, 2018.

(Ayes: Black, Nish, Sanders, Walthers; Noes: None; Concur: Hall; Absent: Serrano)

### **Regular Meeting**

4. Public Comment

No public comment was made.

5. Action Items

5.a. Minutes of the November 7, 2017 Meeting

On a motion by Michael Black, seconded by Jeffery Hall, the board voted to approve the minutes of the November 7, 2017 Meeting.

(Ayes: Black, Sanders, Walthers; Noes: None; Concur: Hall; Abstain: Nish;  
Absent: Serrano)

## 5.b. Acceptance of Cash Donations of \$500 or Greater to PCPA

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to approve donations of \$500 or greater to PCPA for the period of November 1, 2017 through January 31, 2018.

(Ayes: Black, Nish, Sanders, Walthers; Noes: None; Concur: Hall; Absent: Serrano)

## 5.c. PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/Cash Sponsorships of \$500 or Greater

On a motion by Jeffery Hall, seconded by Andrea Sanders, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of November 1, 2017 through January 31, 2018.

(Ayes: Black, Nish, Sanders, Walthers; Noes: None; Concur: Hall; Absent: Serrano)

6. Information Items

## 6.a. Financial Report for Auxiliary Programs

Michael Black noted that Athletics may need a budget augmentation due to the recent wins and requested a budget forecast from Kim Ensing. He also stated the student clubs continue to be very active.

Jennifer Schwartz gave the financial report for PCPA as of December 31. She noted there was a deficit due to *Freaky Friday* not meeting their sales goal, which they are addressing by cutting budget expenses by 5-10 percent. PCPA also complied with the state mandated minimum wage increases for employees and will also be giving pairing wage increases for employees as of July 1, 2018.

Trustee Hall inquired about the funding source for the Black History campus event. ASBG student government is funding the event. Dr. Walthers noted that student government is funded by the bookstore and receives a \$50,000 budget at the beginning of the year.

7. Oral Reports

## 7.a. Oral Reports

**Athletics:**

Kim Ensing reported that Men's Basketball is headed to Fullerton for play-offs and discussed the next potential games if they win. She also shared the golf team has taken second place in a golf tournament.

Ms. Ensing provided information about a new student athlete pilot program, teaming up with English and speech faculty, to increase student success. The program will begin in the fall.

Ms. Ensing also reported the softball equipment was stolen over the weekend from the storage unit and she followed the processes to file a police report and notify the local used sports equipment store.

**PCPA:**

Mark Booher announced PCPA opened *The Crucible* which includes several student matinees. Their outreach tour *The Purple Marble* will go to 33 different schools with

about 50 performances which will make a big community impact. *The Curious Case of The Watson Intelligence* will also be playing in the Severson Theatre, which will have the new seats and platforms. Dr. Walthers is supporting a panel discussion event for *The Watson Intelligence* with President's Circle funding.

Mr. Booher provided an update on the cooperative agreement renewal with the Solvang Theaterfest. The new agreement is in place through 2019 and there is an increase in the facility use fee to \$4.00 per ticket. He explained they are still in discussion about the temporary lighting set-up for summer 2019 and are seeking bids.

Mr. Booher also reported PCPA is season planning for season 55 and are currently in the play rights acquisition process. He said about 300 people attended their open house event and noted the upcoming PCPA community engagements and fundraisers. Dr. Walthers inquired about special unveiling events for donors. Mr. Booher and Ms. Schwartz confirmed there will be special events forthcoming.

8. Adjournment

Dr. Walthers adjourned the meeting at 11:25 a.m.



## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  May 10, 2018
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration:  ACTION	Item Number:  3.b.	Enclosures:  Page 1 of 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period February 1, 2018 to April 30, 2018.

Date	Donations \$500.00 or Greater	Amount
2/2/18	Michael Moats	\$500
3/1/18	Royce & Ann Foxworthy Lewellen	\$1,500
3/7/18	Lenen Lopez	\$501
3/8/18	Center for Cultural Innovation	\$1,000
3/14/18	Santa Barbara Foundation	\$7,500
3/16/18	Paul Porpiglia	\$750
3/18/18	Edwin & Caroline Woods	\$900
3/26/18	Brooks & Kate Firestone	\$2,500
3/26/18	Polly Firestone Walker	\$1,664
3/26/18	Ron Tindall	\$9,000
3/27/18	Susan Schultz	\$1,000
3/27/18	Norma Hollowell	\$600
3/29/18	Linda Flaharty	\$500
3/29/18	Marcia Ibsen	\$5,000

(continued)

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period February 1, 2018 to April 30, 2018.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500.00 or Greater	Amount
4/2/18	John O'Donnell	\$8,500
4/3/18	Santa Barbara Foundation	\$5,000
4/3/18	Jackie Eldridge	\$1,000
4/6/18	Klaudia Lobelt	\$500
4/7/18	Joel McCormick & Christine Cary	\$1,000
4/9/18	Judy Prutzman	\$500
4/9/18	Thomas Goeres	\$3,000
4/10/18	Franca Bongi Lockard	\$1,000
4/11/18	Chumash Casino Resort	\$10,300
4/14/18	Jerry & Sharon Melson	\$500
4/14/18	John & Kathryn Wrench	\$800
4/14/18	Jim Patin	\$500
4/14/18	Ivana & Andrew Firestone	\$1,000
4/14/18	Candace Waldron	\$1,000
4/14/18	Brooks & Kate Firestone	\$5,000
4/14/18	Andrew Murray	\$500
4/14/18	Owen Larkin	\$1,000
4/14/18	Mark Booher	\$1,000
4/14/18	Steve & Cathy Pepe	\$2,200
4/14/18	Polly Firestone Walker	\$7,200
4/14/18	Renee & Mick Kelleher	\$500
4/14/18	Edwin & Caroline Woods	\$8,300
4/14/18	Keith & Sharon Kuhlenschmidt	\$500
4/14/18	Dennis Patrick	\$1,000
4/14/18	Rob & Amy Gordon	\$2,800
4/16/18	Penelope Lockridge Hartnell	\$500
4/16/18	Jose & Carmen Ortiz	\$500
4/17/18	Brad Johnson	\$500
4/17/18	W. Blake & Karin Jamison	\$1,000
4/18/18	Alvah Miller	\$500
4/19/18	Santa Barbara Bowl Foundation	\$1,000
4/21/18	Linda Stafford Burrows	\$3,000
4/23/18	William Thomson	\$600
4/26/18	Franklin Charitable Giving	\$1,000
4/27/18	Margaret Wilder	\$1,000
4/27/18	Charles Marlime	\$1,000
<b>Total:</b>		<b>\$108,115</b>





To: Board of Directors		Date:  May 10, 2018
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500.00 or Greater		
Reason for Board Consideration:  ACTION	Item Number:  3.c.	Enclosures:  Page 1 of 1

### Background

Following is an update of promotions & sponsorships of \$ 500.00 or greater for the period February 1, 2018 to April 30, 2018.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX – Media Season sponsor – ads for <i>The Crucible</i> , <i>The Watson Intelligence</i> & <i>The Hunchback of Notre Dame</i>	\$3,420		
New Times/Sun – Season sponsor – print ads for <i>The Crucible</i> , <i>The Watson Intelligence</i> & <i>The Hunchback of Notre Dame</i>	\$4,920		
Local Copies – Summer program ad trade for services	\$825		\$825
Knight Broadcasting – ticket back sponsor – airtime for <i>The Hunchback of Notre Dame</i>	\$1,000		
Univision – Media Season Sponsor – airtime for <i>The Hunchback of Notre Dame</i>			
KRTO/KIDI/KTAP – ticket trade for <i>The Hunchback of Notre Dame</i>	\$1,000		
<b>TOTAL:</b>	<b>\$11,165</b>		<b>\$825</b>

### Fiscal Impact

None

### Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period February 1, 2018 to April 30, 2018.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date:  May 10, 2018
From: Michael Black		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 4

### Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- Student Clubs Agency Fund
- PCPA Special Revenue Fund

The statements reflect 2017-2018 year-to-date financial data.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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## Allan Hancock College Fiduciary Funds Group

## Associated Student Body Trust

Income Statement by Fund

For Period Ending 04/30/2018

	<u>ASBG</u> <u>Budget</u>	<u>ASBG</u> <u>Actual</u>	<u>Athletics</u> <u>Budget</u>	<u>Athletics</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Total</u> <u>Actual</u>
<b>REVENUES</b>						
Local Revenues	1,705	2,371	32,315	33,210	34,020	35,582
Total REVENUES	<u>1,705</u>	<u>2,371</u>	<u>32,315</u>	<u>33,210</u>	<u>34,020</u>	<u>35,582</u>
<b>EXPENDITURES</b>						
Supplies and Materials	30,451	26,211	117,573	107,000	148,024	133,212
Other Operating Expenses	10,649	9,577	56,062	49,257	66,711	58,834
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>41,100</u>	<u>35,788</u>	<u>173,636</u>	<u>156,258</u>	<u>214,736</u>	<u>192,046</u>
Excess of Revenues over (Under) Expenditures	(39,395)	(33,416)	(141,321)	(123,047)	(180,716)	(156,464)
<b>OTHER FINANCING SOURCES(USES)</b>						
Other Financing Sources	50,000	50,000	132,487	132,047	182,487	182,047
Total OTHER FINANCING	<u>50,000</u>	<u>50,000</u>	<u>132,487</u>	<u>132,047</u>	<u>182,487</u>	<u>182,047</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	21,084	15,134	0	0	21,084	15,134
Total OPERATING TRANSFERS OUT	<u>21,084</u>	<u>15,134</u>	<u>0</u>	<u>0</u>	<u>21,084</u>	<u>15,134</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(10,479)</u>	<u>1,448</u>	<u>(8,834)</u>	<u>8,999</u>	<u>(19,313)</u>	<u>10,448</u>
<b>FUND BALANCE:</b>						
Fund balance, July 1	61,543	70,380	8,834	0	70,378	70,380
Current balance	<u>51,064</u>	<u>71,828</u>	<u>0</u>	<u>8,999</u>	<u>51,064</u>	<u>80,828</u>

## Allan Hancock College Governmental Funds Group

## Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 04/30/2018

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	61,583	36,864	59.86
Total REVENUES	<u>61,583</u>	<u>36,864</u>	<u>59.86</u>
EXPENDITURES			
Supplies and Materials	30,528	10,775	35.29
Other Operating Expenses	20,671	12,988	62.83
Capital Outlay	353	353	100.00
Total EXPENDITURES	<u>51,553</u>	<u>24,118</u>	<u>46.78</u>
Excess of Revenues over (Under) Expenditures	10,029	12,746	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	4,050	3,400	83.95
Total OTHER FINANCING SOURCES(USES)	<u>4,050</u>	<u>3,400</u>	<u>83.95</u>
OPERATING TRANSFERS OUT			
Other Outgo	12,620	8,220	65.13
Total OPERATING TRANSFERS OUT	<u>12,620</u>	<u>8,220</u>	<u>65.13</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>1,459</u>	<u>7,926</u>	
FUND BALANCE:			
Fund balance, July 1	66,043	66,043	
Current balance	<u>67,503</u>	<u>73,970</u>	

ALLAN HANCOCK COLLEGE  
SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENSES  
FOR THE PERIOD ENDING 04/30/2018

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
	<u>=====</u>	<u>=====</u>	<u>=====</u>
<b>REVENUES:</b>			
Earned income			
Ticket Revenue	1,609,050	1,230,725	76.49%
Handling	53,000	42,924	80.99%
Concessions	35,000	23,338	66.68%
Advertising	50,000	43,823	87.65%
Touring	43,700	24,180	55.33%
Other	14,000	35,704	255.03%
Total Earned Income	1,804,750	1,400,693	77.61%
Contributed Income			
Individual sources	399,550	264,457	66.19%
Fundraisers	180,000	32,001	17.78%
Corporations	35,000	24,700	70.57%
Foundations	361,746	148,148	40.95%
Total contributed income	976,296	469,305	48.07%
Allan Hancock College	<u>1,426,949</u>	<u>1,175,000</u>	<u>82.34%</u>
Total revenues	4,207,995	3,044,999	72.36%
<b>EXPENSES:</b>			
Production	2,157,230	1,877,810	87.05%
Conservatory	69,546	49,178	70.71%
Scholarships	663,410	523,404	78.90%
Administration	284,613	206,360	72.51%
Development	197,693	145,190	73.44%
Marketing	471,993	352,019	74.58%
Box office	271,076	220,011	81.16%
Concessions	20,200	8,524	42.20%
Outreach/YPP	72,234	60,288	83.46%
Total expenses	<u>4,207,995</u>	<u>3,442,786</u>	<u>81.82%</u>
EXCESS OF REVENUES OVER EXPENSES	0	-397,787	
Outside events (net)	0	6,180	
<b>FUND BALANCE</b>			
Balance, July 1	<u>472,981</u>	<u>472,981</u>	
Current balance	<u>472,981</u>	<u>81,374</u>	