



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Tuesday, November 26, 2019
3:30 PM

Building B, Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors

AGENDA

Quarterly Meeting
Tuesday, November 26, 2019 – 3:30 p.m.

Allan Hancock College
Captain's Room, B-102
800 S. College Drive, Santa Maria, CA 93454

	<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 public meetings.</p>		
3. Action Items		3:35 PM
3.a. Appointment of Directors	3	
<p>A recommendation to approve the appointment of Erica DeJesus as the student representative for the remainder of the 2019-20 academic year.</p>		
3.b. Approval of Minutes	4	
<p>A recommendation to approve the minutes of the August 28, 2019 regular quarterly meeting.</p>		
3.c. 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 August 1, 2019 through October 31, 2019.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.d. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	8	
<p>A recommendation to approve the quarterly PCPA public relations/advertising expenses/in-kind trade and cash sponsorships of \$500 or greater for the period of August 1, 2019 through October 31, 2019.</p>		
4. Information Items		4:00 PM
4.a. Financial Report for Auxiliary Programs	9	
<p>A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund and PCPA Special Revenue Fund.</p>		
4.b. Oral Reports		
<p>An oral update of activities will be presented for auxiliary programs.</p>		
5. Adjournment		4:30 PM
<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: November 26, 2019
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration: ACTION	Item Number: 3.a.	Enclosures: Page 1 of 1

Background

Article V, Section 4, "Selection and Tenure," of the Auxiliary Programs Corporation Bylaws designates the college superintendent/president and chief financial officer as ex-officio voting directors of the corporation. The other three directors shall be selected as follows: one (1) academic administrator appointed by the superintendent/president; one (1) regular faculty member nominated by the Academic Senate and appointed by the superintendent/president; and one (1) student member nominated by the Associated Student Body Government and appointed by the superintendent/president. In addition, one (1) college trustee serves as a non-voting director.

- On a nomination from the Associated Student Body Government, the superintendent/president appoints Erica DeJesus to serve as the student member for the remainder of the academic year 2019-20.

The current composition of the Auxiliary Programs Corporation Board of Directors is:

Dr. Kevin G. Walthers, superintendent/president
 Dr. Robert Curry, associate superintendent/vice president, academic affairs
 Jeffery Hall, (non-voting) trustee representative
 Andrea Sanders, faculty representative
 Eric D. Smith, associate superintendent/vice president, administrative services

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors approve the appointment of Erica DeJesus to serve as the student member to the Auxiliary Programs Corporation Board of Directors for the remainder of the 2019-20 academic year.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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MINUTES

Auxiliary Programs Corporation
 Board of Directors
 Quarterly Meeting
 August 28, 2019 – 3:30 PM
 Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 3:32 p.m. with the following directors present: Curry, Hall, Smith, Walthers

Directors Absent: Sanders

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

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Minutes of the May 15, 2019 Meeting

On a motion by Eric Smith, seconded by Robert Curry, the board voted to approve the minutes of the May 15, 2019 meeting. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Sanders)

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

On a motion by Eric Smith, seconded by Robert Curry, the board voted to approve donations of \$500 or greater to PCPA for the period of May 1, 2019 through July 31, 2019. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Sanders)

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

On a motion by Eric Smith, seconded by Robert Curry, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 15, 2019 through July 31, 2019. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Sanders)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert offered to respond to any questions about the income statement. Dr. Walthers shared that ASBG has requested additional funding for club activities. He has advised them to develop a plan and get some financial information from last year to compare with their request.

Andrea Sanders arrived at 3:37 p.m.

4.b. PCPA Volunteer Recognition

Jennifer Schwartz acknowledged the list of PCPA volunteers. Volunteers are recognized at the annual open house and at a separate spring gathering every other year for volunteer ushers. Dr. Walthers offered to give each of the volunteers a small token of appreciation.

4.c. Oral Reports

PCPA

Mark Booher reported PCPA has filled seven out of eight vacant positions since reporting the vacancies at the last meeting. PCPA is still seeking a development assistant.

PCPA is welcoming 12 technicians into the CTE program, 32 incoming actors, 16 professional interns, and a total of 101 students in the fall company. Mr. Booher noted they may add three additional students in the areas of carpentry, sound technician and wigs.

Mr. Booher reported auditions will begin for the InterPlay reading series and *The Little Mermaid* this week. He highlighted a few production details for *The Little Mermaid*.

Jennifer Schwartz referred to PCPA's financial statements and reviewed the fund balance. She noted the reports are not finalized as they are pending some adjustments, but PCPA is still expecting a surplus. She reported PCPA was over their financial goal for the season with *Peter Pan* and *Million Dollar Quartet* which helped make up for some shows that did not meet their goals.

Mr. Booher shared additional information about budget goal forecasting and ticket purchasing trends. Dr. Walthers added the fund balance includes *Mamma Mia* carryover sales and a large donor gift.

Trustee Hall asked if there was a committee that selects the shows for the PCPA season. Mr. Booher responded that there is a staff committee, not an external committee, for season selection.

ATHLETICS

Kim Ensing commented on the play *The Wolves* and said the recruiting event held in collaboration with the play was very successful. Ms. Ensing was able to add more perspective women's soccer players on the eligibility list from that event. She would like to plan another similar event with PCPA again in the future.

Ms. Ensing provided an update on the soccer and football teams. She announced they are planning a special Harlem Globetrotters event on February 13, 2020 and a golf tournament fundraiser.

5. Adjournment

Dr. Walthers adjourned the meeting at 3:55 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 26, 2019
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.c.	Enclosures: Page 1 of 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period August 1, 2019 through October 31, 2019.

Date	Donations \$500.00 or Greater	Amount
08/12/2019	Ms. Linda Reed	\$500.00
08/20/2019	Brad Hinds	\$500.00
08/29/2019	Edwin & Caroline Woods	\$500.00
08/29/2019	Fred & Alberta Moore	\$500.00
09/09/2019	Ms. Michael Burke	\$500.00
09/10/2019	Mr. & Mrs. John Steele	\$500.00
09/10/2019	Mrs. Kingston George	\$500.00
09/14/2019	Keith & Wendy George	\$500.00
09/26/2019	Dennis & Paula Engel	\$500.00
10/02/2019	Mr. & Mrs. Art Chenen	\$500.00
10/08/2019	Judge Jed Q. & Diane Beebe	\$500.00
10/16/2019	Mr. & Mrs. Mark Frolli	\$500.00
10/03/2019	Jono Dove	\$520.00
08/29/2019	Dr. Suzanne Levy	\$539.00
09/02/2019	Erik & Judy Frost	\$539.00
09/06/2019	Jennifer Olivera	\$539.00

(continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period August 1, 2019 through October 31, 2019.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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09/10/2019	Dr. & Mrs. Charles & Judy Markline	\$539.00
09/12/2019	Steve & Cathy Pepe	\$539.00
09/13/2019	Bob Kitamura	\$539.00
09/13/2019	Dr. Stanley Galas	\$539.00
09/25/2019	Marylinn Green	\$539.00
10/01/2019	Beverly Tracy	\$539.00
10/01/2019	Judge Jed Q. & Diane Beebe	\$539.00
10/04/2019	Judith Martin	\$539.00
10/17/2019	John & Katie Mankins	\$539.00
10/21/2019	Judy Hearn	\$539.00
10/31/2019	Mr. & Mrs. Fred Sanders	\$540.00
10/31/2019	Ms. Linda Penny	\$547.50
08/30/2019	Dr. & Mrs. Michael Moats	\$548.00
08/27/2019	David & Tricia Ottesen	\$600.00
08/29/2019	Keith & Sharon Kuhlenschmidt	\$698.00
09/19/2019	Dr. Susan Ziemba	\$702.00
09/06/2019	John & Karen Ransome	\$739.00
09/24/2019	Dr. & Mrs. Robert Hammond	\$799.00
10/30/2019	Judge Jed Q. & Diane Beebe	\$810.00
08/12/2019	Minikel Family Foundation	\$1,000.00
08/20/2019	Dr. Karen Kolba	\$1,000.00
08/22/2019	Stefani Taliaferro	\$1,000.00
08/29/2019	Jerry & Sharon Melson	\$1,000.00
09/09/2019	Jon & Ann Gudmunds	\$1,000.00
09/11/2019	Ms. Maureen Tolson	\$1,000.00
09/16/2019	Stacey Gray	\$1,000.00
09/17/2019	Community Bank of Santa Maria	\$1,000.00
08/12/2019	Santa Barbara Bowl Foundation	\$1,000.00
10/24/2019	Ms. Diane Grey	\$1,000.00
10/25/2019	Sharon Eames	\$1,000.00
09/12/2019	Mr. & Mrs. Fred Sanders	\$1,078.00
09/16/2019	Dr. Suzanne Levy	\$1,250.00
09/04/2019	Dick & Patti Melsheimer	\$1,347.50
08/14/2019	Linda Stafford Burrows	\$1,500.00
09/03/2019	Clayton Marsh	\$1,500.00
10/14/2019	CETA	\$2,000.00
08/14/2019	Linda Stafford Burrows	\$2,500.00
08/20/2019	Brad Hinds	\$2,500.00
09/24/2019	Craig Huseth	\$2,500.00
10/29/2019	Jerry & Sharon Melson	\$2,500.00
08/19/2019	Chumash Casino Resort	\$3,800.00
10/16/2019	Joan G. Sargen	\$5,000.00
08/19/2019	Mechanics Bank	\$5,750.00
08/13/2019	Dr. & Mrs. Daniel Ng	\$7,500.00
Total:		\$71,236.00



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 26, 2019
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.d.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period August 1, 2019 through October 31, 2019.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCOY – Season sponsor – airtime for <i>The Addams Family</i> and <i>The Little Mermaid</i>	\$2,621		
New Times/Santa Maria Sun – season media sponsor – print ads for <i>The Addams Family</i> , <i>The Importance of Being Earnest</i> and <i>The Little Mermaid</i>	\$2,498		
Knight Broadcasting – Ticket back sponsor – airtime for <i>The Little Mermaid</i>	\$1,000		
American General Media radio – ticket back sponsor – airtime for <i>The Little Mermaid</i>	\$500		
Santa Barbara Independent – Summer media sponsor – print ads for <i>The Addams Family</i> & <i>The Importance of Being Earnest</i>	\$1,218		
Noozhawk – comp banner ad for <i>The Addams Family</i>	\$546		
Local Copies – trade ad space in PCPA program for services	\$825		\$825
TOTAL:	\$9,208		\$825

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period August 1, 2019 through October 31, 2019.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 26, 2019
From: Eric D. Smith		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 3

Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- PCPA Special Revenue Fund

The statements reflect 2019-2020 year-to-date financial data.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 09/30/2019**

REVENUES

Athletic Entry Fees	6,000
Interest and Investment Income	24
Sales and Commission	52,941
Single Tickets	1,005
Total REVENUES	59,970

EXPENDITURES

Dues & Memberships	1,675
Field Trips	29,230
Food - Business Meetings/Events	2,218
Game Personnel (Athletic Events)	37,744
Office/Operational Supplies	2,353
Total EXPENDITURES	73,221

Excess of Revenues Over

(Under) Expenditures (13,251)

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	177,047
Total OTHER FINANCING	177,047

OPERATING TRANSFERS OUT

Scholarships	17,000
Total OPERATING TRANSFERS OUT	17,000

Excess of Revenues and Other

Financing Sources Over/(Under) **146,796**

FUND BALANCE:

Fund Balance, July 1	124,691
Current Balance	271,487

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 9/30/19

REVENUES

Local Revenues	966,535
Total REVENUES	966,535

EXPENDITURES

Classified Salaries	551,847
Employee Benefits	124,703
Supplies and Materials	123,676
Other Operating Exp. and Services	275,627
Capital Outlay	93
Total EXPENDITURES	1,075,946

Excess of Revenues Over (Under) Expenditures	(109,411)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	18,662
Total OTHER FINANCING	18,662

OPERATING TRANSFERS OUT

Other Outgo	313,777
Total OPERATING TRANSFERS OUT	313,777

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(404,526)
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FUND BALANCE:

Fund balance, July 1	918,790
Current Balance	514,264