



# Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Wednesday, May 10, 2017 - 9:00 AM  
Business Services Conference Room  
Building B, B-202

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation  
Board of Directors  
Quarterly Meeting  
AGENDA  
Wednesday, May 10, 2017 – 9:00 AM  
Business Services Conference Room, Building B, B-202

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		9:00 AM
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		9:05 AM
3.a. Approval of Minutes of the February 15, 2017 Meeting	3	
<p>A recommendation to approve the minutes of the February 15, 2017 Annual and Quarterly Meetings.</p>		
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA	7	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of February 1, 2017 through April 30, 2017.</p>		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	9	
<p>A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2017 through April 30, 2017.</p>		

	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
3.d. PCPA Employee Cost-Sharing in Health Plan	10	
A recommendation to approve the cost-share of \$100 per month for all PCPA employees covered by the health plan effective July 1, 2017.		
4. Information Items		9:30 AM
4.a. Financial Report for Auxiliary Programs	11	
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		10:00 AM
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  
 Annual and Quarterly Regular Meeting  
 February 15, 2017 – 11:00 AM  
 Captain's Room, Building B-102

### Annual Meeting

1. Call to Order

Dr. Walthers called the meeting to order at 11:00 a.m. with the following directors present:  
 Alvara, Black, Hall, Sanders, Walthers

Guest: Trustee Larry Lahr

Staff members present: Mark Booher, Jennifer Schwartz

Note Taker: Melinda Martinez

2. Information

2.a. Appointment of Directors

Dr. Walthers reported the composition of the 2017 Auxiliary Programs Corporation Board of Directors as follows:

Kevin G. Walthers, Superintendent/President

Michael Black, Associate Superintendent/Vice President, Finance and Administration

Jeffery C. Hall, (non-voting) trustee representative

George Railey, Jr., Associate Superintendent/Vice President, Academic Affairs

Andrea Sanders, faculty representative

Mia Alvara, student representative

Introductions were made around the table for the newest member, Trustee Hall.

Dr. George Railey arrived at 11:02 a.m.

3. Action Items

3.a. Election of Officers

On a motion by Andrea Sanders, seconded by George Railey, the board voted to elect Kevin Walthers as president, Michael Black as treasurer, and Andrea Sanders as secretary.

(Ayes: Alvara, Black, Railey, Sanders, Walthers Noes: None N/A: Hall Absent: None)

## 3.b. 2017 Meeting Dates

On a motion by Mia Alvara, seconded by Michael Black, the Board voted to hold its quarterly meetings at 11:00 a.m. on May 17, August 16, and November 15, 2017.

(Ayes: Alvara, Black, Railey, Sanders, Walthers Noes: None N/A: Hall Absent: None)

### **Regular Meeting**

4. Public Comment

No public comment was made.

5. Action Items

## 5.a. Minutes of the November 30, 2016 Meeting

On a motion by Andrea Sanders, seconded by George Railey, the Board voted to approve the minutes of the November 30, 2016 meeting.

(Ayes: Alvara, Black, Railey, Sanders, Walthers Noes: None N/A: Hall Absent: None)

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

On a motion by George Railey, seconded by Michael Black, the Board voted to approve donations to PCPA of \$500 or greater made during the period of November 1, 2016 through January 31, 2017.

(Ayes: Alvara, Black, Railey, Sanders, Walthers Noes: None N/A: Hall Absent: None)

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

On a motion by Andrea Sanders, seconded by Mia Alvara, the Board voted to approve the public relations/advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period November 1, 2016 through January 31, 2017.

(Ayes: Alvara, Black, Railey, Sanders, Walthers Noes: None N/A: Hall Absent: None)

6. Information

## 6.a. Financial Report for Auxiliary Programs

Michael Black reviewed the ASBG, Athletics and Student Clubs financial reports, noting there was a lot of activity in clubs. Dr. Walthers added that the amount of money going to ASBG was increased substantially this year, which helps their club activity. Dr. Walthers also noted the college is required to control all the funds. Any fundraiser money must return to the college, not go into individual student bank accounts, for auditing purposes and internal controls. Mr. Black explained the process of how a club is formed noting new clubs are given \$100 as seed money. Mr. Black complimented this year's student government group for creating a nice campus climate and engaged students.

7. Oral Reports  
 7.a. PCPA

Mark Booher reported *Beauty and the Beast* accomplished their goal and met the half-million dollar revenue mark, which was the most revenue on a single show. The next show will be *You Can't Take It With You* opening this weekend and PCPA is in rehearsals for *The Whipping Man* which will be in the Severson Theatre opening in a couple months. Mr. Booher reported they are planning Season 54 and are in the rights acquisition process of the planning. He also acknowledged the new fire-proof curtains in the Severson Theatre and thanked Dr. Walthers and Dr. Railey for their support in getting the new drapery. New theatre seats will also be coming soon, by mid-April.

Michael Black commented that he was pleasantly surprised with the PCPA financials through December. The cash flow from *Beauty and the Beast* has been helpful. He noted that we will start to see monies going out in the balance of the year. *Beauty and the Beast* was a third of PCPA's revenue goal, and PCPA is at 94 percent of their fiscal year goal. Jennifer Schwartz shared PCPA is at 90 percent of their ticketing goal for *Can't Take It With You* and *Whipping Man* is also selling well.

Ms. Schwartz identified some budgeting challenges with the California minimum wage, employer taxes, and health benefits increases. She has been discussing options with Dr. Walthers and Mr. Black. It can be an increase of \$250,000-\$300,000 a year. One possible option is having employees pay for a share of their health benefits. More information on this topic may be brought to the next Auxiliary Programs Corporation board meeting.

Dr. Walthers asked if the play *Fences* was the same play as the movie in theatres now. Mr. Booher replied it is the same. Dr. Walthers added that it was interesting timing with the movies *Beauty and the Beast* and *Fences* coming out at the same time as the play productions. Mr. Booher acknowledged it will be interesting to see if the timing of the movies promote interest in the play, or patrons could also argue that they have seen the movie and don't want to see the play. Ms. Schwartz noted the tickets are selling well for *Fences* so far. Dr. Walthers complimented the work from PCPA staff and shared that he meets monthly with Mr. Booher and Ms. Schwartz to discuss PCPA.

Trustee Hall asked about PCPA productions in Lompoc. Dr. Walthers explained there is not a venue available in Lompoc, but he would like to think about having interns or members of the cast do smaller events as fundraisers for Lompoc. Mr. Booher added he has been asked to be an advisory member for the Lompoc Theatre Group which may open the doorway to do collaboration in the future. Dr. Walthers agreed we should be expanding PCPA's presence in Lompoc and will also be having conversations about the Solvang Theaterfest as well. Dr. Walthers added the PCPA outreach program does include Lompoc schools.

ASBG

Mia Alvara shared today's events on campus were Bow-WOW and the Staff vs. Students basketball game. Future activities include Black History event, Diversity Day, Women's Day. Ms. Alvara invited everyone to attend the student events.

Additional Comments:

Mr. Booher added there are 125 students on campus today from Pine Grove Elementary School visiting the theatre and then attending tonight's basketball game.

Trustee Hall asked if the high school students attend tours like the elementary schools. Mr. Booher replied PCPA has good relationships with the drama faculty, but it really depends on the school's ability to transport students. PCPA does have a strong matinee program where high school students attend, but tours for high school students only occur 1-2 times a year. Trustee Lahr added that tours of the theatre are given on Career Exploration Day for junior and senior high school students.

8. Adjournment

Dr. Walthers adjourned the meeting at 11:26 a.m.



## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  May 10, 2017
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, 2017 to April 30, 2017.

Date	Donations \$500.00 or Greater	Amount
2/17/2017	Lockett	\$1,000
3/10/2017	PCPA Foundation	\$8,468
4/6/2017	Towbes Foundation	\$7,500
3/10/2017	Montecito	\$600
3/10/2017	Fairfield Inn	\$1,500
3/10/2017	Coast Hills	\$2,000
4/13/2017	Pacific Coast	\$2,000
4/5/2017	Elaine Yin	\$500
4/2/2017	Judith Etchelecu	\$500
4/12/2017	Franca Bonghi Lockard	\$1,500
3/24/2017	Marcia Ibsen	\$5,000
4/12/2017	Bev Tracy	\$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, 2017 to April 30, 2017.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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Date	Donations \$500.00 or Greater	Amount
4/4/2017	David & Suzanne Schwark	\$1,000
4/18/2017	Tom & Judy Beckmen	\$500
4/24/2017	Lenen Lopez	\$525
4/24/2017	John Russell & Elise Roberts	\$1,000
4/22/2017	Marylinn Green	\$1,000
2/23/2017	Thomas Richmond	\$5,000
2/28/2017	Jed & Diane Beebe	\$500
3/2/2017	Vivian Dew	\$500
3/6/2017	Marjorie Meli	\$900
3/3/2017	Sue McLaughlin	\$500
3/17/2017	Joan Gellert-Sargen	\$1,100
3/30/2017	Freeport McMoran Oil and Gas	\$5,000
<b>Total:</b>		<b>\$53,093</b>



To: Board of Directors		Date:  May 10, 2017
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, 2017 to April 30, 2017.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX – season sponsor; airtime for YCTIWY, The Whipping Man and Lend Me A Tenor	\$1,634		
Knight Broadcasting – ticket back sponsor; Airtime for Lend Me A Tenor	\$1,000		
New Times/SM Sun – season sponsors; print and digital ad space for YCTIWY, The Whipping Man and Lend Me A Tenor	\$5,010		
Santa Maria Times – Ticket back sponsor; print and digital ad space for YCTIWY, The Whipping Man and Lend Me A Tenor	\$1,344		
KRTO Radio – ticket trades – airtime for tickets for YCTIWY and Lend Me A Tenor	\$2,000		\$1,800
KCOY – Season sponsor; airtime for YCTIWY, Scholarship Appeal, Lend Me A Tenor	\$5,980		
Local Copies – trade for ad space in Summer program for services	\$825		\$825
<b>TOTAL:</b>	<b>\$17,793</b>		<b>\$2,625</b>

### Fiscal Impact

None

### Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions & sponsorships of \$500.00 or greater for the period February 1, 2017 to April 30, 2017.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date:  May 10, 2017
From: Jennifer Schwartz		
Subject: PCPA Employee Cost-Sharing in Health Plan		
Reason for Board Consideration:  ACTION	Item Number:  3.d.	Enclosures:  Page 1 of 1

### Background

PCPA has historically paid 100 percent of all full-time employees health insurance. With the rise in health insurance costs and the pressure on the PCPA budget due to mandatory California minimum wage increases, PCPA would like to establish a cost-sharing plan with the employees.

### Fiscal Impact

As of April 19, 2017, the FY 2017-2018 tentative budget estimates health insurance costs for PCPA at approximately \$335,000. One hundred percent of these costs are paid by PCPA. PCPA is trying to close a gap of approximately \$300,000 in the budget. PCPA is requesting that employees on the health plan cost-share at \$100 per month. This would be a savings of approximately \$40,000 a year for PCPA.

Due to the California minimum wage increases, many of our employees on our health plan received a 5 percent raise last fiscal year and will receive another 5 percent raise on January 1, 2018. These raises will aid our employees in cost-sharing their health insurance.

### Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve the cost-share of \$100 per month for all PCPA employees covered by the health plan effective July 1, 2017.

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

To: Board of Directors		Date:  May 10, 2017
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 2016-2017 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 03/31/2017

	<b>ASBG Budget</b>	<b>ASBG Actual</b>	<b>Athletics Budget</b>	<b>Athletics Actual</b>	<b>Total Budget</b>	<b>Total Actual</b>
<b>REVENUES</b>						
Local Revenues	1,705	2,136	35,680	32,811	37,385	34,947
Total REVENUES	<u>1,705</u>	<u>2,136</u>	<u>35,680</u>	<u>32,811</u>	<u>37,385</u>	<u>34,947</u>
<b>EXPENDITURES</b>						
Supplies and Materials	31,800	20,091	118,031	86,947	149,831	107,038
Other Operating Expenses	7,300	8,214	49,614	47,539	56,914	55,753
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>39,100</u>	<u>28,305</u>	<u>167,646</u>	<u>134,487</u>	<u>206,746</u>	<u>162,792</u>
Excess of Revenues over (Under) Expenditures	(37,395)	(26,169)	(131,966)	(101,676)	(169,361)	(127,845)
<b>OTHER FINANCING SOURCES(USES)</b>						
Other Financing Sources	50,000	53,253	132,487	123,047	182,487	176,300
Total OTHER FINANCING	<u>50,000</u>	<u>53,253</u>	<u>132,487</u>	<u>123,047</u>	<u>182,487</u>	<u>176,300</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	12,250	6,850	0	0	12,250	6,850
Total OPERATING TRANSFERS OUT	<u>12,250</u>	<u>6,850</u>	<u>0</u>	<u>0</u>	<u>12,250</u>	<u>6,850</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>355</u>	<u>20,233</u>	<u>520</u>	<u>21,370</u>	<u>875</u>	<u>41,604</u>
<b>FUND BALANCE:</b>						
Fund balance, July 1	63,577	63,577	3,757	3,757	67,334	67,335
Current balance	<u>63,932</u>	<u>83,811</u>	<u>4,277</u>	<u>25,128</u>	<u>68,209</u>	<u>108,940</u>

## Allan Hancock College Governmental Funds Group

## Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 03/31/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	43,517	37,568	86.33
Total REVENUES	<u>43,517</u>	<u>37,568</u>	<u>86.33</u>
EXPENDITURES			
Supplies and Materials	18,000	15,611	86.72
Other Operating Expenses	13,000	12,667	97.44
Total EXPENDITURES	<u>31,000</u>	<u>28,279</u>	<u>91.22</u>
Excess of Revenues over (Under) Expenditures	12,517	9,289	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,750	3,100	82.66
Total OTHER FINANCING SOURCES(USES)	<u>3,750</u>	<u>3,100</u>	<u>82.66</u>
OPERATING TRANSFERS OUT			
Other Outgo	4,500	3,253	72.29
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>3,253</u>	<u>72.29</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>11,767</u>	<u>9,135</u>	
FUND BALANCE:			
Fund balance, July 1	53,664	53,664	
Current balance	<u>65,431</u>	<u>62,799</u>	

ALLAN HANCOCK COLLEGE  
SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENSES  
FOR THE PERIOD ENDING 03/31/2017

Rounded to the Nearest Dollar

	PCPA BUDGET	PCPA ACTUAL	% BUDGET
<b>REVENUES:</b>			
Earned income			
Ticket Revenue	1,680,681	1,585,452	94.33%
Handling	59,000	50,644	85.84%
Concessions	31,000	42,083	135.75%
Advertising	45,000	25,920	57.60%
Touring	40,540	22,419	55.30%
Other	46,000	8,683	18.88%
Total Earned Income	1,902,221	1,735,201	91.22%
Contributed Income			
Individual sources	70,000	207,428	296.33%
Fundraisers	100,000	74,938	74.94%
Corporations	45,000	20,200	44.89%
Foundations	662,250	148,822	22.47%
Total contributed income	877,250	451,388	51.45%
Allan Hancock College	1,426,949	850,000	59.57%
Total revenues	4,206,420	3,036,589	72.19%
<b>EXPENSES:</b>			
Production	2,161,955	1,792,618	82.92%
Conservatory	73,423	56,583	77.06%
Scholarships	709,545	541,810	76.36%
Administration	229,418	190,555	83.06%
Development	231,053	85,685	37.08%
Marketing	471,828	311,900	66.10%
Box office	296,512	220,201	74.26%
Concessions	20,200	17,703	87.64%
Outreach/YPP	11,670	48,728	417.55%
Total expenses	4,205,604	3,265,782	77.65%
<b>EXCESS OF REVENUES OVER EXPENSES</b>			
Outside events (net)	816	-229,194	
	0	23,752	
<b>FUND BALANCE</b>			
Balance, July 1	206,844	206,845	
Current balance	207,660	1,403	