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# AUXILIARY PROGRAMS CORPORATION

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## BOARD OF DIRECTORS

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Kevin G. Walthers, Ph.D., President  
Dennis Curran, Treasurer  
Robert Curry, Ph.D., Secretary  
Alejandra Enciso  
Fred Patrick  
Ora Shrecengost, Student

### Agenda

Quarterly Regular Meeting  
Thursday, August 29, 2024  
Captain's Room, B-102

Allan Hancock College  
800 South College Drive, Santa Maria, CA 93454

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		9:00 AM
2. Public Comment		
Public comments on an agenda item or another topic within the jurisdiction of the Board of Directors will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:melinda.martinez1@hancockcollege.edu">melinda.martinez1@hancockcollege.edu</a> . The leading speaker from the audience side on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, discussion is then confined to directors only. This practice is in accordance with laws governing Board of Directors public meetings.		
3. Action Items		
3.a. Approval of Minutes from the May 14, 2024 Meeting	3	
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of May 1, 2024 through July 31, 2024	5	
3.c. Acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of May 1, 2024 through July 31, 2024	7	
4. Information Items		
4.a. Financial Report for Auxiliary Programs	8	

5. Oral Reports for Auxiliary Programs
6. Adjournment

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 or email Melinda Martinez at [melinda.martinez1@hancockcollege.edu](mailto:melinda.martinez1@hancockcollege.edu). Please make requests 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.



## AUXILIARY PROGRAMS CORPORATION BOARD OF DIRECTORS

### MINUTES

Quarterly Regular Meeting

Tuesday, May 14, 2024

Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 4:01 p.m. with the following directors present: Dennis Curran, Robert Curry, Ora Shrecengost, Kevin Walthers

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. Approval of Minutes from the March 12, 2024 Meeting

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board of directors voted to approve the minutes from the March 12, 2024 meeting. (Ayes: Curran, Curry, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Enciso, Patrick)

3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of February 1, 2024 through April 30, 2024

On a motion by Ora Shrecengost, seconded by Dr. Curry, the board of directors voted to approve donations to PCPA of \$500 or greater made during the period of February 1, 2024 through April 30, 2024. (Ayes: Curran, Curry, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Enciso, Patrick)

3.c. Acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of February 1, 2024 through April 30, 2024

On a motion by Dr. Curry, seconded by Dennis Curran, the board of directors voted to approve the acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of February 1, 2024 through April 30, 2024. (Ayes: Curran, Curry, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Enciso, Patrick)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert noted revenues were up seven percent from the prior fiscal year. She shared ASB provided funding in the amount of \$1,000 to the RN Club and \$100 in start-up funds for 39 clubs. Forty clubs have been chartered and the next financial statement will reflect an additional \$100.

Jennifer Schwartz reported PCPA has met their ticket sales goal for fiscal year 2024. She anticipates exceeding their goal by \$100,000 due to *Elf*, *Little Shop of Horrors*, and *The Play That Goes Wrong* ticket sales.

She shared information about the upcoming alumni fundraiser and expects to raise about \$50,000 from the event. This will help offset the budget deficit. Ms. Schwartz noted next year's deficit will also be higher due to minimum wage increases.

Jennifer Schwartz and Mark Booher shared additional details about the alumni fundraiser and weekend activities. Dr. Walthers suggested additional signage be provided for the event and offered some catering suggestions.

#### 4.b. PCPA Volunteer Recognition

Dr. Walthers acknowledged the PCPA volunteers and the support they provide for PCPA.

### 5. Oral Reports for Auxiliary Programs

#### PCPA

Mark Booher provided season 61 information including main stage plays, outreach tour, and interplay reading series. He announced the holiday show will be *Beauty and the Beast* and shared information about PCPA graduation and four summer youth camps. Mr. Booher thanked Laura-Susan Thomas for the art installation in the Ann Foxworthy Gallery titled *The Art of PCPA*, which will feature design work from past seasons. The exhibit will be on display for the alumni events and through the fall.

#### Athletics

Kim Ensing recognized coaching staff and student athletes in achieving high level competitiveness. There were only two programs that did not make it to post-season play.

She noted the track, swimming, and golf student athletes are comprised of all local students. Athletics held a recruiting workshop and said sometimes it takes more work to recruit local students than out-of-state students. Social media has become a good recruiting tool to reach students.

#### ASBG

Ora Shrecengost shared ASBG has new officers and had a productive year.

### 6. Adjournment

Dr. Walthers adjourned the meeting at 4:19 p.m.



To: Board of Directors		Date:  August 29, 2024
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of May 1, 2024 through July 31, 2024		
Reason for Board Consideration:  ACTION	Item Number:  3.b.	Enclosures:  Page 1 of 2

#### Background

Following is a list of donations of \$500 or greater contributed to PCPA for the period of May 1, 2024 through July 31, 2024.

Date	Donations \$500 or Greater	Amount
5/3/2024	Towbes Foundation	\$10,000
5/3/2024	Tracy Beard	\$1,500
5/3/2024	Mr. & Mrs. George & Jane Roach	\$2,500
5/3/2024	Mr. & Mrs. George & Jane Roach	\$2,000
5/3/2024	Mrs. Lana Schutz	\$20,000
5/3/2024	PCPA Foundation	\$1,000
5/3/2024	Judy Haugh	\$500
5/3/2024	Chevron	\$2,500
5/14/2024	PCPA Foundation	\$193,065
5/24/2024	Margaret Wilder	\$1,000
5/31/2024	Edwin & Jeanne Woods Family Foundation	\$25,000
5/31/2024	Judge Jed Q. & Diane Beebe	\$10,000

(continued)

#### Fiscal Impact

None

#### Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors accept PCPA's donations of \$500 or greater for the period of May 1, 2024 through July 31, 2024.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
5/31/2024	Mrs. Mary Nolan	\$1,000
6/3/2024	Dr. Suzanne Levy	\$3,000
6/13/2024	Mr. & Mrs. Richard & Cathy Lockett	\$7,000
6/28/2024	Karen Ransome	\$6,000
7/2/2024	Chumash Casino Resort	\$2,000
7/5/2024	Jerry & Sharon Melson	\$1,000
7/11/2024	Clayton Marsh	\$1,500
7/12/2024	Kelly & Scott Davis	\$500
7/13/2024	Philip Morris	\$1,000
7/17/2024	John & Lynn Sigafos	\$500
7/17/2024	Dorothy Roark	\$500
7/17/2024	David & Tricia Ottesen	\$745
7/17/2024	Edwin & Caroline Woods	\$1,000
7/19/2024	Mrs. Wanda Mills	\$5,000
7/19/2024	Donna & Jack Croom	\$3,120
7/19/2024	John & Sharon Henning	\$6,000
7/19/2024	Lenen Lopez	\$528
7/19/2024	Keith & Wendy George	\$500
7/25/2024	Linda Stafford Burrows	\$500
7/26/2024	Ann Gudmunds	\$500
7/31/2024	Leslie Mosson	\$1,000
7/31/2024	Jackie Eldridge	\$2,000
7/31/2024	Dr. Susan Ziemba	\$500
7/31/2024	Jose Gonzalez	\$513
7/31/2024	Jamie Herbon	\$500
<b>GRAND TOTAL</b>		<b>\$315,471</b>



To: Board of Directors		Date:  August 29, 2024
From: Jennifer Schwartz		
Subject: Acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of May 1, 2024 through July 31, 2024		
Reason for Board Consideration:  ACTION	Item Number:  3.c.	Enclosures:  Page 1 of 1

### Background

Following is an update of promotions and sponsorships of \$500 or greater for the period of May 1, 2024 through July 31, 2024.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX Radio	\$670		
New Times/Sun	\$2,187		
KIDI - La Buena	\$1,000		
Noozhawk	\$558		
Santa Barbara Independent	\$900		
<b>TOTAL</b>	<b>\$5,315</b>		

### Fiscal Impact

None

### Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors accept PCPA's promotions and sponsorships of \$500 or greater for the period of May 1, 2024 through July 31, 2024.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date:  August 29, 2024
From: Dennis Curran		
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 financial data as of June 30, 2024.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**Associated Students Trust Fund**  
**Income Statement by Fund Type**  
**For Period Ending 06/30/2024**

**REVENUES**

Athletic Entry Fees	7,050
Contributions, Gifts, Grants & Endowments	238
Fundraising	437
Interest and Investment Income	8,393
Non Cash Contribution	10,000
Other Local Revenues	4,698
Sales and Commission	155,000
Single Tickets	29,637
<b>Total REVENUES</b>	<b>215,453</b>

**EXPENDITURES**

Bank Service Charges	5
District/College Support	5,298
Dues & Memberships	4,564
Entertainment/Special Events	597
Equipment Rental	2,744
Field Trips	284,661
Food - Business Meetings/Events	19,229
Game Personnel (Athletic Events)	64,357
Indep Contractor (Individuals)	1,850
Non Instr Printing	1,162
Non-Tech Licenses, Permits, Fees	50
Office/Operational Supplies	13,903
Public Relations/Recognitions	1,300
Service Contracts (Businesses)	12,835
Travel - All Travel Costs	12,978
<b>Total EXPENDITURES</b>	<b>425,533</b>

<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(210,081)</b>
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**OTHER FINANCING SOURCES(USES)**

Interfund Transfer-In District	444,884
Intrafund Transfer-In	327,575
<b>Total OTHER FINANCING</b>	<b>772,459</b>

**OPERATING TRANSFERS OUT**

In-Kind Student Assistance	10,000
Intrafund Transfers-Out	327,575
Scholarships	187,602
<b>Total OPERATING TRANSFERS OUT</b>	<b>525,178</b>

<b>Excess of Revenues and Other Financing Sources Over/(Under)</b>	<b>37,201</b>
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**FUND BALANCE:**

<b>Fund Balance, July 1</b>	<b>266,797</b>
<b>Current Balance</b>	<b>303,998</b>

Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 06/30/2024

**REVENUES**

Local Revenues	2,955,090
<b>Total REVENUES</b>	<b>2,955,090</b>

**EXPENDITURES**

Classified Salaries	2,898,819
Employee Benefits	703,483
Supplies and Materials	286,893
Other Operating Exp. and Services	793,231
Capital Outlay	62,651
<b>Total EXPENDITURES</b>	<b>4,745,077</b>

Excess of Revenues Over (Under) Expenditures	(1,789,987)
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**OTHER FINANCING SOURCES(USES)**

Other Financing Sources	3,009,684
<b>Total OTHER FINANCING</b>	<b>3,009,684</b>

**OPERATING TRANSFERS OUT**

Other Outgo	971,074
<b>Total OPERATING TRANSFERS OUT</b>	<b>971,074</b>

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	248,623
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**FUND BALANCE:**

<b>Fund balance, July 1</b>	3,780,276
<b>Current Balance</b>	<b>4,028,899</b>