
AUXILIARY PROGRAMS CORPORATION



BOARD OF DIRECTORS

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
Tuesday, May 14, 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		4:00 PM
2. Public Comment		
<p>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: melinda.martinez1@hancockcollege.edu. 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.</p>		
3. Action Items		
3.a. Approval of Minutes from the March 12, 2024 Meeting	3	
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of February 1, 2024 through April 30, 2024	5	
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	7	
4. Information Items		
4.a. Financial Report for Auxiliary Programs		8

	<u>Page</u>	<u>Est. Time</u>
4.b. PCPA Volunteer Recognition	11	
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. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



AUXILIARY PROGRAMS CORPORATION BOARD OF DIRECTORS

MINUTES

Annual Organizational and Quarterly Regular Meeting
Tuesday, March 12, 2024
Captain's Room, B-102

1. Call to Order
Dr. Walthers called the meeting to order at 3:31 p.m. with the following directors present: Dr. Curry, Fred Patrick, Ora Shrecengost, Dr. Walthers
Directors Absent: Dennis Curran, Alejandra Enciso
Staff Members Present: Mark Booher, Kim Ensing, Jennifer Schwartz, Keli Seyfert
Note Taker: Melinda Martinez
 2. Information
 - 2.a. Appointment of Directors
Dr. Walthers shared the appointment of directors.
 3. Action Items
 - 3.a. Election of Officers
On a motion by Dr. Curry, seconded by Ora Shrecengost, the board of directors elected Dr. Walthers as president, Dennis Curran as treasurer, and Dr. Curry as secretary. (Ayes: Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Curran, Enciso)
 - 3.b. 2024 Meeting Dates
On a motion by Dr. Curry, seconded by Ora Shrecengost, the board of directors approved its quarterly meetings to be held on August 29, 2024 and November 26, 2024. An alternate meeting date in May will be forthcoming. (Ayes: Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Curran, Enciso)
- Regular Meeting**
4. Public Comment
No public comment was made.
 5. Action Items
 - 5.a. Minutes of the November 28, 2023 Meeting
On a motion by Dr. Curry, seconded by Ora Shrecengost, the board of directors voted to approve the minutes of the November 28, 2023 meeting. (Ayes: Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Curran, Enciso)
 - 5.b. Acceptance of Cash Donations of \$500 or Greater to PCPA
On a motion by Ora Shrecengost, seconded by Dr. Curry, the board of directors voted to accept donations to PCPA of \$500 or greater made during the period of

November 1, 2023 through January 31, 2024. (Ayes: Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Curran, Enciso)

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

On a motion by Ora Shrecengost, seconded by Dr. Curry, the board of directors voted to accept the public relations/advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period of November 1, 2023 through January 31, 2024. (Ayes: Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: None; Absent: Curran, Enciso)

6. Information Items

- 6.a. Financial Report for Auxiliary Programs

Jennifer Schwartz shared sales goal achievements for *Henry V* and *Wolf at the Door*. She noted PCPA is projecting a budget deficit for fiscal year 2024.

Keli Seyfert said there were not a lot of changes to report and offered to respond to questions. She is expecting \$68,000 from Follett which will support Promise program scholarships for students.

Dr. Walthers shared the Promise program will also be receiving an estate gift.

- 6.b. Tax Year 2022, Fiscal Year 2022-2023 Form 990, 990-T Tax Returns

Keli Seyfert shared the public disclosure copy of the 990 tax forms for the Auxiliary Programs Corporation. A copy is also posted online.

7. Oral Reports for Auxiliary Programs

PCPA

Mark Booher provided theatre program and conservatory project highlights. He noted Marisela Treviño Orta, author of *Wolf at the Door*, was very generous of her time meeting with show sponsors, donors, and students while she was here visiting. Mr. Booher shared Vincent Rodriguez, III, PCPA alumni, will be holding master classes for students this weekend. He gave a facilities update and said the building O demolition has been completed and PCPA is excited to have the entrance to building T open soon.

Mr. Booher discussed the cooperative agreement between Solvang Theaterfest and the college. He also provided staffing updates. Mr. Booher concluded his report with seasonal and outreach programming information for the upcoming year. The next season's shows will be announced in April.

Athletics

Kim Ensing announced volleyball will be returning to fall campus sports and the annual golf tournament has availability for participants to sign up.

8. Adjournment

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



To: Board of Directors		Date: May 14, 2024
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 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 or greater contributed to PCPA for the period of February 1, 2024 through April 30, 2024.

Date	Donations \$500 or Greater	Amount
2/5/2024	Dr. Joseph & Annelie Purdy	\$1,500
2/21/2024	Genevieve & Lew Geysler	\$520
2/20/2024	Dr. & Mrs. Michael Moats	\$500
3/1/2024	Sorina Carabeth	\$2,500
3/1/2024	Perlman New Playwright Fund	\$6,250
3/1/2024	Allan Hancock College Foundation	\$5,750
3/6/2024	Derek Ng	\$2,500
3/13/2024	Craig Sutton	\$500
3/15/2024	Ms. Jackie Eldridge	\$5,000
3/22/2024	Dr. & Mrs. Daniel Ng	\$2,500
3/22/2024	Mrs. Helen Rose	\$500
3/22/2024	Mary Nolan	\$1,000

(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 February 1, 2024 through April 30, 2024.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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4/8/2024	Klaudia Kobelt	\$1,000
4/8/2024	Dale & Helen Charlesworth	\$1,000
4/13/2024	Michele Bassett	\$500
4/15/2024	Peggy & Allen Estes	\$900
4/16/2024	National Endowment for the Arts	\$ 15,000
4/26/2024	Central Coast Jet Center, LLC	\$5,000
4/26/2024	Joel McCormick & Christine Cary	\$1,000
4/26/2024	David Mills	\$8,000
4/26/2024	Santa Maria Chamber of Commerce	\$500
	GRAND TOTAL	\$61,920



To: Board of Directors		Date: May 14, 2024
From: Jennifer Schwartz		
Subject: Acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.c.	Enclosures: Page 1 of 1

Background

Following is an update of PCPA's promotions and sponsorships of \$500 or greater for the period of February 1, 2024 through April 30, 2024.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX Radio	\$2850.00		
New Times/Sun	\$4374.00		
KIDI - La Buena	\$1,000.00		
Noozhawk	\$900.00		
KCOY (now OEYT)	\$1,200.00		
TOTAL:	\$10,324.00		0

Fiscal Impact

None

Recommendation

Staff recommends that the Board of Directors accept PCPA's promotions and sponsorships of \$500 or greater for the period of February 1, 2024 through April 30, 2024.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date: May 14, 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 March 31, 2024.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 03/31/2024

REVENUES

Local Revenues	1,901,385
Total REVENUES	1,901,385

EXPENDITURES

Classified Salaries	2,270,287
Employee Benefits	526,184
Supplies and Materials	290,416
Other Operating Exp. and Services	535,139
Capital Outlay	38,874
Total EXPENDITURES	3,660,901

Excess of Revenues Over (Under) Expenditures	(1,759,517)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	1,775,025
Total OTHER FINANCING	1,775,025

OPERATING TRANSFERS OUT

Other Outgo	782,651
Total OPERATING TRANSFERS OUT	782,651

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(767,143)
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FUND BALANCE:

Fund balance, July 1	3,780,276
Current Balance	3,013,133

**Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 03/31/2024**

REVENUES

Athletic Entry Fees	8,710
Contributions, Gifts, Grants & Endw mnts	238
Fundraising	437
Interest and Investment Income	5,797
Non Cash Contribution	10,000
Other Local Revenues	725
Sales and Commission	115,367
Single Tickets	28,391
Total REVENUES	169,664

EXPENDITURES

Bank Service Charges	5
District/College Support	4,910
Dues & Memberships	4,564
Entertainment/Special Events	597
Equipment Rental	281
Field Trips	297,947
Food - Business Meetings/Events	18,972
Game Personnel (Athletic Events)	75,007
Indep Contractor (Individuals)	1,850
Non Instr Printing	835
Non-Tech Licenses, Permits, Fees	50
Office/Operational Supplies	13,425
Public Relations/Recognitions	1,300
Service Contracts (Businesses)	10,835
Travel - All Travel Costs	2,749
Total EXPENDITURES	433,326

**Excess of Revenues Over
(Under) Expenditures**

(263,662)

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	444,884
Intrafund Transfer-In	1,000
Total OTHER FINANCING	445,884

OPERATING TRANSFERS OUT

In-Kind Student Assistance	10,000
Intrafund Transfers-Out	1,000
Scholarships	111,795
Total OPERATING TRANSFERS OUT	122,795

Excess of Revenues and Other

Financing Sources Over/(Under) 59,427

FUND BALANCE:

Fund Balance, July 1	266,797
Current Balance	326,225



To: Board of Directors		Date: May 14, 2024
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 2

Background

California Education Code 72401 and Board Policy 3900 authorize the use of volunteer aides to perform nonteaching work.

PCPA utilizes many volunteers to perform essential work such as ushering, assisting in the box office, supporting production and marketing, and acting in productions that require young performers. They do not receive salaries or any other benefits available to employees of the Allan Hancock College Auxiliary Programs Corporation. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

(continued)

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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PCPA Volunteers Who Served During FY 2024 (July 1, 2023 through May 14, 2024)

First Name	Last Name
Carol	Adams
Catherine	Alsop
Nancy	Andersen
Chris	Barber
Amber Rose	Barnard
Elizabeth	Baycroft
Phyllis	Bethel
Eileen	Blair
Valerie	Bonner
Ginnie	Boyle
Jane	Bringley
John	Burke
Linda	Busek
Cindy	DiSanti
Debi	Dykzeul
Dodie	Ellis
Mona	Espinosa
Martin	Farber
Patricia	Farber
Cathy	Farley
Midori	Feldman
Stephanie	Fugate
Connie	Gaffney
Dorothy	Gilmore
Joyce	Goble
Angela	Gonzales
Curt	Greenhaw
Viviana	Hall
Elizabeth	Hatcher
Patricia	Hicks
Connie	Holdredge

First Name	Last Name
Jody	Hollaway
Billye	Iverson
Brenda	Judson
Irene	Khayam
Louisa	Kingley
Cheryl	Kliewer
Paul	Klock
Tricia	Kolp
Jan	Lavelle
Larry	Los
Gayle	Macias
Evelyn	MacKinnon
Laurie	Maxson
Diane	McLaughlin
Tom	McLaughlin
Grace	Mendoza
Clarita	Mojica
Frank	Moore
Kristen Szakaly	Moore
Diana	Morita
Richard	Morita
Hannelore	Nixon
Marlene	Noonan
Mary	Nolan
Carol	Ogburn
Sally	Overman
Mary	Padilla
Mary Ellen	Pankratz
Donna	Peters
Linda	Peterson

First Name	Last Name
Martha	Pignone
Bob	Pollefeyt
Sally	Pritchard
Dianne	Raynor
Sue	Reddy
Kathleen	Remington
Romé	Richardson
Eni	Rodriguez
Tanya	Roslinda
Jean	Roth
Nancy	Rust
Sandra	Shay
Denise	Sky
J.P.	Soberanes
Pam	Sonsini
Anna	Sorenson
Joyce	Starr
Rowena	Tan
Rolando	Tan
Gayle	Turner
David	Vallejo
Cynthia	Velasquez
Vickie	Villa
Britta	Wenglowski
Anne	Whitten
Tony	Whitten
Jim	Williams
Joanne	Zeilman