



# Auxiliary Programs Corporation

## Board of Directors Meeting

Quarterly Regular Meeting  
Agenda

Tuesday, November 28, 2023

3:30 PM

Captain's Room, B-102

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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 Meeting

Tuesday, November 28, 2023

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		3:30 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: <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.</p>		
3. Action Items		3:35 PM
3.a. Approval of Minutes of the August 31, 2023 Meeting	3	
3.b. Approval of Cash Donations of \$500 or Greater to PCPA for the period of August 1, 2023 through October 31, 2023	5	
3.c. Approval of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of August 1, 2023 through October 31, 2023	7	
4. Information Items		4:00 PM
4.a. Financial Report for Auxiliary Programs	8	
4.b. Oral Reports 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 or email Melinda Martinez at [melinda.martinez1@hancockcollege.edu](mailto: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

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## MINUTES

Quarterly Regular Meeting  
Thursday, August 31, 2023  
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: Curran, Curry, Enciso, Patrick, Shrecengost, Walthers

Absent: None

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 June 7, 2023 Meeting

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board voted to approve the minutes of the June 7, 2023 meeting. (Ayes: Curran, Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: Enciso; Absent: None)

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

On a motion by Ora Shrecengost, seconded by Dr. Curry, the board voted to approve donations to PCPA of \$500 or greater made during the period of May 1, 2023 through July 31, 2023. (Ayes: Curran, Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: Enciso; Absent: None)

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

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

4. Information Items

4.a. Financial Report for Auxiliary Programs

Jennifer Schwartz reported PCPA had a surplus at the end of the fiscal year and shared they unexpectedly received \$225,000 from a Shutter Venue Operators grant and a bequest in the amount of \$260,000. She anticipates PCPA's budget may be in deficit next year and noted another bequest may be coming in the future.

Keli Seyfert reported on the closed fiscal year and highlighted income areas including Follett commissions and inactive clubs. If clubs have been inactive for two years and do not recharter, the funds revert to the budget.

4.b. PCPA Volunteer Recognition

Jennifer Schwartz acknowledged PCPA volunteers. Dr. Walthers will send a thank you note to the volunteers.

4.c. Oral Reports

PCPA

Mark Booher shared PCPA is wrapping up their summer season and are now previewing the *Book of Will* in Solvang. He provided student enrollment statistics for the company and noted PCPA has 86 full-time students and a capacity of 113. He said one of their goals will be student recruitment. Mr. Booher shared information about the upcoming season including *Elf the Musical*, *Henry V*, *Little Shop of Horrors*, and *Dulce*. He gave a brief staffing update and shared the development director has resigned and they will be working with Human Resources to hire a new director. Mr. Booher highlighted upcoming special events including the PCPA Stagecraft grand opening on September 15, the 60<sup>th</sup> anniversary celebration on June 15, 2024, and an alumni event.

Jennifer Schwartz reported the summer season went over their sales goal and shared attendance statistics and trends, noting audiences are 66 percent below pre-COVID attendance. She said they are working on a campaign to gain more subscriptions.

Athletics

Kim Ensing reported athletics received a bequest from a former track athlete, Henry Kirk, in the amount of \$33,000. She will be working with the track program to find a way to honor the donor. She reported fall sports are beginning and shared a brief staff update. Ms. Ensing noted crows have destroyed the football field and there was discussion about other animals that may have caused the damage. She shared appreciation for the increased meal allowance for the student athletes.

5. Adjournment

Dr. Walthers adjourned the meeting at 3:56 p.m.



To: Board of Directors		Date:  November 28, 2023
From: Jennifer Schwartz		
Subject: Approval 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 August 1, 2023 through October 31, 2023.

Date	Donations \$500 or Greater	Amount
8/3/2023	PCPA Foundation	\$10,000
8/3/2023	Dick & Patti Melsheimer	\$5,000
8/3/2023	Eric Melsheimer	\$5,000
8/3/2023	Sott Nicholson	\$2,000
8/8/2023	Ann Gudmunds	\$500
8/9/2023	Jackie Eldridge	\$500
8/9/2023	Sharon Voigt Damerell	\$500
8/14/2023	Jim Glines	\$2,000
8/14/2023	Donna & Jack Croom	\$2,500
8/14/2023	Joan G. Sargen	\$5,098
8/16/2023	David Mills	\$150,000
8/16/2023	Steve Jenkins	\$12,000
8/16/2023	Hamlet Karapetian	\$3,000
8/21/2023	Minikel Family Foundation	\$1,000
8/24/2023	Richard & Cathy Lockett	\$8,000
8/24/2023	Richard & Cathy Lockett	\$3,500
8/24/2023	Keith & Sharon Kuhlenschmidt	\$650
8/28/2023	Craig Huseh	\$2,500
8/28/2023	Steve Pepe	\$2,500

(continued)

### Fiscal Impact

None

### Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500 or greater for the period of August 1, 2023 through October 31, 2023.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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<b>Date</b>	<b>Donations \$500 or Greater</b>	<b>Amount</b>
8/28/2023	Dee Ringstead	\$2,500
9/6/2023	Linda Stafford Burrows	\$1,000
9/6/2023	Linda Stafford Burrows	\$5,000
9/7/2023	David Van	\$500
9/12/2023	Brad Hinds	\$2,500
9/13/2023	Steve Pepe	\$975
9/15/2023	Robert Bruins Slot	\$1,000
10/2/2023	Karen Ransome	\$2,500
10/3/2023	Madeleine Shaw	\$800
10/5/2023	PCPA Foundation	\$100,000
10/13/2023	David Mills	\$3,000
10/17/2023	Hans & Wendy Gregersen	\$500
10/19/2023	Craig Darnell	\$500
10/20/2023	Jed Q & Diane Beebe	\$10,000
10/20/2023	Sorina Carabeth	\$2,500
10/20/2023	Edwin & Caroline Woods	\$5,000
10/23/2023	Derek Ng	\$2,500
10/27/2023	Russell & Denise Surber	\$1,500
	<b>GRAND TOTAL</b>	<b>\$358,523</b>



To: Board of Directors		Date:  November 28, 2023
From: Jennifer Schwartz		
Subject: Approval 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 promotions and sponsorships of \$500 or greater for the period of August 1, 2023 through October 31, 2023.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCOY – TV Elf Spots	\$3,000		
New Times/Sun	\$4,374		
Noozhawk	\$750		
KCBX	\$1,140		
La Buena	\$3,000		\$2,000
Santa Maria Times (SY News ads)	\$1,200		
<b>TOTAL</b>	<b>\$10,464</b>		<b>\$2,000</b>

### Fiscal Impact

None

### Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500 or greater for the period of August 1, 2023 through October 31, 2023.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date:  November 28, 2023
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 September 30, 2023.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**Associated Students Trust Fund  
Income Statement by Fund Type  
For Period Ending 09/30/2023**

**REVENUES**

Athletic Entry Fees	4,350
Interest and Investment Income	818
Non Cash Contribution	10,000
Sales and Commission	56,169
Single Tickets	4,278
<b>Total REVENUES</b>	<b>75,615</b>

**EXPENDITURES**

Bank Service Charges	5
Dues & Memberships	1,984
Field Trips	129,105
Food - Business Meetings/Events	4,415
Game Personnel (Athletic Events)	56,700
Office/Operational Supplies	4,407
Service Contracts (Businesses)	650
Travel - All Travel Costs	276
<b>Total EXPENDITURES</b>	<b>197,542</b>

**Excess of Revenues Over  
(Under) Expenditures** (121,927)

**OTHER FINANCING SOURCES(USES)**

Interfund Transfer-In District	268,592
<b>Total OTHER FINANCING</b>	<b>268,592</b>

**OPERATING TRANSFERS OUT**

In-Kind Student Assistance	10,000
Scholarships	17,327
<b>Total OPERATING TRANSFERS OUT</b>	<b>27,327</b>

**Excess of Revenues and Other  
Financing Sources Over/(Under)** 119,338

**FUND BALANCE:**

Fund Balance, July 1	266,797
Current Balance	386,135

Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 09/30/2023

**REVENUES**

Local Revenues	851,588
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<b>Total REVENUES</b>	<b>851,588</b>

**EXPENDITURES**

Classified Salaries	739,862
Employee Benefits	171,732
Supplies and Materials	117,918
Other Operating Exp. and Services	278,739
Capital Outlay	5,700
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<b>Total EXPENDITURES</b>	<b>1,313,951</b>

Excess of Revenues Over (Under) Expenditures	(462,364)
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**OTHER FINANCING SOURCES(USES)**

Other Financing Sources	-
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<b>Total OTHER FINANCING</b>	<b>-</b>

**OPERATING TRANSFERS OUT**

Other Outgo	560,501
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<b>Total OPERATING TRANSFERS OUT</b>	<b>560,501</b>

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(1,022,865)
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**FUND BALANCE:**

<b>Fund balance, July 1</b>	3,780,276
<b>Current Balance</b>	<b>2,757,412</b>