

**EAST LOS ANGELES COLLEGE FOUNDATION**  
**BOARD OF DIRECTORS MEETING**  
OCTOBER 20, 2016  
EAST LOS ANGELES COLLEGE - 201AB  
5:30 p.m.

**Members Present:** Tina Hwang, Helen Romero Shaw, Paul Chang, Priscilla Lizárraga, Arnolando Jaquez, Jr.

**Members Absent:** Marvin Martinez (excused), Marshal Chuang (excused), Ken Maxey (excused), Asif Mahmood (excused), Marissa Castro-Salvati (unexcused), Philip Cohen (excused), Sandy Ho (excused).

**Staff:** Paul De La Cerda, Michelle Rodriguez

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I. **Call to Order:** Chairwoman Hwang called the meeting to order at 5:36 p.m.

II. **Approval of the Minutes:** The minutes for August 25, 2016 and October 1, 2016 were approved with editing to underline the motions.

➤ (M/S/P: Lizarraga/Romero Shaw/Passed) Motion passes unanimously.

II. **President's Report:** Tabled.

III. **Executive Director's Report:** P. De La Cerda shared the Foundation financial Statements. Stated that he would go over A. Aghakhanian's fundraising efforts and noted that he had already obtained several pledges for the President's Circle. Reported that that A. Aghakhanian's networking also provide non-monetary results to ELAC and the Foundation. That A. Aghakhanian had obtained a meeting with Senator K. De León for the President and himself to secure him as Honoree for the Gala. P. De La Cerda stated that the Foundation should consider institutionalizing the position Director of Development because

of the benefits the position brings. P. De La Cerda welcomed back M. Rodriguez and noted that I. Isip was back on the district substitute and release list. He noted that the budget was approved with enough funds to hire her as support and that it was possible that she would work with us in the future. P. Lizárraga inquired if she could help with the Gala items. P. De La Cerda noted that he and Pilar met and determined that an event planner was needed but did not rule out the possibility that I. Isip would be hired to assist with the Gala. Mary Wong and Victor Morel from Exact Tax provided an EDD update via phone. Explained that the issue was about the classifications of employees versus contractors. They noted that the Notice of Assessment and the Assessment was sent to us very quickly. The assessment has been paid and a petition of reassessment was sent out. It was noted that about \$12,000 was abated. They further reported that changes to management control have been made so that anyone can stop the classification process and that S. Semere was sent to a training session to become an expert and prevent the issue from occurring in the future. M. Wong reported that the EDD supervisor stated that the Foundation was selected due to the large amount of 1099 that have been issued. T. Hwang noted that previous CPA's did not provide the correct advice. P. Lizárraga thanked Exact Tax for their help. P. Cheng inquired about the possibility of this becoming an issue with the IRS. P. De La Cerda stated that it was a possibility. Lastly the Payden & Rygel Investment Portfolio Statements were shared for review.

#### **IV. Consent Agenda:**

- a. Tax Payment to EDD: A copy of the check that was mailed to EDD was presented.
- b. Payment to Exact Tax and In Kind Services: A copy of the check and acknowledgement letter was presented.
- c. Website - Marketing Contract: The contract was presented, P. De La Cerda noted that the contract was highly

discounted. P. Lizárraga inquired if the company provided website references. P. De La Cerda stated that he was sent various links and that he inquired about his work with other no- profits. T. Hwang asked if he could share how he came about this company. P. De La Cerda reported that he looked at two other companies with quotes over \$20,000 and stated that he was able to get a referral from A. Aghakhanian because they worked with the YMCA in Burbank. Further explained that if the contract was approved, A. Aghakhanian would be working directly with the company to work on the marketing. P. Lizárraga inquired if there was a limit to the amount of hours they would be spending on the contract. P. De La Cerda stated that it was a flat fee for the project. T. Hwang inquired about the additional fees for maintenance and additional development. P. De La Cerda stated that fees would be incurred on an "as needed" basis but that Foundation would take care of regular maintenance.

- d. Fund Transfer: A copy of a transfer letter was presented for ratification. Funds were transferred to from the Money Market account to the checking account as preparation to move the funds to Payden & Rygel.
- e. Cal State LA - Gala Sponsorship: Information on the Cal State LA Gala was presented. At the request of the president, the Foundation supported with funds for half of the Legend Sponsorship in the amount of \$2,500.00. P. De La Cerda previously checked with the board for availability to attend before offering the seats to ELAC administrators and a prospective donor. It was noted that Mr. George Pla was being honored and that the Foundation was co-sponsoring the table with the Cordoba Company.

➤ M/S/P: (Chang/Romero Shaw/Passed) Approved items a through e on the consent agenda. Motion passes unanimously.

**V. Old Business:**

- a. Bond "Measured CC" Update: Literature was provided to the board. P. De La Cerda reported LACCD Counsel advised that the Foundations do not contribute to the campaign. Proceeded to thank P. Lizárraga noting that the donation that TELACU made directly to the campaign gave the Foundation soft credit toward meeting the contribution goal.
- b. Board Nominations/Development: T. Hwang reported that per the board retreat the foundation is moving forward aggressively and that there were candidates that would be considered by the Nomination/Development committee. P. Lizárraga brought up board contribution and what the board candidates were being told. There was further discussion and the board shared their thoughts. The item was tabled pending input from board members that were absent.
- c. Fall Scholarship Program Update: Tabled
- d. 2017 President's Gala - Location: Save the Date May 13, 2017: The contract was presented. P. Lizárraga noted that the contract cost was very good. T. Hwang asked for a motion to authorize P. De La Cerda to further negotiate and finalize the contract. H. Romero Shaw inquired if we could move forward without approval from the Vincent Price Museum as this was a joint Gala. P. De La Cerda stated that all the expenses are through the Foundation and therefore we could move forward.
  - M/S/P: (Lizárraga/Chang/Passed) Motion passes unanimously.

**VI. New Business:**

- a. HSBC Account Statement Review: Tabled
- b. President's Circle: Tabled
- c. East LA Christmas Parade: Tabled
- d. Montebello USD Foundation - Service to Education Dinner: Tabled

I. **Items from the Floor:** None

II. **Adjournment:** The meeting adjourned at 7:10 p.m.

Respectfully Submitted:

*Michelle Rodríguez, Foundation Development Assistant*

Documents: II, IV, Va, Vb, Vc, Vd, Ve, VIa, VIb, VIc, VIIa, VIIb, VIIc, and VIId