



# Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and Quarterly  
Regular Meeting Agenda

Wednesday, February 21, 2018

11:00 AM

Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation  
Board of Directors  
Annual Meeting and Quarterly Regular Meeting  
February 21, 2018 – 11:00 AM  
Agenda

Captain's Room, B-102  
800 S. College Drive, Santa Maria, CA 93454

	<u>Page</u>	<u>Est. Time</u>
<b><u>Annual Meeting</u></b>		
1. Call to Order		11:00 AM
2. <u>Information</u>		
2.a. Appointment of Directors	3	
A report on the Superintendent/President's appointment of directors.		
3. <u>Action Items</u>		
3.a. Election of Officers	4	
A recommendation that the board of directors elect a president, treasurer, and secretary.		
3.b. 2018 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings at 3:30 p.m. on May 16, August 29, and November 14, 2018.		
<b><u>Regular Meeting</u></b>		
4. <u>Public Comment</u>		11:15 AM
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 Trustees. 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.		

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|------|--|----------|
| 5.   | <u>Action Items</u>  | 11:20 AM |
| 5.a. | Minutes of the November 7, 2017 Meeting<br>A recommendation to approve the minutes of the November 7, 2017 meeting.  | 6        |
| 5.b. | Acceptance of Cash Donations of \$500 or Greater to PCPA<br>A recommendation to approve donations to PCPA of \$500 or greater made during the period of November 1, 2017 through January 31, 2018.   | 8        |
| 5.c. | PCPA Public Relations/Advertising Report of Expenses/<br>In-kind Promotions/Cash Sponsorships of \$500 or Greater<br>A recommendation to approve the public relations/<br>advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period November 1, 2017 through January 31, 2018. | 10       |
| 6.   | <u>Information Items</u>   | 11:40 AM |
| 6.a. | Financial Report for Auxiliary Programs<br><br>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.   | 11       |
| 7.   | <u>Oral Reports</u>  | 11:45 AM |
| 7.a. | Oral Reports<br><br>An oral update of activities will be presented for auxiliary programs.   |          |
| 8.   | Adjournment  | 12:00 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. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



To: Board of Directors		Date:  February 21, 2018
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration:  INFORMATION	Item Number:  2.a.	Enclosures:  Page 1 of 1

### Background

Article V, Section 4, "Selection and Tenure," of the Auxiliary Programs Corporation Bylaws designates the college superintendent/president and chief financial officer as ex-officio voting directors of the corporation. The other three directors shall be selected as follows: one (1) academic administrator appointed by the superintendent/president; one (1) regular faculty member nominated by the Academic Senate and appointed by the superintendent/president; and one (1) student member nominated by the Associated Student Body Government and appointed by the superintendent/president. In addition, one (1) college trustee serves as a non-voting director.

- The superintendent/president appoints Dr. Melinda Nish, interim associate superintendent/vice president, academic affairs, to serve as the academic administrator for 2018.
- On a nomination from the Academic Senate, the superintendent/president reappoints Andrea Sanders to serve as the faculty member for 2018.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Inri Serrano to serve as the student member for the remainder of the academic year 2017-18.
- At its December 12, 2017 meeting, the Allan Hancock College Board of Trustees reappointed Jeffery Hall to serve as the non-voting trustee director for 2018.

The current composition of the Auxiliary Programs Corporation Board of Directors is:

Kevin G. Walthers, Ph.D., superintendent/president  
 Michael Black, associate superintendent/vice president, finance and administration  
 Melinda Nish, Ed.D., interim associate superintendent/vice president, academic affairs  
 Andrea Sanders, faculty representative  
 Inri Serrano, student representative  
 Jeffery Hall, trustee representative (non-voting)

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  February 21, 2018
From: Kevin G. Walthers		
Subject: Election of Officers		
Reason for Board Consideration:  ACTION	Item Number:  3.a.	Enclosures:  Page 1 of 1

Background

Officers of the Auxiliary Programs Corporation are elected each spring at the annual meeting of the board of directors. Article VII, Section 4, of the Auxiliary Programs Corporation Bylaws states: "The officers of the corporation shall be a President, a Treasurer, and a Secretary."

Current officers are: Kevin G. Walthers, president; Michael Black, treasurer; and Andrea Sanders, secretary.

Fiscal Impact

None

Recommendation

It is recommended that the board of directors elect from among its members a president, treasurer, and secretary to serve a one-year term.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  February 21, 2018
From: Kevin G. Walthers		
Subject: 2018 Meeting Dates		
Reason for Board Consideration:  ACTION	Item Number:  3.b.	Enclosures:  Page 1 of 1

Background

Section 3 of the Auxiliary Programs Corporation bylaws specify that “regular meetings of the board of directors shall be held at least quarterly.”

It is recommended that the board of directors meet at 3:30 p.m. on the following dates:

May 16, 2018

August 29, 2018

November 14, 2018

Fiscal Impact

None

Recommendation

It is recommended that the board of directors hold its quarterly meetings at 3:30 p.m. on May 16, August 29, and November 14, 2018.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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## MINUTES

Auxiliary Programs Corporation  
Board of Directors

Tuesday, November 7, 2017 – 2:30 p.m.  
Building B, Captain's Room, B-102  
800 S. College Drive, Santa Maria, CA 93454

### 1. Call to Order

Dr. Walthers called the meeting to order at 2:39 p.m. with the following directors present:  
Black, Hall, Sanders, Serrano, Walthers

Staff Members Present: Mark Booher, Jennifer Schwartz

Note Taker: Melinda Martinez

### 2. Public Comment

No public comment was made.

### 3. Action Items

#### 3.a. Approval of Minutes

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to approve the minutes of the August 24, 2017 regular quarterly meeting.

(Ayes: Black, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: Railey)

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

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2017 through October 31, 2017.

(Ayes: Black, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: Railey)

#### 3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater

On a motion by Andrea Sanders, seconded by Jeffery Hall the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of August 1, 2017 through October 31, 2017.

(Ayes: Black, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: Railey)

#### 4. Information Items

##### 4.a. Financial Report for Auxiliary Programs

Michael Black briefly reviewed the financial report. He shared that if the football team makes playoffs, Athletics may require additional funds. Mr. Black also noted that ASBG has received their annual funding and there have been many new active student clubs.

Jennifer Schwartz reported the ticket revenue for PCPA has gone up since the financial report dated September 30. Mr. Black noted that PCPA's cash balance at the end of the year is good. PCPA is at 50 percent of its revenue at only three months into the year due to hit shows during the summer, subscription sales, and holiday presale tickets.

##### 4.b. Oral Reports

###### PCPA

Mark Booher reported PCPA is in discussions with the Solvang Festival Theatre for the continuation of the cooperative agreement which would extend the agreement to 2019. He explained this is an important time as the Solvang Festival Theatre considers their long term future and renovation work over the next two years. PCPA is engaged in how to keep the theatre a safe and producible environment through 2019. There will be more to report at the next meeting.

Mr. Booher reported PCPA has completed season 53 with the production of *Fences* which exceeded its revenue goal. He shared the holiday show, *Freaky Friday* is in preview performances and will run through December 23. Mr. Booher noted 100 ASBG students will be attending a preview performance and PCPA will also be hosting a \$10 ticket night to encourage people to attend. The holiday show will have 41 performances.

###### ASBG

Inri Serrano reported that ASBG has been working on the DACA resolutions. He noted that the budget has been good and they have approved budget allocation for the scholarship foundation. Students attended a conference in Sacramento. He also shared that Dr. Walthers met with ASBG to discuss Campus Police.

###### Athletics

Dr. Walthers and Michael Black briefly discussed costs associated with the football playoff games. They noted it will be more expensive to travel to an away game.

Dr. Walthers shared the student athletes were excited to be conference champions. He explained the change to the American conference league division which was a better fit for the college. Dr. Walthers recognized alumni student athletes that have had successful outcomes transferring to universities.

#### 5. Adjournment

Dr. Walthers adjourned the meeting at 2:56 p.m.





## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  February 21, 2018
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration:  ACTION	Item Number:  5.b.	Enclosures:  Page 1 of 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period November 1, 2017 to January 31, 2018.

Date	Donations \$500.00 or Greater	Amount
11/27/17	John Gainor	\$1,000
11/28/17	Jim Alquist	\$1,000
12/5/17	Ralph & Rosalie Foster	\$500
12/6/17	Wes & Kathryn Fuerch	\$1,000
12/7/17	Kent Homchick	\$1,000
12/7/17	Wood-Claeyssens Foundation	\$20,000
12/8/17	ETC	\$15,000
12/11/17	Pam Branson	\$1,000
12/11/17	Ron & Suzanne Levy	\$1,250
12/12/17	Dick & Patti Melsheimer	\$3,000
12/20/17	Patricia Ottesen	\$520
12/20/17	Bert & Candance Forbes	\$1,000
12/20/17	Karen Kolba	\$500
12/20/17	Helen & Donald Jernigan	\$2,000

(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 November 1, 2017 to January 31, 2018.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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Date	Donations \$500.00 or Greater	Amount
12/21/17	Ron Tindall	\$1,000
12/21/17	Vern & Jean Madsen	\$1,000
12/21/17	Karen MacKain & Arnold Shapiro	\$1,000
12/21/17	Soriha Carabeth	\$1,000
12/22/17	Janet Ford	\$500
12/22/17	Wayne Ginter & Amy Siroky	\$1,000
12/22/17	Coast Hills	\$2,000
12/27/17	Maureen Tolson	\$1,000
12/29/17	Walmart Foundation	\$2,500
12/29/17	Dene Hurlbert	\$5,000
12/29/17	Stephen & Phyllis Dorsi	\$600
12/30/17	Lew & Genevieve Geyser	\$1,000
12/31/17	Karen Sloan	\$520
12/31/17	John Hischier	\$500
1/10/18	Francine Woods	\$500
1/30/18	Jerry & Sharon Melson	\$2,500
<b>Total:</b>		<b>\$69,490</b>



To: Board of Directors		Date:  February 21, 2018
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:  5.c.	Enclosures:  Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period November 1, 2017 to January 31, 2018.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Univision – Season sponsor. Airtime for Freaky Friday	\$500		
Mega 97 – trade for radio spots for Freaky Friday	\$1,000		\$1,000
New Times/Sun – Season sponsorship. Ad space for Freaky Friday	\$1,993		
<b>TOTAL:</b>	<b>\$3,493</b>		<b>\$1,000</b>

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period.

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

To: Board of Directors		Date:  February 21, 2018
From: Michael Black		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 6.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 2018-2019 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 12/31/2017

	<u>ASBG Budget</u>	<u>ASBG Actual</u>	<u>Athletics Budget</u>	<u>Athletics Actual</u>	<u>Total Budget</u>	<u>Total Actual</u>
<b>REVENUES</b>						
Local Revenues	1,705	1,658	27,355	22,433	29,060	24,091
Total REVENUES	<u>1,705</u>	<u>1,658</u>	<u>27,355</u>	<u>22,433</u>	<u>29,060</u>	<u>24,091</u>
<b>EXPENDITURES</b>						
Supplies and Materials	29,800	9,199	86,940	53,871	116,740	63,071
Other Operating Expenses	9,300	5,117	52,099	45,559	61,399	50,676
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>39,100</u>	<u>14,317</u>	<u>139,040</u>	<u>99,430</u>	<u>178,140</u>	<u>113,747</u>
Excess of Revenues over (Under) Expenditures	(37,395)	(12,658)	(111,685)	(76,997)	(149,080)	(89,656)
<b>OTHER FINANCING SOURCES(USES)</b>						
Other Financing Sources	50,000	50,000	107,487	107,047	157,487	157,047
Total OTHER FINANCING	<u>50,000</u>	<u>50,000</u>	<u>107,487</u>	<u>107,047</u>	<u>157,487</u>	<u>157,047</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	12,250	2,900	0	0	12,250	2,900
Total OPERATING TRANSFERS OUT	<u>12,250</u>	<u>2,900</u>	<u>0</u>	<u>0</u>	<u>12,250</u>	<u>2,900</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>355</u>	<u>34,441</u>	<u>(4,198)</u>	<u>30,049</u>	<u>(3,843)</u>	<u>64,490</u>
<b>FUND BALANCE:</b>						
Fund balance, July 1	61,543	70,380	8,834	0	70,378	70,380
Current balance	<u>61,898</u>	<u>104,821</u>	<u>4,636</u>	<u>30,049</u>	<u>66,534</u>	<u>134,870</u>

## Allan Hancock College Governmental Funds Group

## Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 12/31/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	43,517	15,620	35.89
Total REVENUES	<u>43,517</u>	<u>15,620</u>	<u>35.89</u>
EXPENDITURES			
Supplies and Materials	18,000	3,393	18.85
Other Operating Expenses	13,000	4,511	34.70
Capital Outlay	0	0	0.00
Total EXPENDITURES	<u>31,000</u>	<u>7,905</u>	<u>25.50</u>
Excess of Revenues over (Under) Expenditures	12,517	7,715	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,750	3,000	80.00
Total OTHER FINANCING SOURCES(USES)	<u>3,750</u>	<u>3,000</u>	<u>80.00</u>
OPERATING TRANSFERS OUT			
Other Outgo	4,500	8,220	182.66
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>8,220</u>	<u>182.66</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>11,767</u>	<u>2,495</u>	
FUND BALANCE:			
Fund balance, July 1	66,043	66,043	
Current balance	<u>77,810</u>	<u>68,539</u>	

ALLAN HANCOCK COLLEGE  
SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENSES  
FOR THE PERIOD ENDING 12/31/2017

	Rounded to the Nearest Dollar		
	PCPA BUDGET	PCPA ACTUAL	% BUDGET
	=====	=====	=====
<b>REVENUES:</b>			
Earned income			
Ticket Revenue	1,609,050	1,103,323	68.57%
Handling	53,000	33,774	63.73%
Concessions	35,000	12,877	36.79%
Advertising	50,000	26,495	52.99%
Touring	43,700	23,500	53.78%
Other	14,000	22,347	159.62%
Total Earned Income	1,804,750	1,222,316	67.73%
Contributed Income			
Individual sources	399,550	190,103	47.58%
Fundraisers	180,000	7,253	4.03%
Corporations	35,000	11,400	32.57%
Foundations	361,746	102,324	28.29%
Total contributed income	976,296	311,079	31.86%
Allan Hancock College	<u>1,426,949</u>	<u>550,000</u>	<u>38.54%</u>
Total revenues	4,207,995	2,083,395	49.51%
<b>EXPENSES:</b>			
Production	2,157,230	1,222,689	56.68%
Conservatory	69,546	29,041	41.76%
Scholarships	663,410	400,639	60.39%
Administration	284,613	121,285	42.61%
Development	197,693	76,554	38.72%
Marketing	471,993	233,479	49.47%
Box office	271,076	150,309	55.45%
Concessions	20,200	5,180	25.64%
Outreach/YPP	72,234	39,144	54.19%
Total expenses	<u>4,207,995</u>	<u>2,278,320</u>	<u>54.14%</u>
EXCESS OF REVENUES OVER EXPENSES	0	-194,925	
Outside events (net)	0	0	
<b>FUND BALANCE</b>			
Balance, July 1	<u>472,981</u>	<u>472,981</u>	
Current balance	<u>472,981</u>	<u>278,056</u>	