



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly
Meeting Agenda

Wednesday, August 17, 2022

3:30 PM

Captain's Room, B-102



**AUXILIARY PROGRAMS CORPORATION
BOARD OF DIRECTORS**

Agenda
Quarterly Meeting
Wednesday, August 17, 2022
Captain's Room, B-102

Kevin G. Walthers, Ph.D., President
Eric D. Smith, Treasurer
Robert Curry, Ph.D., Secretary
Alejandra Enciso
Ora Shrecengost

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		
3. Action Items		3:35 PM
3.a. Appointment of Directors	3	
A recommendation may be made that the board of directors appoint a faculty representative to serve on the Auxiliary Programs Corporation Board of Directors for a one-year term. If a faculty appointment is made by the Academic Senate, a revised agenda item will be presented.		
3.b. Approval of Minutes of the May 18, 2022 Meeting	4	
A recommendation to approve the minutes of the May 18, 2022 quarterly meeting.		
3.c. Approval of Minutes of the July 29, 2022 Special Meeting	6	
A recommendation to approve the minutes of the July 29, 2022 special meeting.		
3.d. Acceptance of Cash Donations of \$500 or Greater to PCPA	7	
A recommendation to approve donations of \$500 or greater to PCPA for the period of May 1, 2022 through July 31, 2022.		

	<u>Page</u>	<u>Est. Time</u>
3.e. PCPA Public Relations/Advertising Report of Expenses/ In-kind Promotions/Cash Sponsorships of \$500 or Greater A recommendation to approve the public relations/advertising expenses/ in-kind trade/cash sponsorships of \$500 or greater for the period of May 1, 2022 through July 31, 2022.	8	
4. Information Items		3:45 PM
4.a. Financial Report for Auxiliary Programs A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund and PCPA Special Revenue Fund.	9	
4.b. Oral Reports An oral update of activities will be presented 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. 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 AGENDA ITEM

To: Board of Directors		Date: August 17, 2022
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration: ACTION	Item Number: 3.a.	Enclosures: Page 1 of 1

A recommendation may be made that the board of directors appoint a faculty representative to serve on the Auxiliary Programs Corporation Board of Directors for a one-year term. If a faculty appointment is made by the Academic Senate, a revised agenda item will be presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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MINUTES
 Auxiliary Programs Corporation
 Board of Directors
 Quarterly Meeting
 Wednesday, May 18, 2022

Kevin G. Walthers, Ph.D., President
 Eric D. Smith, Treasurer
 Robert Curry, Ph.D.
 Alejandra Enciso
 Sarai Gonzalez

Allan Hancock College
 800 S. College Drive, Santa Maria, CA 93454

Annual Meeting

1. **Call to Order**

Dr. Walthers called the meeting to order at 3:31 p.m. with the following directors present:
 Curry, Smith, Walthers

Absent: Enciso, Gonzalez

Staff Present: Kim Ensing, Jennifer Schwartz, Shelby Scott, Keli Seyfert

Note Taker: Melinda Martinez

2. **Public Comment**

No public comment was made.

3. **Action Items**

3.a. Approval of Minutes of the March 10, 2022 Meeting

On a motion by Eric Smith, seconded by Dr. Curry, the board of directors voted to approve the minutes of the March 10, 2022 meeting, as submitted. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso, Gonzalez)

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

On a motion by Eric Smith, seconded by Dr. Curry, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of November 1, 2021 through January 31, 2022. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso, Gonzalez)

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

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2022 through April 30, 2022. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso, Gonzalez)

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

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2022 through April 30, 2022 (Ayes: Curry, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso, Gonzalez)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Jennifer Schwartz shared PCPA has a surplus due to the college's support and the Shutter Venue Operators Grant.

Keli Seyfert noted revenues are up 29 percent from the prior year and expenditures are up from coming out of the pandemic.

5. Oral Reports

5.a. Oral Reports

PCPA

Jennifer Schwartz reported *Into the Woods* met 98 percent of its ticket sales goal and said upcoming shows will include *The Sound of Music* and *The Agitators*. She shared next year's budget has a projected deficit and provided information about anticipated grants and funding sources that will help minimize the deficit.

Ms. Schwartz announced PCPA is launching a new website in June and will be changing their ticket pricing to "scaling the house" pricing method. There was a brief discussion about building naming opportunities available on campus.

ATHLETICS

Kim Ensing said youth summer sports camps are returning this year. She shared Coach Nerelli of women's basketball has announced his retirement. Shelby Scott gave an overview of the golf tournament fundraising statistics, participation, and prize donors that made the event a success.

6. Adjournment

Dr. Walthers adjourned the meeting at 3:43 p.m.



MINUTES

Auxiliary Programs Corporation
Board of Directors
Special Meeting
Friday, July 29, 2022

Kevin G. Walthers, Ph.D., President
Eric D. Smith, Treasurer
Robert Curry, Ph.D.
Alejandra Enciso

Allan Hancock College
800 S. College Drive, Santa Maria, CA 93454

Annual Meeting

1. Call to Order

Dr. Walthers called the meeting to order at 9:00 a.m. with the following directors present:
Curry, Smith, Walthers

Absent: Enciso

Staff Present: Jennifer Schwartz, Keli Seyfert

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Appointment of Directors

On a motion by Eric Smith, seconded by Dr. Curry, the board of directors appointed Ora Shrecengost as student representative to serve on the Auxiliary Programs Corporation Board of Directors for the 2022-23 academic year. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso)

3.b. Election of Officers

On a motion by Ora Shrecengost, seconded by Eric Smith, the board of directors elected Dr. Robert Curry as secretary to the Auxiliary Programs Corporation Board of Directors for the 2022-23 academic year. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso)

4. Adjournment

Dr. Walthers adjourned the meeting at 9:02 a.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors	Date:	
From: Jennifer Schwartz	August 17, 2022	
Subject: Acceptance of Cash Donations of \$500 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.d.	Enclosures: Page 1 of 1

Background

Following is a list of donations of \$500 or greater contributed to PCPA for the period of May 1, 2022 through July 31, 2022.

Date	Donations \$500 or Greater	Amount
5/2/2022	Mrs. Helen Rose	\$500
5/5/2022	David & Tricia Ottesen	\$520
5/12/2022	Drs. Kenneth & Gabrielle Levine	\$520
5/19/2022	Jean Jacoby	\$500
5/19/2022	Stephen & Phyllis Dorsi	\$5,000
5/24/2022	Ms. Maureen Tolson	\$10,000
6/2/2022	Towbes Foundation	\$10,000
6/13/2022	James McLaughlin	\$500
6/13/2022	Edwin & Jeanne Woods Family Foundation	\$25,000
6/20/2022	National Endowment for Arts	\$15,000
6/21/2022	David Mills	\$1,000
6/24/2022	Sorina Carabeth	\$2,500
7/1/2022	David Mills	\$1,000
7/27/2022	Jerry & Sharon Melson	\$2,500
7/27/2022	Cane Chicken Fingers	\$1,125
7/29/2022	Mr. & Mrs. Richard & Cathy Lockett	\$7,500
7/29/2022	Mr. & Mrs. Richard & Cathy Lockett	\$2,500
7/29/2022	Mr. & Mrs. Richard & Cathy Lockett	\$3,500
Grand Total:		\$89,165

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 May 1, 2022 through July 31, 2022.

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

To: Board of Directors		Date: August 17, 2022
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/Cash Sponsorships of \$500 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.e.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500 or greater for the period of May 1, 2022 through July 31, 2022.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Sun/New Times Media	\$3,558		
Santa Maria Times	\$500		
KIDI Radio			\$1,000
KCOY/KEYT	\$2,000		
TOTAL:	\$6,058		\$1,000

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 May 1, 2022 through July 31, 2022.

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

To: Board of Directors		Date: August 17, 2022
From: Eric D. Smith		
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, 2022.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 6/30/2022

REVENUES	
Local Revenues	2,235,741
Total REVENUES	2,235,741
EXPENDITURES	
Classified Salaries	2,380,414
Employee Benefits	587,014
Supplies and Materials	115,914
Other Operating Exp. and Services	454,962
Capital Outlay	26,690
Total EXPENDITURES	3,564,994
Excess of Revenues Over (Under) Expenditures	(1,329,253)
OTHER FINANCING SOURCES(USES)	
Other Financing Sources	2,572,587
Total OTHER FINANCING	2,572,587
OPERATING TRANSFERS OUT	
Other Outgo	430,738
Total OPERATING TRANSFERS OUT	430,738
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	812,596
FUND BALANCE:	
Fund balance, July 1	2,413,433
Current Balance	3,226,029

**Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 06/30/2022**

REVENUES

Athletic Entry Fees	9,015
Interest and Investment Income	123
Non Cash Contribution	10,000
Other Local Revenues	56
Sales and Commission	175,000
Single Tickets	25,708
Total REVENUES	219,903

EXPENDITURES

Cash Over and Short	(5)
District/College Support	7,687
Dues & Memberships	3,605
Equipment Rental	3,366
Field Trips	120,328
Food - Business Meetings/Events	28,425
Game Personnel (Athletic Events)	50,429
Graduation Supplies	1,710
Indep Contractor (Individuals)	500
Non Instr Printing	546
Office/Operational Supplies	9,485
Travel - All Travel Costs	4,726
Total EXPENDITURES	230,801

Excess of Revenues Over

(Under) Expenditures (10,898)

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	177,047
Total OTHER FINANCING	177,047

OPERATING TRANSFERS OUT

In-Kind Student Assistance	10,000
Scholarships	144,476
Total OPERATING TRANSFERS OUT	154,476

Excess of Revenues and Other

Financing Sources Over/(Under) 11,673

FUND BALANCE:

Fund Balance, July 1	378,040
Current Balance	389,713