

**MINUTES**  
**SAN MARCOS COMMUNITY FOUNDATION**  
**COUNCIL CHAMBER**  
**1 CIVIC CENTER DRIVE**  
**SAN MARCOS, CA 92069**

**MAY 17, 2016 MEETING**

**CALL TO ORDER:** BOARD PRESIDENT LUKOFF called the meeting to order at 6:08 PM.

**PLEDGE OF ALLEGIANCE:** BOARD MEMBER NUTTALL led the Pledge of Allegiance.

**ROLL CALL:**

**PRESENT:** BOARD MEMBERS: CONFREY, LUKOFF, MONAHAN, NUTTALL, WASCO  
WILLIAMS

**ABSENT:** BURTON

**ALSO PRESENT:** Board Secretary Michael Gordon and city staff Sandra Gallegos

**1. PRESIDENT'S REPORT**

- San Diego Grantmakers financial workshop  
PRESIDENT LUKOFF attended the financial workshop. She stated they went over how to analyze and assess a nonprofit's financial documents. One of the elements encouraged was to not just look at the total number of dollars the nonprofit has but assess how much is available to run the show on a cash basis should they need that. Participants were encouraged to bring financial documents from a recent grantee and run calculations. They were also told about a website called strongnonprofit.org which provides information on how a nonprofit can self evaluate their fiscal status.
- San Marcos needs assessment meeting with 19 local agencies  
PRESIDENT LUKOFF attended the meeting sponsored by the City of San Marcos to identify what the current needs are in the community and to learn about resources that are available. The top issue discussed at the meeting was housing. The guest speaker was 211 San Diego and they shared the different resources that are available to the public. She felt a sense of pride because most of the agencies that were in attendance, the foundation has given grants to.
- 211 Quarterly Update  
PRESIDENT LUKOFF stated that the City of San Marcos receives a quarterly report from 211 San Diego. If there is any specific information the Board would like to see, it can be

requested. The report for January 2016 to March 2016 indicates 685 calls were from San Marcos clients and over 1,100 referrals were made.

## **2. FUND STATEMENT AND ACTIVITY REPORT**

BOARD SECRETARY GORDON reviewed the fund statement and activity report. The balance as of March 31, 2016 was \$1.13 million. It bounced back a little since the big drop in January. It is about \$100,000 less than at the beginning of the fiscal year but there has been grantmaking.

BOARD MEMBER CONFREY reported that he attended a recent Jewish Community Foundation meeting. He expected some very conservative investments but they are not. They are trying to make the maximum return for their clients.

## **3. ADVISORY COMMITTEE MEETING**

BOARD PRESIDENT LUKOFF reported that a quorum was not present to hold the meeting. They took advantage of the time to talk about ways of informing the public about the foundation and encouraging the public to join the Now and Forever Campaign.

BOARD MEMBER MONAHAN recommends participating in 3 to 4 community events over the next year with a budget of \$400 to \$500 for a banner and limited printed materials. She also recommends borrowing an ipad to show images of some of the grants they have provided and to ask the City to waive any fees for booth or space needs.

## **4. ELECTION OF OFFICERS**

**BOARD MEMBER MONAHAN MOTIONED TO APPROVE COLLEEN LUKOFF AS BOARD PRESIDENT AND TERI WILLIAMS AS BOARD VICE PRESIDENT. BOARD MEMBER WASCO SECONDED. THE MOTION PASSED BY UNANIMOUS VOICE VOTE.**

## **5. REAPPOINTMENT OF CHIEF FINANCIAL OFFICER AND BOARD SECRETARY**

**BOARD VICE PRESIDENT WILLIAMS MOTIONED TO APPROVE RESOLUTION NO. 2016-06. THE MOTION PASSED BY UNANIMOUS VOICE VOTE.**

## **6. SMCF GRANT FUNDING COMMITTEE RECOMMENDATION**

BOARD PRESIDENT LUKOFF stated they received funding requests from five institutions and are recommending funding three. BOARD MEMBER CONFREY reported on his visit to Fraternity House. He stated they are in dire need of funding and recommends full funding. BOARD PRESIDENT LUKOFF stated that given the other needs they are recommending a lesser amount to Palomar College for their Bridge to Success Program. The Boys and Girls



Club is asking for \$5,000 for their civic engagement program and indicated they would accept this as a challenge grant. She spoke with their Executive Director and was told the program ends in June 2017. The grant funding committee recommends awarding half of the amount now and the other half at the end of the program year.

**BOARD MEMBER MONAHAN MOTIONED TO APPROVE RESOLUTION NO. 2016-07 – APPROVING FUNDING FOR FRATERNITY HOUSE IN THE AMOUNT OF \$5,281.97, PALOMAR COLLEGE FOUNDATION IN THE AMOUNT OF \$1,150, AND BOYS AND GIRLS CLUB OF SAN MARCOS IN THE AMOUNT OF \$5,000. BOARD MEMBER NUTTAL SECONDED. THE MOTION PASSED BY UNANIMOUS VOICE VOTE.**

BOARD MEMBER MONAHAN stated that she contacted CSUSM Foundation regarding their funding request. Their budget is for the entire arts and lecture series and they are asking for funding one lecture series which will be their signature event. Board member Wasco stated that he supports the arts and lecture series however he questioned how these will benefit San Marcos residents and stated that the application does not state how many residents will benefit.

**BOARD MEMBER NUTTALL MOTIONED TO APPROVE FUNDING FOR ART ANIMATES LIFE IN THE AMOUNT OF \$1,000 AND FOR CAL STATE UNIVERSITY SAN MARCOS FOUNDATION IN THE AMOUNT OF \$2,500. BOARD MEMBER MONAHAN SECONDED. THE MOTION PASSED BY UNANIMOUS VOICE VOTE.**

#### **CONSENT CALENDAR**

**BOARD VICE PRESIDENT WILLIAMS MOTIONED TO APPROVE THE CONSENT CALENDAR. BOARD MEMBER WASCO SECONDED. THE MOTION PASSED BY UNANIMOUS VOICE VOTE.**

7. **WAIVER OF TEXT** – Waived
8. **APPROVAL OF MINUTES** SMCF Board Meeting February 16, 2016 – Approved
9. **ORAL COMMUNICATIONS** – SYLVIA PASUDO, San Marcos resident and real estate owner spoke about difficulties she is having with a building permit. She was informed that this board does not address those issues and she was directed to contact the city's building division.

#### **ITEMS FOR THE GOOD OF THE ORDER**

10. **MISCELLANEOUS**

- (a) Selection of next quarter's Grant Funding Committee – BOARD VICE PRESIDENT WILLIAMS is the next Chair of the Grant Funding Committee. Other members will be BOARD MEMBERS NUTTALL AND WASCO. BOARD MEMBER BURTON is the alternate.

**11. ADJOURNMENT**

**BOARD MEMBER WASCO MOTIONED TO ADJOURN THE MEETING, SECONDED BY BOARD MEMBER NUTTALL. MOTION PASSED BY UNANIMOUS VOICE VOTE.**

Meeting adjourned at 7:09 p.m.

  
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COLLEEN LUKOFF, PRESIDENT  
SAN MARCOS COMMUNITY FOUNDATION

ATTEST:

  
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MICHAEL GORDON, BOARD SECRETARY  
CITY OF SAN MARCOS