



FOUNDATION FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**MEETING MINUTES**

Meeting of the Board of Directors

**TUESDAY, DECEMBER 1, 2020**

South Orange County Community College District

28000 Marguerite Parkway, Mission Viejo, CA 92692

ZOOM Video Conference

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**I. Opening/Call to Order:**

The meeting was called to order at 11:01 a.m.  
Attendance was recorded and a quorum was announced.

**II. Public Comments: NONE**

**III. Review and Approve Minutes from September 1, 2020 Meeting:**

A motion was made by Kim McCord and seconded by Robert Bramucci to approve the minutes from the September 1, 2020, meeting which were unanimously approved.

**IV. Amend Bylaws:**

An Amendment to the Foundation for SOCCCD (FSOCCCD) Bylaws was presented by Ann-Marie Gabel recommending a change to Article IV, Section 1 and Article VI, Section 1 to replace the Board of Director position and Secretary of FSOCCCD, respectively, from the District Executive Director, Public-Private Partnership Development to the District Director of Public Affairs and Government Relations.

A motion was made by Kim McCord and seconded by Robert Bramucci to approve the amendment to the FSOCCCD Bylaws, dated December 1, 2020, that was unanimously approved.

**V. Elect Board Secretary**

The Board of Directors acknowledged the appointment of Letitia Clark to the position of Board Secretary as assigned by the Bylaws.

**VI. Review/Accept 2019-2020 Tax Filing and External Review Report**

Internal Auditor Richard Kudlik reviewed the postcard tax filing for 2019-20 along with the audited financial statements for FY 2019-20. He stated there was very little activity during the fiscal year and the firm CliftonLarsonAllen LLP had no findings. A motion was made by Kim McCord and seconded by Robert Bramucci to accept the tax filing and reviewed financial statements that were unanimously approved.

**VII. Financial Report:**

The financial report through September 30, 2020, was presented by Kim McCord showing revenue activity of \$4,000 and no expense activity YTD through September 30, 2020.

A motion was made by Letitia Clark and seconded by Kim McCord to approve the financial reports that were unanimously approved.

**VIII. Other**

Upon the recommendation of the District's Internal Auditor, Richard Kudlik, the Board of Directors recommended placing on the third quarter agenda for the March 2, 2021 meeting the annual self-review of the FSOCCCD for compliance related to good standing in accordance with AR 3600 and review of the Schedule of Commensurate Return.

**IX. Adjournment**

The meeting adjourned at 11:15 a.m.

**Attendance:**

Board Members Present: Ann-Marie Gabel, Kim McCord, Robert Bramucci, and Letitia Clark

Board Members Absent: Cindy Vyskocil

Guests: Richard Kudlik