

Foundation Finance and Investment Committee (Wednesday, March 13, 2024)

Generated by Dotty Durney on Thursday, March 14, 2024

1. OPENING ITEMS

Call to Order/Roll Call: 1.1 Call to Order

Meeting was called to order at 2:56pm

Call to Order/Roll Call: 1.2 Roll Call

Members present: Jake Wuest, Paul Hinkes, Dale Landon, Jim Williams, Joan Lamb, Barbara Fromm, Ed Gubman

Members attending remotely: Tom Minder

Guests: Diane Rubin, Bill Chunowitz

Staff: Catherine Abbott, Kirstien Renna, Mike Hofacre

Recorder: Dotty Durney

2. AGENDA

2.1 Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.

2.2 Confirmation of Agenda: Approval of agenda for the regular Finance and Investment Committee Meeting of March 13, 2024 with any additions, corrections or deletions.

Agenda was amended to add Discussion item 7.2: Discuss Creating Ad Hoc Committee to review Investment Policy and provide suggested red-lined revisions of IPS; and 7.3: Discuss Possible Request for Proposals (RFP) for Investment Managers.

Motion was made by Diane to amend the agenda, and Jim seconded it. Motion passed unanimously.

3. MINUTES

3.1 Approval of minutes for January 17, 2024.

Kirstien noted one correction: minutes should have read, "college does not support the *Foundation* financially," as opposed to supporting "the college" financially.

Motion was made by Joan to approve the amended minutes, and was seconded by Ed. Motion was approved unanimously.

4. PUBLIC COMMENT

Comments from the Public: 4.1 In person and remote public participation is allowed and will be accepted in person, OR by email to codfoundation@collegeofthedesert.edu and submitted for the record during public comment. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Accommodations for Persons with Disabilities: Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting. All requests should be directed to the COD Foundation office in advance via email to codfoundation@collegeofthedesert.edu.

There were no public comments.

5. CLOSED SESSION

There were no items for closed session.

6. ACTION ITEMS

6.1 Review/Committee Approval of December 31, 2023 Financial Statements

Kirstien reviewed the financial statements.

6.2 Review/Committee Approval of January 31, 2024 Financial Statements

Kirstien reviewed the financial statements.

Motion was made by Paul and seconded by Jim to approve the financial statements of December 31, 2023 and January 31, 2024. Cathy took a roll-call vote and the motion was passed unanimously.

6.3 Review and Approval of Proposed Check Signing Policy

Kirstien read the currently policy and reviewed the proposed policy. The proposed new policy would increase the dollar limit for a single signer on checks to \$5000; up from \$1000 as is current policy. This would significantly reduce the time required to collect signatures, especially during the summer months when many people are out of town. Tom suggested adding the Chair-elect to the list of allowed signers. The new policy would go into effect beginning July 1, 2024. Barbara moved to accept the new policy, and Jim seconded. The motion carried unanimously.

6.4 Review and Approval of Proposed Sustainability Gift Fee Policy

Kirstien gave a brief overview of the current policy and read the proposed policy. The proposed new policy would allow the Foundation to charge a 5% fee on restricted program funds and would only apply to gifts going forward, not to any current gifts. There was discussion around a scaled fee according to the amount of the gift. It was also brought up that we will need to ensure that this policy is disclosed to the public as soon as it goes into effect. Kirstien will refine and redraft the proposal and bring it back to this committee for approval before implementing any changes.

6.5 Review and Approval of Changes to the Investment Policy Statement

Discussion around this were covered in Discussion Items 7.1, 7.2, and 7.3.

7. DISCUSSION ITEMS

7.1 Report Out from Finance and Investment Ad Hoc Committee Foundation's Investment Management

Joan reported on the findings of the ad hoc committee following their meetings with the Foundation's three financial advisors. The purpose of those conversations was to discuss the investment managers' strategies in managing the portfolios under their advisement and how the managers are performing compared to the target listed in the current Investment Policy Statement. Additionally, the Ad Hoc committee discussed with the investment managers what changes, if any the investment managers believed, should be made to the Foundation's Investment Policy Statement (IPS) to produce stronger results. After meeting with all three advisers, the ad-hoc committee discussed the possibility of consolidating all fixed assets under one manager and equities under another. The committee debated the merits of splitting the investments this way, versus leaving the investments as they currently are, but agreed that a new policy around target growth and rebalancing should be put into place.

7.2 Discuss creation of ad hoc committee to update investment policy

It was determined that the ad-hoc committee would be made up of Joan Lamb, Ed Gubman, and Dale Landon, and that Diane Rubin would be a guest on the committee.

7.3 Discuss possible RFP

An RFP will be discussed after the ad-hoc investment committee reviews and makes recommendations to the full Finance and Investment Committee for changes to the current Investment Policy Statement.

8. Future Agenda Items

8.1 2024/2025 Operating Budget Draft

8.2 Budget Policy

8.3 Contract(s) Approval Policy

9. ADJOURNMENT

Information: 9.1 Next meeting to be held on Wednesday, April 17, 2024.