



Coast Community College District Enterprise, Inc.

BOARD OF DIRECTORS REGULAR MEETING

October 21, 2021 (Zoom Meeting)

MINUTES

1. Call to Order and Roll Call

The meeting was called to order at 2:00 p.m.

Present:

Richard Armendariz, Regina Blankenhorn, Arlis Reynolds, Richard Kapko, Chancellor Weispfenning and Student Trustee Roy Sahachaisere

Absent:

David Cline

In Attendance:

Janet Houlihan, Jane Burton, Julia Clevenger, Dr. Jack Lipton, Ruben Barriga, Rachel Kubik, Paul Wisner, Erik Fallis, Miguel Beltran, Steve Tamanaha, Trustee Mary Hornbuckle

2. Opportunity for Public Comment

There were no requests to address the Enterprise Board.

3. Approval of Minutes from Regular Meeting of July 15, 2021

On a motion by Ms. Blankenhorn, seconded by Mr. Armendariz, the Board of Directors voted to approve the minutes of July 15, 2021 with one revision to add Trustee Hornbuckle in attendance.

Motion carried with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Dr. Weispfenning, Mr. Kapko, Ms. Reynolds and Student Trustee Sahachaisere
Nos:	None
Abstain:	None
Absent:	Mr. Cline

4. Report on the Annual Shareholder's Meeting

Ms. Janet Houlihan provided a brief verbal report on the Annual Shareholder's Meeting held September 30, 2021.

An operational update for the two swap meets was provided to the Shareholders at their meeting. The reappointments of Director Kapko and Director Blankenhorn to the Board of Directors was voted upon and confirmed.

5. Swap Meet Operational Update

Ms. Houlihan stated operations for both swap meets were going very well.

- a. Golden West College: Conversations to hold a Holiday Boutique in December 2021 were in process. A draft contract with a coordinator to run the boutique was in consideration, and could possibly establish an ongoing relationship for future boutiques. Advertising for the boutique was also in the planning stages.

Construction for the new Language Arts Building Project was ongoing at the swap meet site.

Attendance for the GWC swap meet was in the 90% range with Sunday holding higher sales than Saturday, on average.

- b. Orange Coast College: Rachel Kubic provided an update for the OCC swap meet operations. Things were going well, with Sundays close to selling out. Due to construction, the swap meet had 80% of the previous footprint to operate. Vendors were happy and hopeful that things would get back to normal soon.

Director Arlis Renolds requested a vendor count distinguishing how many of the vendors were from Costa Mesa and Orange County. These statistics could help the City of Costa Mesa with their "shop local" economical efforts for the community.

6. Financial Reports, and Report and Ratification of Staff Board Deliverables per Master Agreement Requirements, Sections 8, 10, 11, 13, 20 and 28

Mr. Paul Wisner presented the financial information to the Board of Directors, reminding the Board there would not be very much change reflected on the financials until the first quarter of 2022.

The Financial Statements for the Quarter Ending June 30, 2021 reflected the following totals for GWC and OCC combined:

The Statement of Net Assets: \$828,281
Total Assets: \$1,020,084
Total Liabilities: \$974,912
Total liabilities and Equity: \$1,020,084

The Statement of Revenue and Assets for the Quarter Ending June 30, 2021:
Total Revenue: \$223.00

Total Master Agreement Expenses: \$90,640
Total Other Direct Expenses: \$81,810
Total Expenses: \$172,456
Total New Revenue Loss: \$172,232

Deferred payment agreements previously established were briefly discussed, and it was explained that those liabilities would be paid off by the second quarter of 2022.

Staffing and future staffing were also discussed. There were some positions left to be filled at GWC for Public Safety and Swap Meet Crew. OCC was sufficiently staffed after some structural changes were made to the way some of the staff were charged to the swap meet, at the time the swap meet was closing.

Statement of Deliverables for the Quarter Ending June 30, 2021:

Total Trademark Licenses: \$15,000
Total Reimbursement to the District for Personnel Costs: \$75,646
Payments made to the District or District Foundation for expenses related to the operation or management of the Enterprise: \$90,646
Payments made directly to outside vendors and contractors: \$81,810
Total Enterprise Expenses: \$172,456

On a motion by Mr. Armendariz, seconded by Ms. Blankenhorn, the Board of Directors voted to approve the Staff Deliverables for the quarter ending June 30, 2021 as presented, and ratified the purchase orders and checks.

Motion carried with the following vote:

Ayes:	Mr. Armendariz, Ms. Blankenhorn, Dr. Weispfenning, Mr. Kapko, Ms. Reynolds and Student Trustee Sahachaisere
Nos:	None
Abstain:	None
Absent:	Mr. Cline

7. Update on Amended Master Agreement

Ms. Houlihan provided an update on the Amended Master Agreement. The fully executed Master Agreement was approved by the Board of Trustees.

Questions were addressed regarding Section 22 of the Master Agreement and the expectations for District employees that work for the Enterprise. The salary of those employees was shared openly, and disclosed publicly on an annual basis, under the direction of the Enterprise. Per the financial statements, page 3 of 8 in the deliverables, it was stated per the Master Agreement the amount Enterprise paid to each of the District employees. In addition, the Enterprise reported the financial information to the Board of Directors at their quarterly meetings, and thereafter the information was brought to the District Board of Trustees.

8. Future Agenda Items


- Discuss new Brown Act regulations regarding future remote meetings (Zoom) and Assembly bill requirements.
- Possible topic for waste reduction and sustainability measures
- Recommended future compensation for the Enterprise officers (review previous recommendations).

9. Future Meeting Date

A future meeting date was set for Thursday, February 3, 2021 at noon.

10. Adjournment

The meeting adjourned at 2:30 p.m.



Jane Burton, Secretary of the Enterprise