



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Wednesday, November 30, 2016

2:30 p.m.

Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
Wednesday, November 30, 2016 – 2:30 p.m.
Captain's Room, B-102

Agenda

| | <u>Page</u> | <u>Est. Time</u> |
|--|-------------|------------------|
| 1. Call to Order | | 2:30 PM |
| 2. Public Comment | | |
| <p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome after the discussion of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, the discussion is then closed for public comment and will be confined to board members only. This practice is in accordance with laws governing Board of Directors public meetings.</p> | | |
| 3. Action Items | | 2:35 PM |
| 3.a. Approval of Minutes | 3 | |
| <p>A recommendation to approve the minutes of the August 16, 2016 regular quarterly meeting.</p> | | |
| 3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA | 6 | |
| <p>A recommendation to approve donations of \$500 or greater to PCPA for the period of August 1, 2016 through October 31, 2016.</p> | | |
| 3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater | 8 | |
| <p>A recommendation to approve the quarterly PCPA public relations/advertising expenses/in-kind trade and cash sponsorships of \$500 or greater for the period of August 1, 2016 through October 31, 2016.</p> | | |

| | <u>Page</u> | <u>Est. Time</u> |
|--|--------------------|-------------------------|
| 4. Information Items | | 3:00 PM |
| 4.a. Financial Report for Auxiliary Programs | 10 | |
| A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body fund, PCPA fund and Student Clubs Agency fund. | | |
| 4.b. Oral Reports | | |
| An oral update of activities will be presented for auxiliary programs. | | |
| 5. Adjournment | | 3:30 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. 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 of Directors
 Quarterly Meeting
 Tuesday August 16, 2016 – 2:00 PM
 Captain's Room, Building B-102
 Minutes

1. Call to Order

Dr. Kevin Walthers called the meeting to order at 2:07 p.m. with the following directors present: Michael Black, George Railey, Andrea Sanders, and Kevin Walthers.

Student present: Mia Alvara

Staff members present: Mark Booher, Kim Ensing, and Jennifer Schwartz

Note taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Appointment of Directors

On a motion by George Railey, seconded by Andrea Sanders, the Board voted to approve the appointment of Mia Alvara as the student representative to the Auxiliary Programs Corporation Board of Directors for the 2016-17 academic year.

(Ayes: Black, Railey, Sanders, Walthers; Noes: None; N/A: Alvara; Absent: Lahr)

3.b. Approval of Minutes

On a motion by Andrea Sanders, seconded by George Railey, the Board voted to approve the minutes of the May 17, 2016 regular quarterly meeting and the June 15, 2016 special board meeting.

(Ayes: Alvara, Black, Railey, Sanders, Walthers; Noes: None; Absent: Lahr)

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

On a motion by Andrea Sanders, seconded by Michael Black, the Board voted to approve donations of \$500 or greater to PCPA for the period of May 1, 2016 through July 31, 2016.

(Ayes: Alvara, Black, Railey, Sanders, Walthers; Noes: None; Absent: Lahr)

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

On a motion by Andrea Sanders, seconded by Michael Black, the Board voted to approve the quarterly PCPA public relations/advertising expenses/in-kind trade and cash sponsorships of \$500 or greater for the period of May 1, 2016 through July 31, 2016.

(Ayes: Alvara, Black, Railey, Sanders, Walthers; Noes: None; Absent: Lahr)

4. Information

4.a. Financial Report for Auxiliary Programs

Michael Black provided a brief report of the ASBG and Athletics budgets. He noted ASBG will receive \$50,000 annually from the bookstore's ongoing revenue, as approved by the Board of Trustees, and Athletics had a balanced budget. Mr. Black reported the student clubs had an increased balance and have become very active in their fundraisers.

Mr. Black provided an overview of the closing of the bookstore and shared that approximately \$1.4 million dollars from closing the bookstore receivables and payables will be transferred to the county treasury to begin earning interest in a restricted reserve account. There will be incoming revenues into the District from Follett. He commented that the closing of the bookstore was a good process and the end result benefits everyone including the students.

Andrea Sanders inquired how the funds in the restricted reserve account are used. Dr. Walthers explained how the restricted reserve funding can be used to carry the District budget until enrollment gets back to where it needs to be. He noted Budget Council and College Council would be involved in the discussion, and the Board of Trustees would make the approval about allocation from the restricted reserve account.

Jennifer Schwartz provided a brief PCPA year-end financial update and offered to respond to questions. She noted this report was not the final financial for PCPA and they had a small deficit of \$700, but anticipated making a slight profit. She explained revenue goals, expenses and concessions costs and income.

4.b. PCPA Volunteer Recognition

Dr. Walthers reviewed the list of PCPA volunteers. He inquired if the volunteers require fingerprinting. Since the volunteers do not work directly with students, they do not require fingerprinting. There are 110 volunteers to recognize that assist with PCPA shows and events.

4.c. Oral Reports

PCPA:

Mark Booher shared that it has been a happy summer at the PCPA box office, with all shows out pacing their revenue goals. Mr. Booher reported they are working on community outreach to youth organizations and giving away blocks of tickets to performances. He said *In the Heights* will be performing for All Staff Day and *Sense and Sensibility* will be closing. Mr. Booher reviewed other plays that are in workshop, rehearsals and preparing for opening. He also said the young performer's auditions for *Beauty and the Beast* will be taking place this weekend.

Mr. Booher mentioned there will be nine new staff replacements this fall, and noted the resignation of the PCPA Foundation executive director. Jennifer Schwartz added that they are reviewing the job description for the role of the executive director. Ms. Schwartz also added that Emalyn Kealm has transitioned from the PCPA Foundation to PCPA as the donor relations officer.

Ms. Schwartz announced the PCPA event on October 22 celebrating Royce Lewellen who recently stepped down from the PCPA Foundation Board, called "Standing Ovation". The PCPA season will be dedicated to him as well. Mr. Booher provided background on Royce Lewellen and his contributions to PCPA.

Athletics:

Kim Ensing announced the Joe White event will be next Saturday, August 27 and said she would like to have more commitment of attendance for this year. Ms. Ensing noted all the athletics contests also begin the same week as Joe White.

5. Adjournment

Dr. Kevin Walthers adjourned the meeting at 2:30 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

| | | |
|--|--------------------------|--------------------------------|
| To: Board of Directors | | Date: November 30, 2016 |
| From: Jennifer Schwartz | | |
| Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA | | |
| Reason for Board Consideration: ACTION | Item Number: 3.b. | Enclosures: Page 1 of 2 |

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period August 1, 2016 to October 31, 2016.

| Date | Donations \$500.00 or Greater | Amount |
|------------|---------------------------------|--------|
| 10/22/2016 | Judy and Hardy Hearn | 6,800 |
| 10/22/2016 | Phoebe and Jack Patterson | 5,400 |
| 10/22/2016 | Alexander & Heloise Power | 18,400 |
| 10/22/2016 | Solvang Festival Theatre | 2,500 |
| 10/22/2016 | Robert & Susan Rees | 900 |
| 10/22/2016 | Dr. John Reese | 1,400 |
| 10/22/2016 | Jim & Jeanette Richardson | 500 |
| 10/22/2016 | Dee Ringstead | 500 |
| 10/22/2016 | Peter & Gabi Robbins | 500 |
| 10/22/2016 | Dr. Michael & Maryellen Simkins | 1,150 |
| 10/22/2016 | Timothy & Colleen Staffel | 1,000 |

(Continued)

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$ 500.00 or greater for the period August 1, 2016 to October 31, 2016.

| | |
|---|--------------------|
| Administrator Initiating Item: J. Schwartz | Final Disposition: |
|---|--------------------|

| Date | Donations \$500.00 or Greater | Amount |
|--------------|-------------------------------|-----------------|
| 10/22/2016 | Linda Stafford Burrows | 2,750 |
| 10/22/2016 | Candace Waldron | 1,300 |
| 10/22/2016 | Edwin and Caroline Woods | 7,800 |
| 10/28/2016 | Brad Hinds | 500 |
| 10/14/2016 | Brooks and Kate Firestone | 2,500 |
| 10/14/2016 | Daniel and Priscilla Ng | 500 |
| 10/14/2016 | Lois and Klaus Brown | 500 |
| 10/14/2016 | Ron and Mary Nanning | 500 |
| 8/30/2016 | Richard Jacoby | 2,500 |
| Total | | \$57,900 |



| | | |
|---|--------------------------|--------------------------------|
| To: Board of Directors | | Date: November 30, 2016 |
| From: Jennifer Schwartz | | |
| Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500.00 or Greater | | |
| Reason for Board Consideration: ACTION | Item Number: 3.c. | Enclosures: Page 1 of 2 |

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period August 1, 2016 to October 31, 2016.

| Promotions and Sponsorships of \$500 or Greater | Vendor Trade/ In-Kind Services | Cash Sponsor | PCPA Trade |
|---|-----------------------------------|-----------------|------------|
| New Times/Sun – Season sponsor – ad space for <i>In the Heights</i> , <i>Gidion's Knot/Trying</i> and <i>Beauty and the Beast</i> | \$3,665 | | |
| KCOY – season sponsor – airtime for <i>In the Heights</i> | \$750 | | |
| The Tribune – free ad space – <i>In the Heights</i> , <i>Gidion's Knot/Trying</i> & <i>Beauty and the Beast</i> | \$2,813 | | |
| Local Copies – Winter/Spring program ad trade for services | \$825 | | \$825 |
| Spectrum (Charter/Comcast) – airtime for tickets trade – Summer season | \$500 | | \$500 |
| KCBX – Season sponsor – airtime for <i>In the Height</i> & <i>Gidion's Knot/Trying</i> | \$1,950 | | |
| Univision – Season sponsor – airtime for <i>In the Heights</i> | \$600 | | |
| Santa Maria Times – Banner Ads – <i>In the Heights</i> ; Ticket Back co-sponsor – ads for <i>Beauty and the Beast</i> | \$2,325 | | |
| Santa Barbara Independent – Summer season sponsor – ads for <i>In the Heights</i> | \$812 | | |

(Continued)

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period August 1, 2016 to October 31, 2016.

| | |
|---|--------------------|
| Administrator Initiating Item: J. Schwartz | Final Disposition: |
|---|--------------------|

| Promotions and Sponsorships of \$500 or Greater | Vendor Trade/ In-Kind Services | Cash Sponsor | PCPA Trade |
|--|-----------------------------------|-----------------|-----------------------|
| KEYT – airtime – <i>Sense & Sensibility & In the Heights</i> | \$1,350 | | |
| Rabobank – Season sponsor 1016-17 | | \$5,300 | Ad space & Tickets |
| Radiology Associates - Winter/Spring sponsor | | \$3,500 | Ad space & tickets |
| Mega 97.1 – airtime trade for tickets – <i>In the Heights the Heights</i> | \$1,010 | | \$900 |
| Chumash Casino/Root 246 – Ticket envelope sponsorship | | \$3,800 | |
| Knight broadcasting – ticket-back sponsor –airtime for <i>In the Heights</i> and <i>Beauty and the Beast</i> | \$2,100 | | |
| KCLU – ad trade for airtime – <i>In the Heights</i> | \$1,699 | | \$1,150 |
| Total | \$20,399 | \$12,600 | \$3,375 |



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

| | | |
|--|----------------------|--------------------------------|
| To: Board of Directors | | Date: November 30, 2016 |
| From: Michael Black | | |
| Subject: Financial Report for Auxiliary Programs | | |
| Reason for Board Consideration: INFORMATION | Item Number: 4.a. | Enclosures: Page 1 of 4 |

Background

Attached are copies of financial statements for the following funds:

- Associated Students Trust Fund
- Student Clubs Agency Fund
- PCPA

The statements reflect 2016-2017 year-to-date data.

| | |
|--|--------------------|
| Administrator Initiating Item: Michael R. Black | Final Disposition: |
|--|--------------------|

Allan Hancock College Fiduciary Funds Group

Associated Student Body Trust

Income Statement by Fund

For Period Ending 09/30/2016

| | <u>ASBG</u> <u>Budget</u> | <u>ASBG</u> <u>Actual</u> | <u>Athletics</u> <u>Budget</u> | <u>Athletics</u> <u>Actual</u> | <u>Total</u> <u>Budget</u> | <u>Total</u> <u>Actual</u> |
|---|------------------------------|------------------------------|-----------------------------------|-----------------------------------|-------------------------------|-------------------------------|
| REVENUES | | | | | | |
| Local Revenues | 1,705 | 7 | 27,355 | 10,632 | 29,060 | 10,639 |
| Total REVENUES | <u>1,705</u> | <u>7</u> | <u>27,355</u> | <u>10,632</u> | <u>29,060</u> | <u>10,639</u> |
| EXPENDITURES | | | | | | |
| Supplies and Materials | 31,800 | 4,017 | 89,771 | 19,488 | 121,571 | 23,505 |
| Other Operating Expenses | 7,300 | 0 | 48,381 | 27,432 | 55,681 | 27,432 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Total EXPENDITURES | <u>39,100</u> | <u>4,017</u> | <u>138,153</u> | <u>46,920</u> | <u>177,253</u> | <u>50,937</u> |
| Excess of Revenues over (Under) Expenditures | (37,395) | (4,010) | (110,798) | (36,288) | (148,193) | (40,298) |
| OTHER FINANCING SOURCES(USES) | | | | | | |
| Other Financing Sources | 50,000 | 3,253 | 107,487 | 53,523 | 157,487 | 56,776 |
| Total OTHER FINANCING | <u>50,000</u> | <u>3,253</u> | <u>107,487</u> | <u>53,523</u> | <u>157,487</u> | <u>56,776</u> |
| OPERATING TRANSFERS OUT | | | | | | |
| Other Outgo | 12,250 | 1,500 | 0 | 0 | 12,250 | 1,500 |
| Total OPERATING TRANSFERS OUT | <u>12,250</u> | <u>1,500</u> | <u>0</u> | <u>0</u> | <u>12,250</u> | <u>1,500</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>355</u> | <u>(2,257)</u> | <u>(3,311)</u> | <u>17,235</u> | <u>(2,956)</u> | <u>14,978</u> |
| FUND BALANCE: | | | | | | |
| Fund balance, July 1 | 63,577 | 63,577 | 3,757 | 3,757 | 67,334 | 67,335 |
| Current balance | <u>63,932</u> | <u>61,320</u> | <u>445</u> | <u>20,993</u> | <u>64,377</u> | <u>82,314</u> |

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 09/30/2016

| | <u>Budget</u> | <u>Actual</u> | <u>% Budget</u> |
|---|---------------|---------------|-----------------|
| REVENUES | | | |
| Local Revenues | 43,517 | 7,842 | 18.02 |
| Total REVENUES | <u>43,517</u> | <u>7,842</u> | <u>18.02</u> |
| EXPENDITURES | | | |
| Supplies and Materials | 18,000 | 831 | 4.62 |
| Other Operating Expenses | 13,000 | 246 | 1.89 |
| Total EXPENDITURES | <u>31,000</u> | <u>1,077</u> | <u>3.47</u> |
| Excess of Revenues over (Under) Expenditures | 12,517 | 6,764 | |
| OTHER FINANCING SOURCES(USES) | | | |
| Other Financing Sources | 3,750 | 1,500 | 40.00 |
| Total OTHER FINANCING SOURCES(USES) | <u>3,750</u> | <u>1,500</u> | <u>40.00</u> |
| OPERATING TRANSFERS OUT | | | |
| Other Outgo | 4,500 | 3,253 | 72.29 |
| Total OPERATING TRANSFERS OUT | <u>4,500</u> | <u>3,253</u> | <u>72.29</u> |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | <u>11,767</u> | <u>5,010</u> | |
| FUND BALANCE: | | | |
| Fund balance, July 1 | 53,664 | 53,664 | |
| Current balance | <u>65,431</u> | <u>58,674</u> | |

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 09/30/2016

Rounded to the Nearest Dollar

| | PCPA BUDGET | PCPA ACTUAL | % BUDGET |
|-------------------------------------|----------------|----------------|----------|
| REVENUES: | | | |
| Earned income | | | |
| Ticket Revenue | 1,680,681 | 966,176 | 57.49% |
| Handling | 59,000 | 25,479 | 43.18% |
| Concessions | 31,000 | 7,293 | 23.53% |
| Advertising | 45,000 | 8,500 | 18.89% |
| Touring | 40,540 | 17,873 | 44.09% |
| Other | 46,000 | 2,267 | 4.93% |
| Total Earned Income | 1,902,221 | 1,027,588 | 54.02% |
| Contributed Income | | | |
| Individual sources | 70,000 | 79,389 | 113.41% |
| Fundraisers | 100,000 | 911 | 0.91% |
| Corporations | 45,000 | 12,125 | 26.94% |
| Foundations | 662,250 | 33,733 | 5.09% |
| Total contributed income | 877,250 | 126,158 | 14.38% |
| Allan Hancock College | 1,426,949 | 250,000 | 17.52% |
| Total revenues | 4,206,420 | 1,403,747 | 33.37% |
| EXPENSES: | | | |
| Production | 2,161,955 | 772,273 | 35.72% |
| Conservatory | 73,423 | 19,203 | 26.15% |
| Scholarships | 709,545 | 400,876 | 56.50% |
| Administration | 229,418 | 64,984 | 28.33% |
| Development | 231,053 | 12,295 | 5.32% |
| Marketing | 471,828 | 116,459 | 24.68% |
| Box office | 296,512 | 89,411 | 30.15% |
| Concessions | 20,200 | 1,597 | 7.91% |
| Outreach/YPP | 11,670 | 17,972 | 154.00% |
| Total expenses | 4,205,604 | 1,495,070 | 35.55% |
| EXCESS OF REVENUES OVER EXPENSES | 816 | -91,324 | |
| Outside events (net) | 0 | 11,817 | |
| FUND BALANCE | | | |
| Balance, July 1 | 206,844 | 206,845 | |
| Current balance | 207,660 | 127,338 | |