



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Tuesday, November 7, 2017 – 2:30 PM

Building B, Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors

AGENDA

Quarterly Meeting

Tuesday, November 7, 2017 – 2:30 p.m.

Allan Hancock College
Captain's Room, B-102
800 S. College Drive, Santa Maria, CA 93454

	<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 24, 2017 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, 2017 through October 31, 2017.</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, 2017 through October 31, 2017.</p>		
4. Information Items		3:00 PM

	<u>Page</u>	<u>Est. Time</u>
4.a. Financial Report for Auxiliary Programs	9	
A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund, Student Clubs Agency Fund, and PCPA Special Revenue 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.		



MINUTES

Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting

Thursday, August 24, 2017 – 2:30 PM

Allan Hancock College
Building B, Captain's Room, B-102
800 S. College Drive, Santa Maria, CA 93454

1. Call to Order

Dr. Kevin Walthers called the meeting to order at 2:42 p.m. with the following directors present: Black, Hall, Sanders, Walthers

Absent: Railey

Staff Members Present: Mark Booher 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 Andrea Sanders, seconded by Michael Black, the board voted to approve the appointment of Inri Serrano as the student member to the Auxiliary Programs Corporation Board of Directors for the 2017-18 academic year.

(Ayes: Black, Sanders, Walthers Noes: None N/A: Hall Absent: Railey)

3.b. Approval of Minutes of the May 10, 2017 Meeting

On a motion by Andrea Sanders, seconded by Jeffery Hall, the board voted to approve the minutes of the May 10, 2017 quarterly meeting.

(Ayes: Black, Sanders, Serrano, Walthers Noes: None N/A: Hall Absent: Railey)

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

On a motion by Michael Black, seconded by Andrea Sanders, the board voted to approve donations of \$500 or greater to PCPA for the period of May 1, 2017 through July 31, 2017.

(Ayes: Black, Sanders, Serrano, Walthers Noes: None N/A: Hall Absent: Railey)

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 promotions and sponsorships of \$500 or greater for the period of May 1, 2017 through July 31, 2017.

(Ayes: Black, Sanders, Serrano, Walthers Noes: None N/A: Hall Absent: Railey)

4. Information

4.a. Financial Report for Auxiliary Programs

Michael Black complimented ASBG and Athletics for doing a nice job of managing their budgets. He reported contingency funds in the amount of \$25,000 were set aside for Athletics. Athletics used \$16,000 of the contingency funds because they almost went to the play-offs. He shared there is a new process in place where they can input purchase orders and view their budgets.

Dr. Walthers explained that \$50,000 for ASBG comes from bookstore revenue. In the past, ASBG received revenue on a percentage basis of bookstore sales which was \$35,000-\$45,000. When the college contracted out the bookstore, a commitment was made that every year \$50,000 would go to the ASBG fund. Mr. Black reported there are 35 student clubs which started with \$100 each and have raised more than their budgeted revenues.

Jennifer Schwartz shared PCPA had a very successful year with a number of hit shows. They are pleased with the budget surplus. She praised the management team for keeping expenses down.

4.b. PCPA Volunteer Recognition

Jennifer Schwartz recognized the PCPA volunteers for 2016-17. Mr. Black added most of the volunteers are Red Coat ushers. There are a few that also volunteer in the office or shops.

Trustee Hall asked if the volunteers have to purchase their own red coats. Ms. Schwartz replied she thought they had some red coats to give to the volunteers, but was not certain.

4.c. Oral Reports

PCPA

Mark Booher shared PCPA is in previews for *Twelfth Night*, the last show playing at the Solvang Festival Theatre, and in rehearsals for *Fences* playing in Santa Maria. He reported that *Newsies* had a great run and came in \$30,000 over its revenue goal. Mr. Booher provided summer attendance statistics for Solvang Festival Theatre and encouraged everyone to get their tickets for *Fences* now, noting it is going to be an amazing production with a terrific cast.

Mr. Booher reported that PCPA received the National Endowment for the Arts grant for \$10,000. He explained the selection criteria for the grant and shared that the funding

will provide opportunity for outreach efforts at local schools and teachings around the production of *Fences*.

Solvang Theaterfest is currently investigating necessary renovations for the Solvang Festival Theatre. They have two schemes that have been presented by TMSM architects based out of Santa Barbara. Mr. Booher noted challenges with producing at the Solvang Festival Theatre with a new restaurant nearby that has outdoor patio music which creates acoustic competition for the plays.

Mr. Booher shared the logistics of trying to resolve the problem, but are proving unsuccessful. This problem may impact PCPA's ability to produce musical plays there. Dr. Walthers added that he has also reached out to the Mayor of Solvang and will follow up with city personnel.

Mr. Booher provided new and returning PCPA student enrollment numbers. He also noted there are nine new staff members. Mr. Booher acknowledged about half of the PCPA company is very new and shared some faculty changes.

Dr. Walthers shared an expense report from the Solvang Theaterfest which included the amount contributed by PCPA. Ms. Schwartz said the expense information was in response to the Theaterfest's request to increase every ticket from \$2.00 to \$4.00 for the facility fee. The response from PCPA was to increase tickets by \$3.00 commencing with the 2018 summer season.

ATHLETICS

Dr. Walthers provided an update on the athletic restroom facilities. Portable restrooms will be brought in for football. The restrooms at the baseball/softball fields will need to be addressed this year. The contractor bids came in high and over budget for the restroom facility project. He noted football scrimmages begin this week. Hancock will not have a women's soccer team this year, but will have a women's water polo team.

OTHER

Trustee Hall asked about the housing renovations of R-1 and R-2. Dr. Walthers replied the renovations have been completed. Mr. Black added that furniture is being purchased for the houses. This will be a big help and cost savings for PCPA.

Mr. Booher announced that the new seating for the Severson Theatre is being delivered and installed this week.

Dr. Walthers shared that the student café had some renovations over the summer and is extending their hours until 7:30 p.m. for students on a test basis. After Labor Day, there will be discussion about getting food to the Lompoc campus and adding vegan/vegetarian options. The café is also adding value meals to their menu. Public Affairs will be posting weekly announcements for the café specials. Mr. Black shared Testa will also be installing a new point of sale system and registers will be rearranged in the future.

5. Adjournment

Dr. Walthers adjourned the meeting at 3:14 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors	Date:	
From: Jennifer Schwartz	November 7, 2017	
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, 2017 to October 31, 2017.

Date	Donations \$500.00 or Greater	Amount
8/4/17	Carol Lauren Souza	2,000
8/5/17	Sandra & Albert Mills	2,500
8/9/17	Edwin & Caroline Woods	2,500
8/16/17	Eric Melsheimer	10,000
8/18/17	Rabobank	5,400
8/20/17	Lobby/Anonymous donation (basket appeal total)	13,682.53
8/24/17	Stanley Galas	500
8/25/17	Sandra & Albert Mills	500
8/25/17	Jerry & Sharon Melson	1,000
8/25/17	Judith Martin	500
8/28/17	Cathy & Richard Lockett	4,000

(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, 2017 to October 31, 2017.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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Date	Donations \$500.00 or Greater	Amount
8/30/17	Jim Patin	2,500
8/30/17	Mark Frolli	500
8/31/17	Patricia Ottesen	500
8/31/17	City of Solvang	2,500
9/6/17	Bryce Blakely	500
9/7/17	Radiology Associates	3,600
9/7/17	Robert Hammond	500
9/8/17	Kingston George	500
9/15/17	Clayton Marsh	1,500
9/18/17	Dick & Patti Melsheimer	741
9/19/17	Allan Hancock College	5,000
9/20/17	Judith Nishimori	500
9/25/17	Jon & Ann Gudmunds	1,006
9/27/17	Linda Stafford Burrows	5,000
9/28/17	Michael Moats	1,000
9/28/17	Ron & Sally Wackowski	1,500
10/5/17	Women's Fund of Northern Santa Barbara County	15,000
10/9/17	Suzanne & Ron Levy	1,250
Total:		\$86,179.53



To: Board of Directors		Date: November 7, 2017
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 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period August 1, 2017 to October 31, 2017.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Knight Broadcasting – ticket back sponsor; airtime for <i>Newsies</i> and <i>Freaky Friday</i>	\$2,000		
KCBX – season sponsor; airtime for <i>Twelfth Night</i> & <i>Fences</i>	\$570		
KCLU – Trade PCPA Summer program ad for airtime for <i>Twelfth Night</i>	\$825		\$825
SB Independent – summer sponsor; ad space for <i>Newsies</i> & / <i>Twelfth Night</i>	\$1,575		
New Times/SM Sun – season sponsor; ad space for <i>Newsies</i> , <i>Twelfth Night</i> , <i>Fences</i> & <i>Freaky Friday</i>	\$4,828		
Univision – season sponsor; airtime for <i>Newsies</i>	\$500		
KCOY – season sponsor; airtime for <i>Newsies</i> & <i>Freaky Friday</i>	\$2,890		
Local Copies – trade ad space in Winter/Spring program for services	\$825		\$825
TOTAL:	\$14,013		\$1,650

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.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 7, 2017
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 Student Body Trust Fund
- Student Clubs Agency Fund
- PCPA Special Revenue Fund

The statements reflect 2017-2018 year-to-date financial data.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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Allan Hancock College Fiduciary Funds Group

Associated Student Body Trust

Income Statement by Fund

For Period Ending 09/30/2017

	<u>ASBG Budget</u>	<u>ASBG Actual</u>	<u>Athletics Budget</u>	<u>Athletics Actual</u>	<u>Total Budget</u>	<u>Total Actual</u>
REVENUES						
Local Revenues	1,705	6	27,355	7,573	29,060	7,579
Total REVENUES	<u>1,705</u>	<u>6</u>	<u>27,355</u>	<u>7,573</u>	<u>29,060</u>	<u>7,579</u>
EXPENDITURES						
Supplies and Materials	29,800	2,850	86,940	24,044	116,740	26,895
Other Operating Expenses	9,300	2,000	52,099	39,901	61,399	41,901
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>39,100</u>	<u>4,850</u>	<u>139,040</u>	<u>63,945</u>	<u>178,140</u>	<u>68,796</u>
Excess of Revenues over (Under) Expenditures	(37,395)	(4,843)	(111,685)	(56,372)	(149,080)	(61,216)
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	50,000	50,000	107,487	107,047	157,487	157,047
Total OTHER FINANCING	<u>50,000</u>	<u>50,000</u>	<u>107,487</u>	<u>107,047</u>	<u>157,487</u>	<u>157,047</u>
OPERATING TRANSFERS OUT						
Other Outgo	12,250	1,800	0	0	12,250	1,800
Total OPERATING TRANSFERS OUT	<u>12,250</u>	<u>1,800</u>	<u>0</u>	<u>0</u>	<u>12,250</u>	<u>1,800</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>355</u>	<u>43,356</u>	<u>(4,198)</u>	<u>50,674</u>	<u>(3,843)</u>	<u>94,030</u>
FUND BALANCE:						
Fund balance, July 1	70,378	70,380	0	0	70,378	70,380
Current balance	<u>70,733</u>	<u>113,736</u>	<u>(4,198)</u>	<u>50,674</u>	<u>66,534</u>	<u>164,410</u>

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 09/30/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	43,517	2,613	6.00
Total REVENUES	<u>43,517</u>	<u>2,613</u>	<u>6.00</u>
EXPENDITURES			
Supplies and Materials	18,000	604	3.35
Other Operating Expenses	13,000	3,000	23.07
Total EXPENDITURES	<u>31,000</u>	<u>3,604</u>	<u>11.62</u>
Excess of Revenues over (Under) Expenditures	12,517	(991)	
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	100	2.22
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>100</u>	<u>2.22</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>11,767</u>	<u>408</u>	
FUND BALANCE:			
Fund balance, July 1	65,431	66,043	
Current balance	<u>77,198</u>	<u>66,452</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 09/30/2017

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
	<u> </u>	<u> </u>	<u> </u>
REVENUES:			
Earned income			
Ticket Revenue	1,609,050	811,636	50.44%
Handling	53,000	23,814	44.93%
Concessions	35,000	1,318	3.77%
Advertising	50,000	11,047	22.09%
Touring	43,700	21,520	49.24%
Other	14,000	7,672	54.80%
Total Earned Income	1,804,750	877,007	48.59%
Contributed Income			
Individual sources	399,550	137,557	34.43%
Fundraisers	180,000	85	0.05%
Corporations	35,000	5,400	15.43%
Foundations	361,746	48,662	13.45%
Total contributed income	976,296	191,704	19.64%
Allan Hancock College	<u>1,426,949</u>	<u>0</u>	
Total revenues	4,207,995	1,068,711	25.40%
EXPENSES:			
Production	2,157,230	700,775	32.48%
Conservatory	69,546	13,755	19.78%
Scholarships	663,410	344,168	51.88%
Administration	284,613	58,979	20.72%
Development	197,693	32,760	16.57%
Marketing	471,993	129,479	27.43%
Box office	271,076	76,653	28.28%
Concessions	20,200	637	3.16%
Outreach/YPP	72,234	23,286	32.24%
Total expenses	<u>4,207,995</u>	<u>1,380,493</u>	<u>32.81%</u>
EXCESS OF REVENUES OVER EXPENSES	0	-311,782	
Outside events (net)	0	6,193	
FUND BALANCE			
Balance, July 1	472,981	472,981	
Current balance	<u>472,981</u>	<u>167,392</u>	