



# Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Regular Meeting Agenda

Wednesday, May 15, 2019

3:30 PM

Captain's Room, B-102



Auxiliary Programs Corporation  
Board of Directors  
Quarterly Meeting  
AGENDA  
Wednesday, May 15, 2019 – 3:30 PM  
Building B, Captain’s Room, B-102

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:30 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 meetings in public.</p>		
3. Action Items		3:35 PM
3.a. Approval of Minutes of the February 28, 2019 Meeting	3	
<p>A recommendation to approve the minutes of the February 28, 2019 annual and quarterly meetings.</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 February 1, 2019 through April 30, 2019.</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 promotions and sponsorships of \$500 or greater for the period of February 1, 2019 through April 30, 2019.</p>		

	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
4. Information Items		4:00 PM
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 and PCPA Special Revenue Fund.		
4.b. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		4:30 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  
 Annual and Quarterly Regular Meeting  
 February 28, 2019 – 2:30 PM  
 Boardroom, B-100

**Annual Meeting**

1. Call to Order

Eric D. Smith called the meeting to order at 2:31 p.m. with the following directors present: Curry, Sanders, Serrano, Smith, Hall

Directors Absent: Walthers

Staff Members Present: Mark Booher, Jennifer Schwartz, Keli Seyfert

Note Taker: Melinda Martinez

2. Information

2.a. Appointment of Directors

Eric D. Smith gave a report on the appointment of directors.

3. Action Items

3.a. Election of Officers

On a motion by Dr. Curry, seconded by Eric D. Smith, the board voted to re-elect Dr. Walthers as president of the board of directors. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

On a motion by Dr. Curry, seconded by Andrea Sanders, the board voted to elect Eric D. Smith as treasurer of the board of directors. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

On a motion by Dr. Curry, seconded by Eric D. Smith, the board voted to re-elect Andrea Sanders as secretary of the board of directors. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

3.b. 2019 Meeting Dates

On a motion by Andrea Sanders, seconded by Dr. Curry, the board voted to hold its quarterly meetings at 3:30 p.m. on May 15, August 28, and November 19, 2019. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

## Regular Meeting

### 4. Public Comment

No public comment was made.

### 5. Action Items

#### 5.a. Minutes of the November 29, 2018 Meeting

On a motion by Andrea Sanders, seconded by Dr. Curry, the board voted to approve the minutes of the November 29, 2018 meeting. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

#### 5.b. Acceptance of Cash Donations of \$500 or Greater to PCPA

On a motion by Andrea Sanders, seconded by Jeff Hall, the board voted to approve donations of \$500 or greater to PCPA for the period of November 1, 2018 through January 31, 2019, noting the AHC Foundation made the reported donation to PCPA, rather than Allan Hancock College as listed. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

#### 5.c. PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/ Cash Sponsorships of \$500 or Greater

On a motion by Andrea Sanders, seconded by Eric D. Smith, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of November 1, 2018 through January 31, 2019. (Ayes: Curry, Sanders, Serrano, Smith; Noes: None; Concur: Hall; Absent: Walthers)

### 6. Information Items

#### 6.a. Financial Report for Auxiliary Programs

Keli Seyfert reported the Auxiliary Programs Corp. has entered into a new agreement with Follett and a substantial revenue increase is reflected on the financial report due to sales commission income. She noted the expenditure column, District College Support, represents 17 chartered clubs, and ASB gave \$1,000 to support the Career Exploration event. She reported the scholarships line item represents funding from Follett commissions given to the AHC Foundation to support the Promise Program.

Ms. Seyfert responded to questions regarding the reporting period of the financial report and Follett commissions. She said the new agreement has been revised to allow the commissions to support students directly.

Jennifer Schwartz provided a brief update on the PCPA budget. She noted that at the date of the report, budget transfers have not been reflected. Ms. Schwartz gave an update on ticket sales for *Mamma Mia*, *Peter Pan*, *Shakespeare In Love*, *The Wolves*, *Gentleman's Guide*, and *Million Dollar Quartet* and shared information about upcoming fundraising events. She also reported PCPA will probably not meet their goal for contributed revenue for the year and has discussed making additional budget cuts with departments in efforts to save on expenses.

## 7. Oral Reports

### 7.a. Oral Reports

Mark Booher shared *Shakespeare in Love* is a really good show that has not been well attended. He gave an overview of *The Wolves*, noting it is comprised largely of students. Mr. Booher reported the conservatory program has 500 interested students auditioning and explained the call-back process. They are calling back 70 students, and only accepting 34 actors into the program.

Mr. Booher provided an update on new staff in the costume shop and additional staffing needs and hiring processes for open positions. He also shared that he and Ms. Schwartz are planning for Season 56 which runs from September 2019-September 2020. Mr. Booher reported they will have to review their budget further and shared budget challenges.

Ms. Seyfert inquired about PCPA Foundation's role to assist with budget challenges. Mr. Booher explained PCPA Foundation's role has changed to provide oversight of the endowment fund and shared how the PCPA Foundation has assisted them in the past. Ms. Schwartz also added that because PCPA is a conservatory program they have to produce shows that sometimes require 20 people rather than three in order to incorporate students and teachers. Trustee Hall inquired if housing has been completed for artist's use. Mr. Booher confirmed R-2 has been completed and is being used as temporary housing for actors, designers, and directors.

Trustee Hall reported he attended the Black History event hosted by ASBG. He also announced the AHC Foundation is hosting a reception for Dance Spectrum. Ms. Schwartz added President's Circle is also hosting a reception for Gentlemen's Guide.

Inri Serrano also noted the Black History event was a success, attended by 100 people, and thanked Papa Jays for catering. ASBG has started the Lunch Locker to help students with food insecurity. Ms. Seyfert also added she likes the addition of the Career Closet to help students with business attire for job interviews. Mr. Serrano also shared ASBG will be discussing with Facilities Council how to find a safe area on campus for homeless students that may be sleeping in their cars.

## 8. Adjournment

Eric D. Smith confirmed the next meeting will be held on May 15, 2019 and adjourned the meeting at 3:06 p.m.



To: Board of Directors		Date:  May 15, 2019
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 February 1, 2019 to April 30, 2019.

Date	Donations \$500.00 or Greater	Amount
2/1/2019	Keith & Sharon Kuhlenschmidt	900.00
2/4/2019	Dene & Emily Hurlbert	1,500.00
2/7/2019	Ron & Mary Nanning	1,000.00
2/7/2019	Thomas & Joan Butch	1,000.00
2/8/2019	David Walker & Polly Firestone Walker	7,500.00
2/11/2019	Karin Thiessen	650.00
2/12/2019	Santa Barbara Foundation	4,675.00
2/12/2019	Jacque Hinds	1,500.00
2/12/2019	Judge Royce Lewellen	1,000.00
2/20/2019	Michael & Maryellen Simkins	500.00
2/20/2019	Marilyn Troxler	1,000.00
2/21/2019	Judge Jed Q. & Diane Beebe	1,000.00
2/21/2019	Lisa Strikowsky	650.00

(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 February 1, 2019 to April 30, 2019.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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2/22/2019	Kent Homchick	1,000.00
2/25/2019	Judge Jed Q. & Diane Beebe	1,000.00
2/26/2019	Bruce & Marcia Beaudoin	650.00
2/28/2019	Lenen Lopez	511.00
3/1/2019	Diane Clausen	520.00
3/5/2019	Dr. & Mrs. Daniel Ng	2,000.00
3/7/2019	Jackie Eldridge	650.00
3/7/2019	Jennifer Olivera	1,500.00
3/11/2019	The Estate of Sanford Turner	200,000.00
3/11/2019	Linda Stafford Burrows	650.00
3/18/2019	Joan Gellert-Sargen	1,500.00
3/20/2019	Judy Prutzman	500.00
3/21/2019	Chumash Casino Resort	11,000.00
3/25/2019	Klaudia Kobelt	500.00
3/25/2019	Brooks Firestone	1,250.00
3/27/2019	Judy Hearn	1,500.00
4/1/2019	Mr. Michael Burke	1,000.00
4/3/2019	Allan Hancock College Foundation	5,000.00
4/4/2019	Edwin & Caroline Woods	5,000.00
4/8/2019	Bill Ambler	1,000.00
4/8/2019	Judge Royce Lewellen	1,500.00
4/8/2019	Brooks Firestone	2,500.00
4/8/2019	John O'Donnell	3,000.00
4/8/2019	Jefferson Woeste	1,000.00
4/8/2019	Richard Ballantine	500.00
4/8/2019	John & Kathryn Wrench	1,000.00
4/8/2019	Kelly Gray	600.00
4/8/2019	Dr. Ann Foxworthy Lewellen	1,000.00
4/8/2019	Sally Jones	500.00
4/8/2019	Dr. Suzanne Levy	1,000.00
4/8/2019	Mr. & Mrs. Fred Sanders	1,000.00
4/10/2019	Frances Schultz	1,600.00
4/10/2019	Dr. Peter Wright	600.00
4/10/2019	Michael Brannon	650.00
4/11/2019	Margaret Wilder	1,000.00
4/16/2019	Lois & Sonny Brown	600.00
4/17/2019	Dr. José & Carmen Ortiz	520.00
4/17/2019	Mr. & Mrs. Alexander Power	3,850.00
4/18/2019	Christian Science Society, Solvang	20,000.00
4/19/2019	Audrey Abbott	1,500.00
4/23/2019	Candace Waldron	500.00
4/23/2019	Joel McCormick	1,000.00
4/29/2019	Steve & Marie Will	1,000.00
<b>Total:</b>		\$ 306,026.00





To: Board of Directors		Date:  May 15, 2019
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 February 1, 2019 to April 30, 2019.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Local Copies	\$825		\$825
KCBX – Season sponsor. Airtime for Shakespeare In Love, Wolves, Gentleman’s Guide	\$3,230		
New Times/Sun – Season Sponsor – ad space for Shakespeare in Love, Wolves, Gentleman’s Guide	\$2,980		
Lee Newspapers – Ticket-back sponsor. Ad space for Shakespeare in Love	\$600		
Santa Maria Times – Gentleman’s Guide sponsor	\$1,200		
KCOY – Seasons sponsor. Airtime for Shakespeare in Love	\$1,000		
Mega 97.1 – airtime trade for tickets for Gentleman’s Guide	\$1,000		\$1,000
TOTAL:	\$10,835		\$1,825

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:  Jennifer Schwartz	Final Disposition:
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## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  May 15, 2019
From: Eric D. Smith		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 3

Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- PCPA Special Revenue Fund

The statements reflect 2018-2019 year-to-date financial data.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Associated Students Trust Fund  
Income Statement by Fund Type  
For Period Ending 3/31/2019

**REVENUES**

Athletic Entry Fees	10,100
Fundraising	53
Interest and Investment Income	50
Other Local Revenues	350
Sales and Commission	170,882
Single Tickets	23,712
<b>Total REVENUES</b>	<b>205,146</b>

**EXPENDITURES**

Contest Prizes	398
District/College Support	6,880
Dues & Memberships	4,028
Field Trips	90,173
Food - Business Meetings/Events	11,220
Game Personnel (Athletic Events)	46,611
Indep Contractor (Individuals)	610
Merchant Fees	3
Non Instr Printing	245
Office/Operational Supplies	13,675
Postage/Express Services	35
Travel - All Travel Costs	1,879
<b>Total EXPENDITURES</b>	<b>175,757</b>

**Excess of Revenues Over  
(Under) Expenditures**

29,389

**OTHER FINANCING SOURCES(USES)**

Interfund Transfer-In	111,436
Interfund Transfer-In District	107,047
<b>Total OTHER FINANCING</b>	<b>218,483</b>

**OPERATING TRANSFERS OUT**

Scholarships	89,900
<b>Total OPERATING TRANSFERS OUT</b>	<b>89,900</b>

**Excess of Revenues and Other**

**Financing Sources Over/(Under)** 157,973

**FUND BALANCE:**

<b>Fund Balance, July 1</b>	64,246
<b>Current Balance</b>	<b>222,219</b>

Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 3/31/19

**REVENUES**

Local Revenues	2,460,901
<b>Total REVENUES</b>	<b>2,460,901</b>

**EXPENDITURES**

Classified Salaries	1,581,731
Employee Benefits	412,380
Supplies and Materials	292,262
Other Operating Exp. and Services	500,316
Capital Outlay	11,401
<b>Total EXPENDITURES</b>	<b>2,798,090</b>

Excess of Revenues Over (Under) Expenditures	(337,189)
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**OTHER FINANCING SOURCES(USES)**

Other Financing Sources	637,324
<b>Total OTHER FINANCING</b>	<b>637,324</b>

**OPERATING TRANSFERS OUT**

Other Outgo	457,136
<b>Total OPERATING TRANSFERS OUT</b>	<b>457,136</b>

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(157,001)
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**FUND BALANCE:**

<b>Fund balance, July 1</b>	410,279
<b>Current Balance</b>	<b>253,278</b>