

West Hills Community College Foundation
9900 Cody Street
Coalinga, CA 93210

MINUTES OF THE INVESTMENT AND FINANCE COMMITTEE MEETING

AUGUST 20, 2009

This meeting of the Investment and Finance Committee of the West Hills Community College Foundation was held on August 20, 2009, at the West Hills Community College District Board Room.

Call to Order

The meeting was called to order by President Ernest Drewry at 9:15 a.m. and a quorum was established. Leonard Falter led the Investment and Finance Committee and audience in the flag salute.

Investment and Finance Committee Present:

Ernest Drewry, President, Community Director
Leonard Falter, Chief Financial Officer, West Hills Community College Foundation
Nina Oxborrow, Trustee Director
Ken Stoppenbrink, Chief Financial Officer, West Hills Community College District
Don Warkentin, Staff Director

Investment and Finance Committee Absent:

Other Present:

Jim Giordano, Vice President UBS Financial
Rick Post, Interim Executive Director, West Hills Community College Foundation
Monica Santino, Foundation Secretary
Tina Souza, Foundation Secretary
Bill Williams, Auditor, Vavrinek, Trine, Day & Co, LLP

Public Comments

There were no public comments

2. Reports-

- A.** Analysis of Investment Portfolio for quarter ending June 30, 2009 James Giordano- UBS Financial Services

Mr. Giordano stated that the equities in the Foundation as of August 18 is at 19.87% in the portfolio. The Foundation's fixed income is at a 47.80% as of August. Giordano stated that our Club (SS07509) is down 7% and our Main (SS07508) is down 3% year to date. Giordano also stated that the accounts Main, Westside Educational, Club and Endowment have taken a 3.19% loss from July 2008 through July 2009. Mr. Giordano

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stated that the quarter looks better than the year to date totals. Mr. Giordano stated that the Foundation has a 5 year CD and it was open 1 ½ ago. He stated that the CD rate is higher than the cash rate. He stated if the CD rate increases to sell CD. Dr. Post asked if the Foundation was to move funds out of the CD how much would we move. Mr. Giordano stated that if you transfer \$400,000 to balance out the accounts that would be enough.

3. Action Items-

A. Approval of Minutes of meeting held on May 7, 2009.

On a motion by Nina Oxborrow, seconded by Leonard Falter, and carried unanimously, the Investment and Finance Committee minutes were approved.

B. Consideration of the Preliminary Draft of the Audit report for the years ending December 31, 2008 and 2007, including a presentation by a presentation from the auditing firm of Vavrinek, Trine, Day & Co., LLP

Mr. Williams stated that the Foundation has been doing well and has accomplished a lot through a short amount of time. Mr. Williams stated that the total net assets for 2008 were \$2,283,661. Dr. Post asked what is the difference between permanently restricted and temporarily restricted? Mr. Williams stated that permanently restricted you cannot touch the principal and temporary you can touch the principal such as: scholarships, agriculture etc. Mr. Gleason stated that the Allen Farm is in the Foundation General Administration account and asked what would it take to move the money out of that account? Mr. Williams commented it would take nothing to do so. Mr. Williams also stated that the cash and equivalent year to end is \$1,294,409 and the total expenses for all programs in the Foundation for 2008 is \$1,403,339.

C. Consideration of the Auditor selection process and the auditing of the Foundation.

Dr. Post stated that an independent audit will cost the Foundation approximately around \$10,000.00, and Currently the District pays for the Foundation's annual audit. Trustee Oxborrow asked, "Can we change the year on the audit". Mr. William's noted that changing the year would not be a problem as long as it is stated in the audit report.

On a motion by Len Falter, seconded by Marc Scott, and carried unanimously, the Investment and Finance Committee approved the current auditor select process and the Districts auditing of the Foundation.

D. Consideration of the Statement of Investment Policy, Objectives and Guidelines

Dr. Post advised that the current Investment policy allows the Foundation to acquire land. Trustee Oxborrow commented that we do not want to be real estate owners, with the exception of the farm.

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On a motion by Len Falter, seconded by Marc Scott, and carried unanimously, the Investment and Finance Committee approved the Statement of Investment Policy, Objectives and Guidelines.

4. Member Comments and Requests

none

5. Adjournment

Meeting Adjournment 10:10 a.m.