

**ALPHA GAMMA SIGMA
BOARD OF TRUSTEES**

Minutes for Fall 2021 MEETING

October 2, 2021

Host: online hosted by Rio Honda College

ONLINE – Video Conference meeting - California

Meeting ID: 916 7348 9340

1. **Call to Order:** President Valerie Venegas called the meeting to order at 9 AM.

Trustees: **Valerie Venegas-President** (Golden West College); **Kaycea Campbell-Vice President** (LA Pierce College); **Terry Green-Secretary** (Santa Monica College); **Ashley McHale-Treasurer** (Las Positas College), **Christopher Capozzo-Trustee** (Diablo Valley College); **Lisa Carlsen-Trustee** (Chabot College); **Matthew Jaffe-Trustee** (Antelope Valley College); **Joe Reyes-Trustee** (City College of San Francisco); **David Powers** (Las Positas College); **Alannah Rosenberg-Trustee** (Saddleback College); **Ian Thomas-Bignami-Trustee** (Diablo Valley College); ; **We have no** Student Trustee, South; **Milo Brown**, Student Trustee, North (Diablo Valley College) and **Monica Peterson**, Financial Advisor Assistant Branch Manager. Christopher Capozzo was unable to attend because of family responsibilities, and Milo Brown was also unable to attend.

2. **Review and Approval of Agenda:** The agenda was approved.

3. **Approval of Minutes: April 16, 2021, online Board of Trustees Meeting:** The minutes from April 16, 2021, were approved.

4. **Announcements:**

- a. **Resignation of Trustee Member, Megan Lange from Santa Ana College:** President Valerie Venegas informed us that Megan Lange had resigned, and we need to find another advisor to replace her from the State Advisory Board.
- b. **Stifel Owner Information Form:** Valerie informed us that Obed Vazquez and Jacqueline Faris are listed as the owners of our Stifel accounts, and thus we need to update this information. She told us that we all need to fill out the Associated Person/Additional Account Owner Information Form so that there is an accurate set of records of who is managing the Stifel accounts. Valerie recently sent this form out in an email on September 29th to the Board of Trustees and members can find it there, and then print it, scan it and email it back to her.
- c. **Updated Board of Trustees Membership:** Valerie submitted the following updated Board of Trustees Membership information. See below.

Board Member	Terms of Office <i>Trustee – 4 years, Officer – 2 years</i>	Home or other contact information:
<p>President <i>Valerie Venegas</i> vvenegas@gwc.cccd.edu</p> <p>Golden West College Health Science 101 15744 Goldenwest Street, Huntington Beach, CA 92647 714-705-6188</p>	<p>4/21-4/23 President 4/17-4/21 Trustee</p>	<p>3907 E. Spring Street, Orange, CA 92869</p> <p>714-401-6971 (C) 714-639-1520 (H)</p> <p>vvenegasgwc@yahoo.com</p>
<p>Vice-President <i>Kaycea Campbell</i> campbekt@piercecollege.edu</p> <p>LA Pierce College 6201 Winnetka Ave Woodland Hills, CA 91371 818-710-4134</p>	<p>4/18-4/20 Trustee 4/20-4/21 Vice President 4/21-4/23 Vice President</p>	<p>22100 Burbank Blvd, #217B Woodland Hills, CA 91371</p> <p>323-404-7799 (C)</p> <p>kaycera99@yahoo.com</p>
<p>Secretary <i>Terry Green</i> green_terry@smc.edu</p> <p>Santa Monica College 1900 Pico Blvd Santa Monica, CA 90405 424-229-5085</p>	<p>4/21-4/23 Secretary 4/20-4/21 Secretary 4/18-4/20 Secretary 4/14-4/18 Secretary 4/07-4/11 Trustee</p>	<p>2135 21st St. Santa Monica, CA 90405</p> <p>310-488-0726 (C) 424-229-5085 (H)</p> <p>terry_green1728@msn.com</p>
<p>Treasurer <i>Ashley McHale</i> AMchale@laspositascollege.edu</p> <p>Las Positas College 3000 Campus Hill Drive Livermore, CA 94551 925-424-1351</p>	<p>4/21-4/23 Treasurer 4/18-4/22 Trustee</p>	<p>6976 Bear Creek Drive Livermore, CA 94551</p> <p>925-292-9096 (C)</p>

Board Member	Terms of Office	Home or other contact information:
<p>Trustee <i>Christopher Capozzo</i> ccapozzo@dvc.edu</p> <p>Diablo Valley College 321 Golf Club Road Pleasant Hill, CA 94523 925-969-2427</p>	<p>4/18-4/22 Trustee</p>	
<p>Trustee <i>Matthew Jaffe</i> mjaffe@avc.edu</p> <p>Antelope Valley College 3041 West Avenue K Lancaster, CA 93536-5426</p> <p>661-722-6300 , x6487</p>	<p>4/18-4/22 Trustee</p>	<p>661-723-1463 (H) 661-733-0921 (C)</p>
<p>Trustee <i>Lisa Carlsen</i> lcarlsen@chabotcollege.edu</p> <p>Chabot College 25555 Hesperian Blvd Hayward, CA 94545 510-723-7425</p>	<p>4/18-4/22 Trustee 4/11-4/18 Trustee</p>	<p>510-552-0086 (C)</p>
<p>Trustee <i>Joe Reyes</i> jreyes@ccsf.edu</p> <p>City College of San Francisco 50 Frida Kahlo Way, San Francisco, CA 94112 415-239-3000</p>	<p>4/21-4/25 Trustee</p>	
<p>Trustee <i>David Powers</i> dpowers@laspositascollege.edu</p> <p>Las Positas College 3000 Campus Hill Drive Livermore 94551 925-424-1351</p>	<p>4/21-4/25 Trustee</p>	
<p>Trustee <i>Alannah Rosenberg</i></p>	<p>4/21-4/25 Trustee</p>	<p>33181 Ocean Hill Dr. Dana Point 92629</p>

arosenberg@saddleback.edu Saddleback College 28000 Marguerite Parkway Mission Viejo 92692 949-582-4854		949-295-9744 (C)
Trustee <i>Ian Thomas-Bignami</i> ithomasbignami@dvc.edu Diablo Valley College 321 Golf Club Road Pleasant Hill 93423 925-969-2418	4/21-4/25 Trustee	1236 Hale Dr. Concord 94518 510-325-2506 (C)
Trustee VACANT		
Student Trustee, South VACANT	4/21/-4/22 Student Trustee	
Student Trustee, North <i>Milo Brown</i> hbrown816@insite.4cd.edu Diablo Valley College 321 Golf Club Road Pleasant Hill 93423	4/21/-4/22 Student Trustee	
Financial Advisor <i>Monica Peterson</i> Financial Advisor 217 E Caldwell Visalia CA 93277	Started Summer 2017 – present	(559)622-1040 (866)950-5516 Fax (559)-627-1348
Past President <i>Obed Vazquez</i> ovazquez@dvc.edu Diablo Valley College 321 Golf Club Road Pleasant Hill, CA 94523 925-969-2423	4/20-4/21 President 4/18 - 4/20 President 4/10-4/18 President 4/07-4/11 Trustee	PO Box 6761 Concord, CA 94524 925-536-5136 (C)

Revised October 1, 2021

5. **Treasurer's Report:** Ashley McHale had no report.
6. **State Treasurer's Report:** Kaycea Campbell submitted her report that she will also submit to the State Advisory Board. It is included in these minutes.
7. **Unfinished Business:**
 - a. **Updates on Student Trustee Positions as it relates to Bylaws:** Ashley McHale, Chris Gilbert and Valerie Venegas had been working on the updates. Chris Gilbert was going to present their recommendations as motions at the State Advisory Board meeting later today.
8. **New Business:**
 - a. **Stifel Report on Growth Portfolio and Income Portfolio:** Monica Peterson, our Financial Advisor submitted two reports that will be included in these minutes, our Growth Portfolio, and our Income Portfolio. She had good news to deliver as our two accounts have exceeded \$1,000,000 for the first time, which was one of our dreams over the past few years. The two accounts have a total value of \$1,001,606 according to the data Monica presented. Her first report, the review of our Growth Portfolio, showed we have \$397,188 with a rate of growth of 16.08% from October of 2020 to September 2021 which is excellent. Monica's second report, the review of our Income Portfolio, showed that we have \$614,418 with a rate of growth of 14.60% from October of 2020 to September 2021 which is also excellent. We are fortunate to have had a good stock market these past 12 months and a terrific advisor in Monica Peterson!
 - b. **Filling Board of Trustees Vacancy through 2022:** Valerie again mentioned we would need a replacement for Megan Lange. She would ask if anyone wanted to fill that position at the State Advisory Board meeting today and if unable to find someone to volunteer, she would ask again at the Spring Convention in Sacramento. (Note: The position really does not need to be filled until next spring as that is the next time we will meet.)
 - c. **BOT Scholarship Contribution Spring Convention:** On page #2 of Kaycea's financial report, she wrote "with convention at DoubleTree Sacramento, we do have credit, so the prepayment should not be stressful. However, for scholarship payments, the operational budget has been for the last two years paying for scholarships. With large bills likely for Convention, the BOT may need to look at investment streams and have scholarship monies sent BEFORE convention to ensure the simultaneous paying of hotel bills, scholarship checks issued, and possibly low attendance and/or delayed payment for convention does not place finances in a crisis." She listed the Financial Scenario for the convention in Sacramento in 2022 as follows: Account Balance: \$83,000.00, Minimum Food and Beverage: \$72,398.95, Scholarship Estimate: \$50,000 and the Account Balance (Strain) (\$39,398,95). She suggested the following potential motion to alleviate the strain, that the Board of Trustees approve a payment of \$20,000 to the operational balance to fund scholarships for the convention in 2022. After some discussion, the Board of Trustees agreed that the figure to help Kaycea with the convention should be \$40,000. **MOTION #1) Terry Green moved that that the Board of Trustees**

approve a payment up to \$40,000 to the operational balance to fund scholarships for Convention 2022. David Powers seconded the motion. (MOTION #1 CARRIED.) Kaycea told us that she would contact Monica to make this transfer of money from our Stifel Accounts to our operational balance to ensure that she would have the necessary funding for our upcoming convention. This was only possible because our Stifel Accounts are doing so well!

9. **Adjournment:** Valerie adjourned the meeting at 9:30 AM.



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FALL ADVISORY MEETING

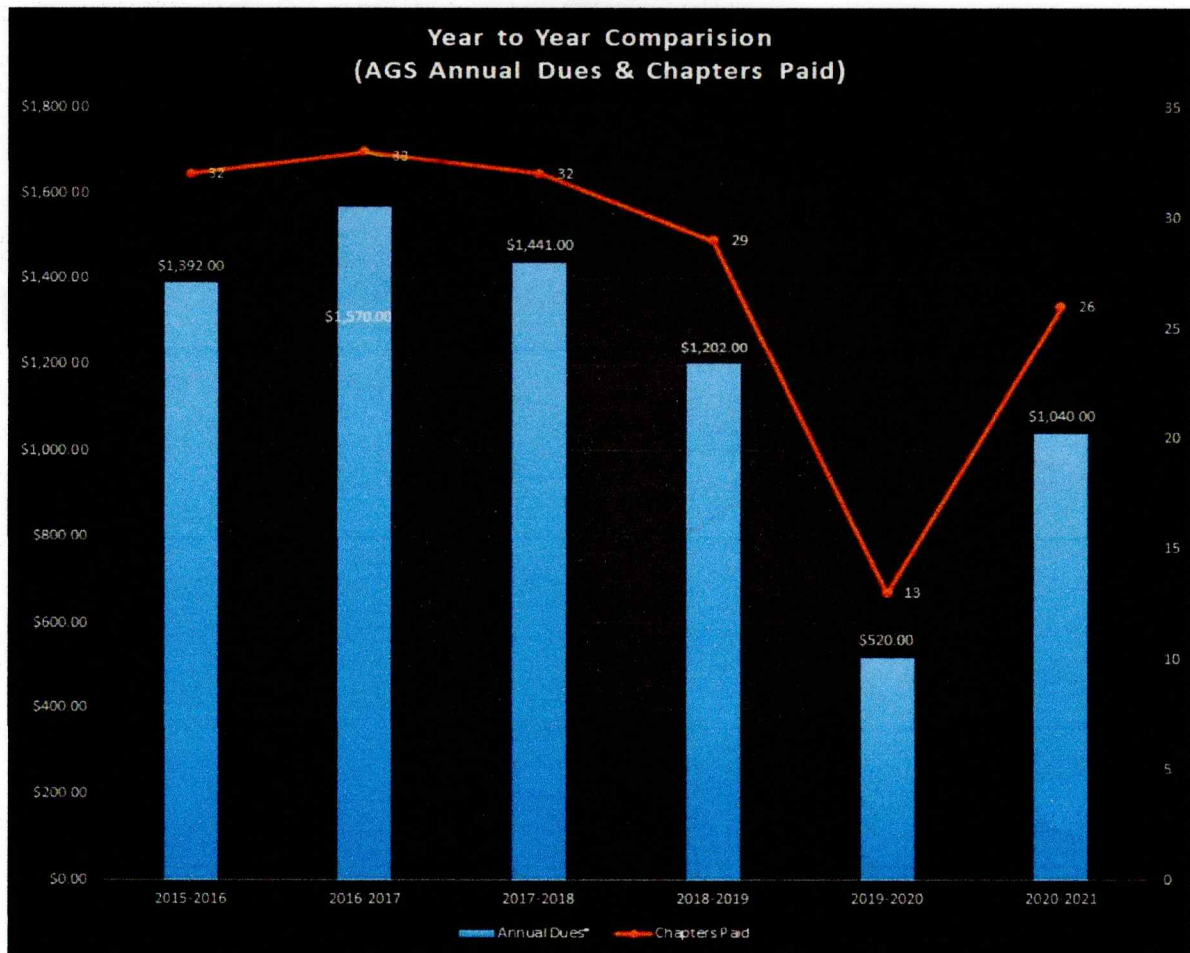
October 2, 2021

Online Meeting

FINANCIAL SNAPSHOT FOR AGS

Annual Dues/Chapter Payments

- Annual dues are collected by each chapter when dues forms are submitted. The total per chapter is \$40, and these dues are used to help run Alpha Gamma Sigma. Below is a year-to-year comparison of annual dues paid, as well as an estimate of the number of chapters who have paid. Note that chapters have until October 30, 2021, to submit dues forms without a late fee this year. This is not an estimate of the number of chapters in good standing (which may involve other requirements and should come from the Secretary of Eligibility). These are purely financial estimates for dues paid and the number of chapters who have paid dues.





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2. With convention at DT Sacramento, we do have credit, so the prepayment of convention should not be stressful. However, for scholarship payments, the operational budget has been for the last two years paying for scholarships. With large bills likely for Convention, the BOT may need to look at investment streams and have scholarship monies sent BEFORE convention to ensure that the simultaneous paying of hotel bills, scholarship checks issued, and possibly low attendance and/or delayed payment for convention does not place finances in a crisis.

Based upon your detailed agenda, the food and beverage minimum for your event is \$54,125.00. Please note that all food, beverage, audio visual, and room rental prices are subject to 23% service charge and 8.75% sales tax.

Financial Scenario (2022)

Account Balance	83,000.00
Minimum Food & Beverage	72,398.95
Scholarship Estimate	50,000.00
Account Balance (Strain)	\$ (39,398.95)
Revenue (50% attendance)	52,500.00
Credit with DT Sacramento	20,000.00

**Question for BOT (Possibly a motion), how quickly can funds be issued to alleviate the operational “strain” if this scenario with slow convention receivables, but certain payables?

Recommendation from Treasurer: If there is a plan to help fund scholarships/bolster operational funds for scholarships, can this be voted on by BOT and the transfer timed to happen BEFORE convention.

Potential Motion: I hereby move that the BOT approves a payment of \$20,000 to the operational balance to fund scholarships for Convention 2022.

Bank Balance

Presented to the right is the bank balance. AGS has a business account with Wells Fargo and all funds are housed there. The bank balance is extracted from the latest bank statement. It should be noted that the higher balance is due to the absence of a withdrawal that is ordinarily done to purchase a Certificate of Deposit (CD) as investment instrument for scholarship funds. With the negative shock to the global economy, interest rates at an all-time low, and the SAB not meeting for Convention 2020 –

this additional investment was not pursued. As such, there is a higher cash balance. With plans to return to DT Sacramento in-person in April 2022, the required payments will result in a large withdrawal and low balance if attendance is low and minimum food and beverage costs are required.

Bank Balance as of 9/16/21

Beginning Balance	82,801.27
Deposits/Credits	493.00
Withdrawals/Debits	-
Ending Balance	\$ 83,294.27
Average Ledger Balance this period	



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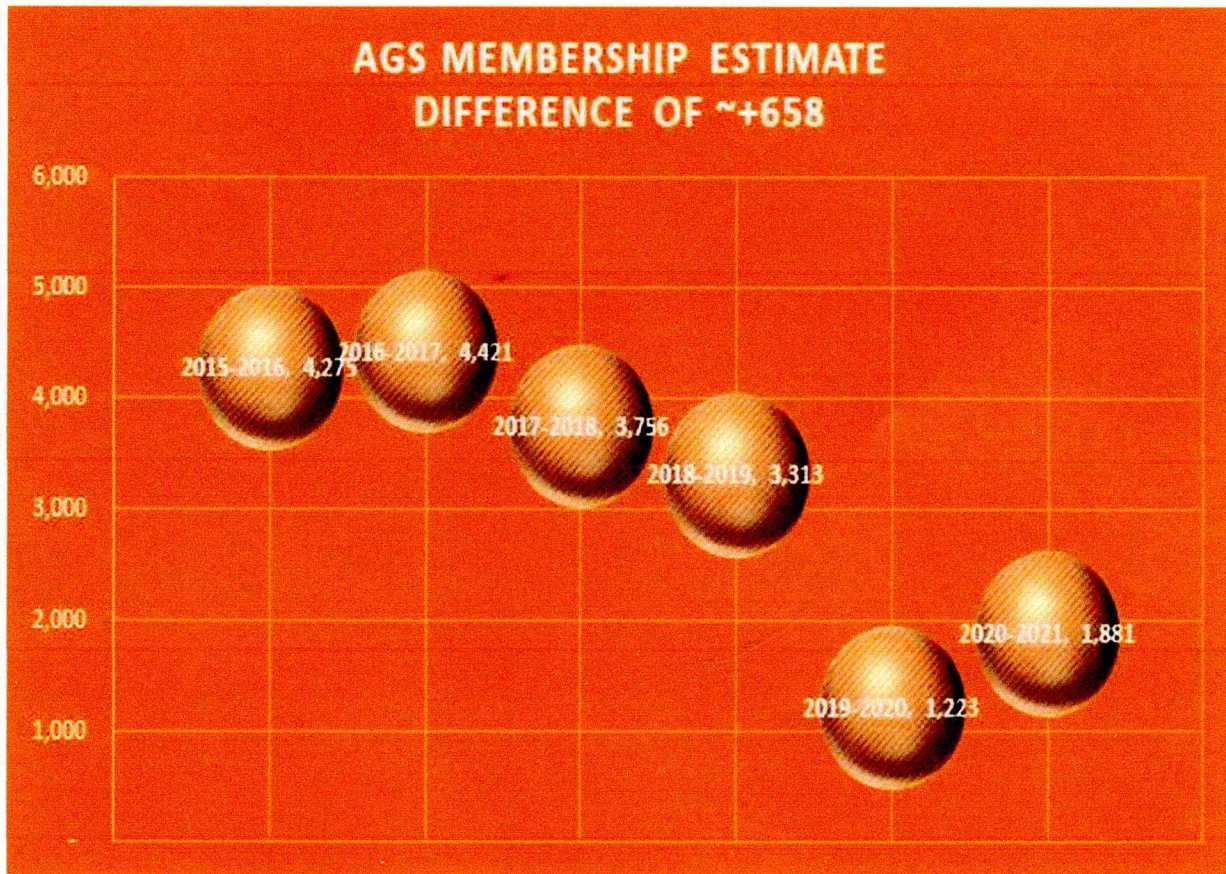
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Scholarships Donations/Contributions

Year over year scholarship contributions have improved by almost 60%. Chapters have been diligent in getting dues paid in a timely manner and membership has increased. We are not at the levels we are used to, but the improvement is worth noting. The major highlight is the difference in the State Scholarship Assessment – that the Scholarship Committee uses to fund all scholarships (except specific optional scholarship contributions), which stems directly from member counts across chapters (at \$7 per member). We also see the return of optional contributions from chapters above and beyond the state assessment for Bell, Coffey, Jackson, Mantovani, Taylor, Walsh, and General scholarship donations.

There is a direct link to the increase in membership for 2021 of 658 members when examining the improvements in scholarship donations.



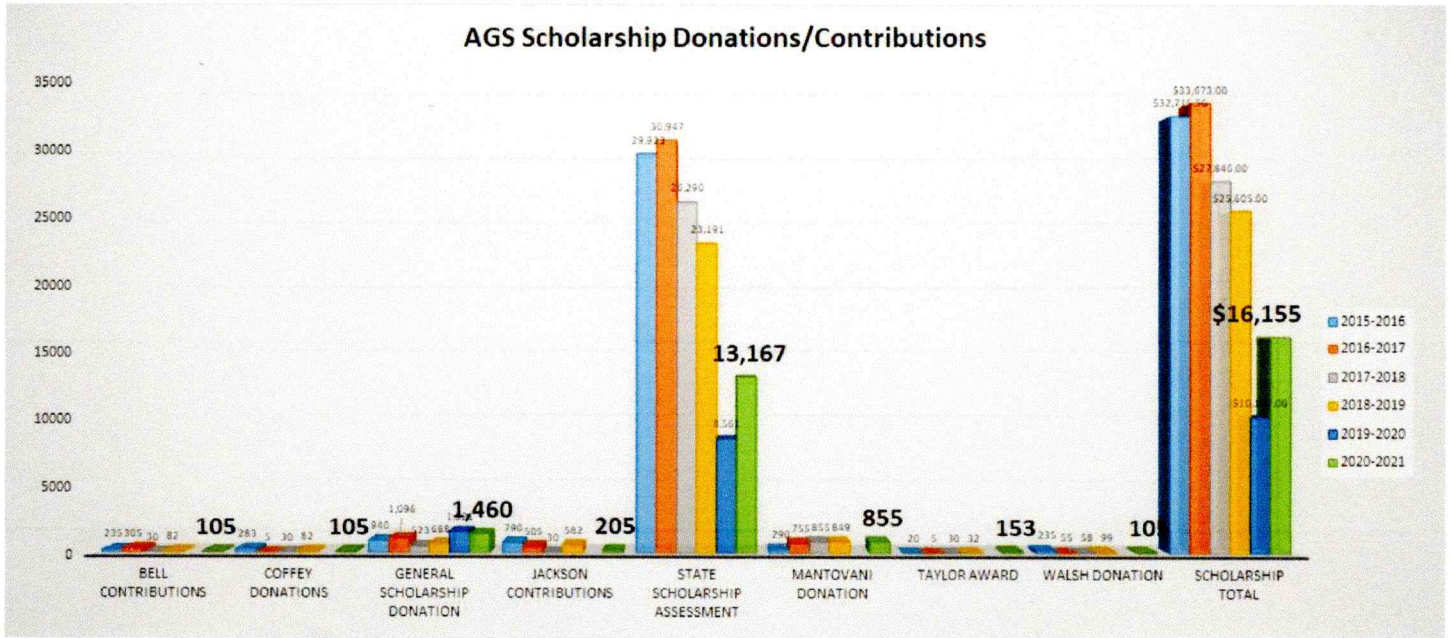


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All scholarship contributions, year-over-year are presented below (bold numbers are for 2020-2021).



Scholarship Assessment (\$)

Contributions/Funds	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Bell Contributions	235	305	30	82		105
Coffey Donations	283	5	30	82		105
General Scholarship Donation	940	1,096	523	688	1,621	1,460
Jackson Contributions	790	505	30	582		205
State Scholarship Assessment	29,923	30,947	26,290	23,191	8,561	13,167
Mantovani Donation	290	755	855	849		855
Taylor Award	20	5	30	32		153
Walsh Donation	235	55	58	99		105
Scholarship Total	\$ 32,716	\$ 33,673	\$ 27,846	\$ 25,605	\$ 10,182	\$ 16,155



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Scholarship Donations	
	Chapter/School
Donation: Bell Contributions	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 Orange Coast/Alpha Kappa
Donation: Coffey Donations	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 Orange Coast/Alpha Kappa
Donation: General Scholarship Donation	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 San Bernardino/Delta
	9/16/2021 Pierce/Pi
	9/16/2021 Golden West/Sigma Pi
	9/16/2021 Orange Coast/Alpha Kappa
	9/16/2021 Allan Hancock/Aquarius
	9/16/2021 Santa Monica/Alpha Gamma
	9/16/2021 Citrus/Iota
9/16/2021 Cuesta/Gamma Gamma	
Donation: Jackson Contributions	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 San Francisco/Omega
	9/16/2021 Orange Coast/Alpha Kappa
Donation: Mantovani Donation	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 Orange Coast/Alpha Kappa
	9/16/2021 Long Beach/Kappa
Donation: Taylor Award	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 San Francisco/Omega
	9/16/2021 Orange Coast/Alpha Kappa
Donation: Walsh Donation	9/16/2021 Las Positas/Sigma Theta
	9/16/2021 Orange Coast/Alpha Kappa

THANKS TO ALL CHAPTERS GETTING IN THEIR STATE ASSESSMENT AND CHECK IN. SPECIAL THANK YOU TO CHAPTERS WHO CONTRIBUTE BEYOND THE STATE ASSESSMENT AND INTO SCHOLARSHIP FUNDS. THE LIST OF CHAPTERS ARE ABOVE.



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DT SACRAMENTO CONVENTION

Room Arrangement	Current Price
4 Persons/2 Beds	\$245
3 Persons/2 Beds	\$265
2 Persons/2 Beds	\$300
1 Person/1 Bed	\$415
Drive-In Saturday Only	\$145
Banquet Guest Only	\$60

**** REMINDER TO CHAPTERS FOR SPRING 2022
CONVENTION, HERE ARE THE RATES. START
PLANNING NOW 😊**



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AGENDA MOTIONS

Convention Contracted Dates & Rates

DT Sacramento agreed to renegotiated rates with 2026 contract signed. They agreed to lower 2024 contracted rates (that was signed) and then have us sign the 2026 contract.

This is an **Amendment to Group Sales Event Agreement** ("Agreement") between CA Community College Alpha Gamma Sigma ("Group") and DoubleTree by Hilton Sacramento (the "Hotel") for the CA Community College Alpha Gamma Sigma ("Event") scheduled for April 19, 2024 - April 21, 2024.

The parties hereby agree to amend the Room Block provision as follows:

ORIGINAL ROOM BLOCK:

CA Community College Alpha Gamma Sigma						
	Run of House		2 Queen Beds, Deluxe Non Smoking		Parlor Suite	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
Fri 04/19/2024	24	\$159.00	120	\$159.00	2	\$159.00
Sat 04/20/2024	24	\$159.00	120	\$159.00	2	\$159.00

TOTAL SLEEPING ROOM NIGHTS RESERVED: 340

REVISED ROOM BLOCK:

CA Community College Alpha Gamma Sigma						
	Run of House		2 Queen Beds, Deluxe Non Smoking		Parlor Suite	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
Fri 04/19/2024	24	\$129.00	120	\$129.00	2	\$129.00
Sat 04/20/2024	24	\$129.00	120	\$129.00	2	\$129.00

TOTAL SLEEPING ROOM NIGHTS RESERVED: 340

All Group commitments and obligations in the Agreement based on revenue are amended to be based on the Revised Summary table above, including, but not limited to: Group room rate has been adjusted from \$159.00++ per night to \$129.00++ per night.

DT Ontario provided rates for 2025 and now have the contract for us to sign. The rates can change since they will be confirmed in 2024. Per the Director of Sales & Marketing, "the potential 5% increase per year for room rates and 6% for food and beverage make the rates higher than the contracted rates. I know in the past we have done multiple year agreements with prices pretty much set but due to COVID things have changed dramatically. We continue to see our costs of goods increase and some supplies are still very limited. This far out there is too much unknown to be able to lock in room rates and food and beverage pricing".

Motion to sign the DT Sacramento amended contract for 2024 for room rate changes.

Motion to sign the DT Ontario new contract for 2025 with adjustable rates for room, food, and beverage.

Motion to sign the DT Sacramento new contract for 2026.



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Hotel Fees Break-Down

Ontario

Sacramento

	2017	2019	2021 (Canceled) - No costs incurred	Contracted 2023 (4/28-4/30)	Proposed 2025 4/25-4/27 (Adjustable Contract)	2020 (Force Majeure) \$20,000 Deposit held	Contracted 2022 4/15-4/17	Contracted 2024 (Revised) 4/19-4/21	Proposed 2026 (Unsigned Contract)
Guestroom Rate	\$94.00+ tax	\$102.00+ tax	\$105.00+ tax	\$115.00+ tax	\$120.00 to \$138.92 + tax****	\$106.00+ tax	\$119.00+ tax	\$159.00+ tax \$129.00+ tax	\$159.00+ tax
Breakfast	\$20.64 inclusive*	\$21.82 inclusive**	\$17.10 exclusive service charge + tax	\$18.10 exclusive service charge + tax	\$19.00 to \$22.63 exclusive service charge + tax*****	\$24 inclusive***	\$23 inclusive***	\$23 inclusive***	
Lunch	\$30.63 inclusive*	\$32.39 inclusive**	\$25.38 exclusive service charge + tax	\$26.50 exclusive service charge + tax	\$28.00 to \$33.35 exclusive service charge + tax*****	\$38 inclusive***	\$31.50 inclusive***	\$31.50 inclusive***	
Dinner	\$42.62 inclusive*	\$45.06 inclusive**	\$35.31 exclusive service charge + tax	\$36.25 exclusive service charge + tax	\$37.50 to \$44.66 exclusive service charge + tax*****	\$49 inclusive***	\$41 inclusive***	\$41 inclusive***	
Audio Visual	with 21% service charge	Items contracted lower than 2017 pricing but with 22% service charge (utilization is now higher)	Items contracted lower than 2019 pricing but there is no service charge or tax included, which averages 22%	Increased utilization and higher prices expected		Increased utilization and higher prices expected	Increased utilization and higher prices expected	Asked for contract amendment so have 2026 contingent on better rates.	

*Inclusive of 21% service charge and 7.75% tax (2017)

**Inclusive of 22% service charge and 7.75% tax (2019)

***Inclusive of service charge and tax (TBD)

****Room rates will be confirmed by April 1, 2024. There will be no more than a 3-5% rate increase year over year based on market conditions.

*****Pricing will be confirmed by April 1, 2024. There will be no more than a 4%-6% increase year over year based on market conditions.