



INTELECOM  
BOARD OF DIRECTORS MEETING  
150 E. Colorado Boulevard, Suite 300, Pasadena, CA 91105

August 7, 2015  
9:10 A.M. - 11:00 A.M.

To join remotely:  
PC, Mac, iOS, Android: <https://cccconfernow.zoom.us/j/3894769063>  
Phone: (415) 762-9988  
Meeting ID: 389 476 9063

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. MINUTES

**ACTION**

A. INTELECOM Board of Directors Meeting: June 5, 2015 Attachment A  
*Recommended Action: Approve June 5, 2015 meeting minutes.*

IV. REPORTS

- A. CEO Attachment B
- B. Marketing Attachment C
- C. Production Attachment D
- D. Administration and Finance
  - 1. Financial Reports: June 30, 2015 Attachment E
  - 2. Financial Reports: July 31, 2015 Attachment F

V. GENERAL BUSINESS

**ACTION**

A. Proposed Budget FY 2015-16 Attachment G  
*Recommended Action: Approve FY 2015-16 budget.*

**ACTION**

- B. Annual Resolutions
  - 1. Authority of Allen Dooley and Cameron Cox to Sign Financial Transactions with Community Bank Attachment H
  - 2. Authority of Allen Dooley and Peter Grant to Enter into Loan Agreements with Community Bank Attachment I

*Recommended Actions: Approve resolutions in B1 and B2 within defined parameters (no change to 2014 content).*

- VI. EXECUTIVE SESSION (Finance)
- VII. OTHER
- VIII. PUBLIC COMMENT
- IX. ADJOURNMENT

**2015/16 Meeting Schedule  
(Fridays at 9:00am)**  
September 18, 2015  
November 13, 2015  
January 22, 2016  
March 25, 2016  
June 3, 2016

**MEETING OF THE BOARD OF DIRECTORS OF  
INTELECOM Intelligent Telecommunications**

August 7, 2015  
9:10 a.m. - 11:00 a.m.  
INTELECOM  
150 E. Colorado Boulevard, Suite 300, Pasadena, CA 91105

**MINUTES**

I. **Call to Order**  
Interim Chair Tom Fallo (thusly appointed in Executive Committee meeting directly preceding this one) called the meeting to order at 9:29 a.m.

II. **Roll Call**

<u>Board</u>	<u>Staff</u>
Lori Bennett	Cameron Cox
Erika Endrijonas	Meg Cundiff
Tom Fallo	Allen Dooley
Erica LeBlanc	Peter Grant
John Makevich (phone)	Sydnee Risk
Joe Moreau (phone)	

Board member Cherylee Kushida was absent.

III. **Minutes**

A. **INTELECOM Board of Directors Meeting Minutes: June 5, 2015**

**M/S/P LeBlanc/Bennett** to accept and approve the June 5, 2015 meeting minutes as submitted.  
Abstention: Erika Endrijonas.

IV. **Reports**

**A. CEO.** Allen Dooley reported on summer activity as INTELECOM moves into two different initiatives: fee-based courses and student veteran services. An advisory group for each initiative has been formed; the Community Services group will hold its second meeting next week and the Veterans Services group has its first meeting today, focused on needs assessment. Lori Bennett encouraged connecting with colleges that have varying levels of services to identify the broadest range of needs. Allen is reaching out to the Chancellor's office (David Lawrence/Veterans Affairs) and the Association for Community and Continuing Education (President Jarek Janio/Santa Ana College) for organizational partnerships. Allen reported that he and Cameron Cox will be presenting in the Chancellor's office Distance Education September webinar to 75-80 statewide DE coordinators. Erica LeBlanc suggested pursuing a presentation in an AB86 Friday webinar; Deborah Jones is the contact. In all presentations, INTELECOM as "partner" vs. vendor will be emphasized. Allen will also pursue participation in the newly forming CCCDECO group; John Makevich agreed this is an excellent target as the group is still seeking purpose and partners. Lastly, Erika Endrijonas mentioned that she is acquainted with actor Kevin Dobson (Knotts Landing) who is interested in working with CCs.

**B. Marketing.**  
See Attachment C.

**C. Production.**  
See Attachment D.

**D. Administration and Finance.**

See Attachments E and F.

V. **General Business**

**A. Proposed Budget FY 2015-16.** Peter Grant introduced the proposed budget, commenting that budgeting is more difficult during a time of transition. He referenced the general assumptions stated in Attachment G (cover memo) regarding revenues and expenses, emphasizing that a pilot for medical billing and coding will be produced, but no further production will occur without external funding. Allen commented that two grant proposals are underway for submission to the Grantsmanship Center for review by early September, and out to potential funders by end-September. Peter explained that the only new addition to the budget is \$24,000 in salary increases for all but the three senior positions. He further explained that this would bring all employees to within 90% of average, based on the Center for Nonprofit Management (CNM) salary survey. He reviewed that the CNM reports that nearly all nonprofits issue annual raises of about 3%; INTELECOM issued none last year, and select equity increases the prior year. Peter emphasized that although current financials are less than ideal, we are re-entering production and need to retain present staff. He pointed out that expenses will decrease this year by approximately the same dollar amount of the added salary expense; we will be eliminating Internet service expense and obtain this service at no cost - a benefit of our Sprint sublease relationship. Discussion ensued regarding revenue decline and corporate longevity. Peter responded that Sprint revenue is integral to longevity, as is the level of production expense. Peter said that operations can continue two to three years under current conditions, not including possible external funding. Joe Moreau suggested setting calendar triggers for changing course if anticipated external funding does not occur. Tom Fallo stated he is pleased at last year's rate of sales which came close to projections, and that the core staff needs to be protected at this stage of potential development. **M/S/P Endrijonas/Bennett** to approve the FY 2015-16 budget as proposed. The Board asked that staff be informed of the Board's support regarding the salary increases; Erica LeBlanc applauded the three senior staff's acceptance of exclusion for said increases.

**B. Annual Resolutions.**

Peter reviewed that there are no content changes to the two resolutions from last year (Attachments H and I); the bank simply requires them to be approved annually. **M/S/P LeBlanc/Bennett** to unanimously approve the resolutions entitled "Authority of Allen Dooley and Cameron Cox to Sign Financial Transactions with Community Bank" and "Authority of Allen Dooley and Peter Grant to Enter into Loan Agreements with Community Bank".

VI. **Executive Session**

None.

VII. **Other**

None.

VIII. **Public Comment**

None.

IX. **Adjournment**

The meeting adjourned at 10:18 a.m.

Approved by: \_\_\_\_\_  
Secretary to the Board of Directors