Halifax Community College Foundation, Inc. (HCCF)
Board of Directors~Executive Committee
Meeting Minutes

Date: June 23, 2008
Time: 9:00 A.M. – 9:37 P.M.
Attendees: Charles McElheney (Chair), Dr. Ervin V. Griffin, Sr. (President), Thomas Schwartz (Vice President for Institutional Advancement), Helen Brown, and Emery Doughtie

Call to Order: Charles McElheney called the meeting to order at 9:00 A.M.

Meeting Notes:
Thomas Schwartz reported for Rick Gilstrap (Nominating Committee) regarding board members whose terms were expiring and whether they would be able to continue serving: Marshall Grant—yes; John Jones—no response; David King—yes, and Pat Wilkie—no, but she will serve on a committee.

Potential board members included Martha Alford who is currently a Weldon City commissioner. Alford has agreed to serve if offered a position. Schwartz has an upcoming meeting with another candidate, Brian Brooks of Dominion Power. It was decided that Schwartz would present Alford to the HCC Board of Trustees at their regular board meeting on 6/24/08 for approval.

McElheney: suggested certificate of appreciation be presented to Wilkie & Jones for their service.

Schwartz presented listing of committees that needed populating.

McElheney noted that the Marketing Committee should be focused around Schwartz to which Schwartz responded this would also be a good place for Pat Wilkie to serve. Schwartz would like to speak with Wilkie and ask her to suggest several folks from the community at large to help her on this committee.

Dr. Griffin requested that an annual fund dinner be added. McElheney asked if this could be tied to the annual Scholarship Awards Ceremony to which Griffin responded this would probably be too lengthy and perhaps a spring gala would be more suitable. McElheney suggested we get a free speaker and/or free entertainer at this event.

Discussion then revolved around general Centre usage. The Centre is available to be used by the Foundation and Dr. Griffin indicated fees would be minimal. McElheney suggested an auction fund-raiser.

Doughtie mentioned that the state of the economy has played a part in current giving and suggested that we continue to talk with people about leaving a legacy.
Dr. Griffin indicated that he had a previous discussion with a Progress Energy representative who indicated they might be willing to help the Foundation in meeting the $1 million endowment goal. At this time, he also distributed copies of what a sample HCC case statement might look like.

McElheney stated that it is imperative we receive an updated listing of Foundation accounts to which Schwartz responded we have asked regularly for this, but have not been able to get these lists. He would like to meet not only with folks whose accounts are behind, but also those donors whose accounts are in good standing.

Schwartz suggested Emery Doughtie serve as the Chair for the Finance Committee. Steve Medlin has also agreed to serve and Clark Young is also a good candidate for this. Doughtie will approach Young with request.

Doughtie referenced revised wording on new scholarships and thinks that the increased accountability will help the Foundation to which McElheney responded that this will work with the new scholarships, but perhaps not with the older pre-existing scholarships. We would need to communicate with the donors to ensure they understand their options.

McElheney indicated that if we don’t fund anything, there are really two losers: the recipient as well as the donor. We will have a better picture once we receive the accounting reports through May. Until then, we are unable to move forward with donor communications.

Regarding possible new software purchase, Dr. Griffin suggested we call at least two other schools currently using eTapestry to solicit feedback. McElheney concurred that this would give us a better picture of the software. Priority right now is to keep funds on hand to grant scholarships—we are obligated to do this. Any excess could be used for software purchase.

With no further business, McElheney adjourned the meeting at 9:37 a.m.

Respectfully submitted,

Sherry Agee, Administrative Assistant