



Date: Thursday, November 17, 2022

Time: 12:30 PM

Location: Dial In Conference Call/ Zoom Phone Meeting

Present:

☒ B. Tseng

☒ P. Chavez

☐ K. Burke

☒ V. Reyes

☐ H. Nadel

Guest(s):

☐ J. McDowell

☒ A. Navarro

- I. Meeting Convened:** Call to order: 12:37 PM by Co-Chairs Bonnie Tseng and Victor Reyes. The board agreed to meet remotely or hybrid formats or meet in person as needed. Meetings starting January will be in person/hybrid (in person with dial in/video conference).

II. Public Comment: None

III. Old Business

Accept October Meeting Minutes **Motion (Reyes)/Second (Navarro)/Passed**

IV. New Business

Financials

- a. Accept October 2022 Financials in new QuickBooks report format

Motion (Navarro)/Second (Reyes)/Passed

Accounting Updates

- a. Modernizing QuickBooks – migration complete, status and actions performed:
1. Pre-conversion activities
 - a. Set up QuickBooks Online Subscription – completed
 - b. Review company file – completed
 2. Carrying out the conversion
 - a. Backed up company file – completed
 - b. Reviewed data on desktop – completed
 - c. Troubleshoot – completed
 3. Post-conversion
 - a. Reviewed financials – completed
 - b. Compared data – completed
 - c. Linked bank & subscribed \$59/month

Fundraising, Grants, Scholarships

Fall 2022 Scholarships: Faculty informed the Foundation there will be a college-wide postponement of scholarships until Spring due to administrative issues that have nothing to do with the Foundation. Foundation will make funds available for current and future scholarships, whenever they can take place. Navarro shared that Faculty met with college leadership to express disappointment about the LATTC administrative challenges affecting students this fall.

- V. Next Meeting: December 15:** 3rd Thursdays 12:30P. If there is no business to discuss, meeting will defer to an Executive Committee Meeting.

VI. Adjournment 12:46 PM Motion (Tseng)/Second (Navarro)