

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Foundation Board Meeting Agenda

Verdugo Jobs Center

Location: Victory Salon, 2nd Floor Board Room
1255 S. Central Ave, Glendale 91204

February 26, 2020

8:00 a.m. – 9:00 a.m.

The meeting will begin promptly at 8:00 A.M.

RSVP to: Diana Antonio @ (818) 937-8081, dantonio@glendaleca.gov

1. **Call to Order**
2. **Approve Minutes of November 13, 2018 Meeting & February 12, 2019 Meeting** 1
3. **Financials** 3
4. **New Business**
 - a) Approve new signatories for East West Bank
 - b) Approve expenditure in the amount of \$731.00 for AON Directors and Officers Insurance
 - c) Review of bylaws 5
 - d) Discussion: Proposed Fundraising Suggestions
5. **Board Comments** 15
6. **Foundation Meeting Schedule 2020** 16
7. **Adjourn**

Next Meeting: Wednesday, May 27, 2020, 8:00 a.m

Mission: Building a Strong Workforce and Business Community

Verdugo Workforce Development Board

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Verdugo Workforce Development Foundation Board of Directors Meeting Minutes

Tuesday, November 13, 2018

1. Call to Order – 8:04 am at the Verdugo Jobs Center

Board Members Present: Marisol Espinoza, Debbie Kukta, Jim Darcey, Nick Hacopian, Ara Aslanian

Board Members Absent: Gavin Koon, George Palazzo, Russ Tanakaya

Staff Present: Judith Velasco, Melissa Younesian, Diana Antonio, Joylene Wagner

2. Minutes

- a) Quorum was confirmed for the meeting.
- b) The minutes of the September 11, 2018 meeting were approved as presented.

3. Financials

- a) Executive Director Velasco summarized the Foundation's financial report.
 - i. The board of directors requested information on the Foundation's taxes.

4. New Business

- a) Ms. Velasco announced that a strategic planning meeting for the Foundation will be held in the upcoming year; this discussion will be led by VWDB staff member MaryAnn Pranke. A Doodle survey will be sent out to schedule the meeting.
 - i. Topics of discussion will include: having dedicated days for foundation work, extending the invitation to other board members, and the need for a staff member to be dedicated to the Foundation.

5. Board Discussion

- a) Debbie Kukta requested information on the trainings vendors provide; one training the board may be interested in is the multi-generational workplace.

The meeting was adjourned at 8:23 am

Presented by:

Ara Aslanian, Secretary

Verdugo Workforce Development Board

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Verdugo Workforce Development Foundation Board of Directors Meeting Minutes

Tuesday, February 12, 2019

1. Call to Order – 8:03 am

Board Members Present: Marisol Espinoza, Debbie Kukta, Nick Hacopian, George Palazzo, Jim Darcey

Board Members Absent: Ara Aslanian, Gavin Koon

Staff Present: Judith Velasco, Diana Antonio, MaryAnn Pranke, Melissa Younesian

2. Minutes

a) The minutes of the November 13, 2018 meeting were not presented during this meeting.

3. Financials

a) Executive Director Judith Velasco summarized the Foundation's financial report.

i. The Foundation's checking account balance as of December 31, 2018 is \$7,154.53.

4. New Business

a) The Board approved an expenditure of \$711.00 for Directors and Officers Insurance.

b) Ms. Velasco announced that interviews will be held for the Senior Administrative Analyst position; the person that will be hired will be the point of contact for the Foundation. Therefore, until the position is filled, Foundation meetings will be postponed.

i. Nick Hacopian advised hiring an employee nonprofit experience and grant writing.

The meeting was adjourned at 8:10 am.

Presented by:

Ara Aslanian, Secretary