



**BUTTE COLLEGE FOUNDATION BOARD
Notice of Gala Committee Meeting**

Wednesday, March 4, 2026, 8:00 a.m.
District Board Room, Student and Administrative Services Building, 3rd Floor
3536 Butte Campus Drive, Oroville, CA 95965

The mission of the Butte College Foundation is to help ensure the academic development and excellence of students through financial and other forms of support; to establish scholarship programs and services that benefit our students; to constantly evaluate our funding priorities to identify areas critical to our success; and to create fundraising initiatives that will support the programs and services of Butte College.

AGENDA

Call to Order

Committee Members

Tray Robinson - Chair

Robin Cook

Ryan Heimlich or designee*

Margaret Hughes

Amanda Matz or designee*

Renée Michel

John Nock, BC Trustee

Dennis Reinhardt or designee*

Stan Thompson

Shannan Troxel-Andreas or designee*

Jacob Vazquez or designee*

Tom Williams or designee*

Linda Zorn

*Voting Protocol: If both a committee member and their designee are present, only one vote will be counted.

Staff and Guests

Suzanne Watroba, Executive Director

Tristan Bosch, Program Administrator

Megan Sheehan, Operations Manager

Christian Gutierrez, Public Information Officer

1. Agenda Approval

1.1. Action Item: Approval of Agenda

2. Communications from the Public

Public Comments – Informational Only – No Action Taken

3. Approval of Minutes

3.1. Action Item: Approval of Meeting Minutes – January 7, 2026

3.2. Action Item: Approval of Meeting Minutes – February 4, 2026

4. Sponsorship Update

4.1. Confirmed sponsors

5. Event Day Fundraising

- 5.1. Auctria Software
- 5.2. Live Auction
- 5.3. Silent Auction
- 5.4. Dessert Auction
- 5.5. Volunteer Roles
 - Discussion of student volunteer roles
 - Discussion of student attire

6. Other Business

- 6.1. Discussion on Music

7. Goals for Next Meeting

- Send photos highlighting your department/program – approx. 12-15 photos for slideshow
- All live auction packages & dessert descriptions need to be complete before our April meeting (deadline to include in printed program is April 1)
- Silent auction items – need to be received by the Foundation by April 6 (April 9 deadline to be included in marketing materials)

8. Next Meetings

First Wednesday of each month, October 2025 through May 2026, at 8:00 a.m., District Board Room
April 1, 2026

Butte College Gala – Saturday, April 25, 2026

Wrap-Up Meeting: May 6, 2026

9. Adjournment

- 9.1. Action Item: Motion to adjourn

For information concerning this agenda, please contact:
Butte College Foundation Office
3536 Butte Campus Drive, Oroville, CA 95965
(530) 895-2359

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting.
Meetings are held in wheelchair accessible locations.

Any public records distributed to the Board of Directors less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Foundation Office during normal business hours.



**BUTTE COLLEGE FOUNDATION BOARD
Gala Committee Meeting Minutes**

Wednesday, January 7, 2026, 8:30 a.m.
District Board Room, Student and Administrative Services Building, 3rd Floor
3536 Butte Campus Drive, Oroville, CA 95965

The mission of the Butte College Foundation is to help ensure the academic development and excellence of students through financial and other forms of support; to establish scholarship programs and services that benefit our students; to constantly evaluate our funding priorities to identify areas critical to our success; and to create fundraising initiatives that will support the programs and services of Butte College.

The meeting was called to order at 8:35 a.m.

Committee Members Present

Tray Robinson - Chair
Robin Cook
Margaret Hughes
Amanda Matz
Stan Thompson

Shannan Troxel-Andreas
Jacob Vazquez
Linda Zorn

*Voting Protocol: If both a committee member and their designee are present, only one vote will be counted.

Staff and Guests Present

Suzanne Watroba, Executive Director
Tristan Bosch, Program Administrator
Megan Sheehan, Operations Manager
Angela Ohland
Rob Bishop

1. Agenda Approval

Linda Zorn moved, seconded by Jacob Vazquez, to approve the agenda. The motion passed unanimously.

2. Communications from the Public

There were no public comments.

3. Approval of Consent Agenda

Linda Zorn moved to approve the consent agenda, including the addition of the November 5, 2025, meeting minutes. The motion was seconded by Shannan Troxel-Andreas. The motion to approve the revised consent agenda was adopted unanimously.

4. Sponsorships

Staff provided an update on confirmed sponsorships to date. Staff and committee members will continue outreach to previous sponsors and follow up with prospective sponsors.

Margaret Hughes confirmed she will underwrite the Opportunity Drawing. Staff added that the Klean Kanteen donation was secured for the event.

5. Outstanding Alum Nominations

Executive Director Suzanne Watroba shared that the two Outstanding Alums accepted their nominations, and staff are working on dates to schedule filming of the videos.

6. Event Day Fundraising

6.1. Raise Your Paddle (RYP)

- Action Item: Raise Your Paddle (RYP) Proceeds

Staff appreciated the productive discussion during the previous meetings on “Raise Your Paddle.” Executive Director Suzanne Watroba shared a key takeaway from a recent conference: focusing on one targeted initiative makes fundraising more effective. The Student Emergency Fund has been heavily utilized this semester and now has a low balance, making it a priority for upcoming fundraising efforts. This fund benefits students across all programs, including students in each of the gala partners’ programs. Director Thompson moved, seconded by Shannan Troxel-Andreas, to designate the Gala’s Raise Your Paddle proceeds to the Student Emergency Fund, ensuring immediate, high-impact support for students college-wide. The motion passed unanimously.

6.2. Volunteer Roles

The committee discussed how to coordinate volunteers for the event. Jacob Vazquez will meet with staff to discuss volunteer roles and feedback from prior years.

- **Volunteer Attire**

The committee discussed volunteer attire. In previous years, students wore shirts provided to them. Based on committee feedback, students will either wear attire representative of their program or be issued a Butte College shirt for the event.

7. Other Business

7.1. Meeting Schedule

Chair Tray Robinson discussed that the meeting time will be revised. The meeting will continue to be held on the same day; however, the meeting time will be adjusted. This change will be made administratively by staff and reflected on the next agenda.

8. Goals for Next Meeting

- Follow up with your sponsor contacts
- Identify potential sponsors for auction donations
- Add your donated cake details to the tracking sheet

9. Next Meetings

First Wednesday of each month, October 2025 through May 2026, at 8:30 a.m., District Board Room

February 4, 2026

March 4, 2026

April 1, 2026

Butte College Gala – Saturday, April 25, 2026

Wrap-Up Meeting: May 6, 2026

10. Adjournment

The meeting ended at 9:17 a.m.



**BUTTE COLLEGE FOUNDATION BOARD
Gala Committee Meeting Minutes**

Wednesday, February 4, 2026, 8:00 a.m.
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The meeting was called to order at 8:06 a.m.

Committee Members Present

Tray Robinson - Chair
Margaret Hughes
Amanda Matz
John Nock, BC Trustee
Shannan Troxel-Andreas
Jacob Vazquez

*Voting Protocol: If both a committee member and their designee are present, only one vote will be counted.

Staff and Guests

Suzanne Watroba, Executive Director
Tristan Bosch, Program Administrator
Megan Sheehan, Operations Manager
Rob Bishop
Angela Ohland

1. Agenda Approval

The agenda could not be approved due to a lack of quorum.

2. Communications from the Public

There were no public comments.

3. Approval of Consent Agenda

The consent agenda could not be approved due to a lack of quorum.

4. Sponsorships

Staff discussed confirmed sponsorships at \$76k. Staff will continue to reach out to previous sponsors. Invitations will be mailed late next week.

5. Outstanding Alum

5.1. Discussion of Outstanding Alum

Staff presented a summary of each Outstanding Alum (OA) to the committee and highlighted how each recipient shared the impact Butte College has had on their life. One OA has been filmed so far, and the next filming is scheduled for next week

6. Event Day Fundraising

6.1. Auctria Software

The committee discussed using Auctria software for event day operations. The platform was previously used at the Crab Feed and was generally well received. Auctria helps streamline check-in, bidding, and check-out processes, making overall event management more efficient. As with any new system rollout, the primary challenges will be data entry and ensuring users become comfortable navigating the platform on their phones.

6.2. Auctions

The committee discussed live, silent, and dessert auctions. Staff requested that partners contact the Foundation if help is needed in securing a dessert.

6.3. Volunteer Roles & Attire

Staff met with Jacob Vazquez to discuss volunteer roles. A sign-up sheet was passed to the event partners to indicate the areas they would like to coordinate student volunteers from their programs.

The committee confirmed student attire. Students will wear attire representative of their program or be issued a Butte College shirt for the event.

7. Other Business

There was no other business.

8. Goals for Next Meeting

- Follow up with your sponsor contacts
- Identify potential sponsors for auction donations
- Add your donated cake details to the tracking sheet

9. Next Meetings

First Wednesday of each month, October 2025 through May 2026, at 8:00 a.m., District Board Room
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Butte College Gala – Saturday, April 25, 2026

Wrap-Up Meeting: May 6, 2026

10. Adjournment

The meeting ended at 8:49 a.m.