



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

Wednesday, April 1, 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 – March 4, 2026

4. Sponsorship & Ticket Updates

4.1. Confirmed sponsors

4.2. Ticket sales

5. Event Promotion Updates

- 5.1. Foundation email
- 5.2. District Announcements
- 5.3. Social posts focused on Outstanding Alum
- 5.4. Media sponsor 30-second advertisement

6. Committee Participation

- 6.1. Attend and/or volunteer

7. Event Day Fundraising Updates

- 7.1. Live Auction
- 7.2. Silent Auction
- 7.3. Dessert Auction

8. Volunteer Roles

- 8.1. Review volunteer roles and responsibilities

9. Other Event Day Discussion

10. Goals for Next Meeting

- Send photos highlighting your department/program – approx. 12-15 photos for slideshow
- Auction items – need to be received by the Foundation by April 6 (April 9 deadline to be included in marketing materials)
- Share about the event!

11. Next Meetings

Butte College Gala – Saturday, April 25, 2026

Wrap-Up Meeting: May 6, 2026

12. Adjournment

- 12.1. 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, 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.

The meeting was called to order at 8:01 a.m.

Committee Members Present

Tray Robinson - Chair

Ryan Heimlich or designee*

Margaret Hughes

Amanda Matz or designee*

John Nock, BC Trustee

Dennis Reinhardt or designee*

Stan Thompson

Shannan Troxel-Andreas or designee*

Jacob Vazquez 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 Present

Suzanne Watroba, Executive Director

Tristan Bosch, Program Administrator

Megan Sheehan, Operations Manager

1. Agenda Approval

Margaret Hughes moved, seconded by Stan Thompson, to approve the agenda. The motion passed unanimously.

2. Communications from the Public

There were no public comments.

3. Approval of Minutes

Stan Thompson moved, seconded by Margaret Hughes, to approve the consent agenda. The motion passed unanimously.

4. Sponsorship Update

4.1. Confirmed sponsors

Staff reported that approximately \$100,000 in sponsorships has been confirmed, with several additional sponsorships still pending. Confirmed sponsorships and individual ticket sales have filled approximately

185 seats to date. Staff encouraged committee members to continue outreach and follow up with prospective sponsors.

5. Event Day Fundraising

5.1. Auctria Software

Staff presented an overview of the Auctria software to be used for the event, including the check-in and check-out process, payment types, and bidding functionality. Staff will provide student training and written instructions for users.

5.2. Live Auction

Staff reported that several Live Auction items are being secured, including a catered dinner at an active fire station, a Butte College Coach for the Day experience, and a Butte County Sheriff's experience confirmed by Sheriff Honea. All Live Auction items are due by April 1.

5.3. Silent Auction

Staff requested that all Silent Auction items be submitted to the Foundation by the end of the month.

5.4. Dessert Auction

Staff reminded committee members to enter their dessert selections and descriptions into the spreadsheet by April 1. Committee members who are having difficulty securing a dessert were advised to contact the Foundation.

5.5. Volunteer Roles

Staff discussed that the Foundation will connect with individual departments to confirm volunteer assignments and attire.

6. Other Business

6.1. Discussion on Music

The committee discussed entertainment options for the event and expressed a preference for a Jazz Ensemble for the entire evening.

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

Linda Zorn moved, seconded by Rob Bishop, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:45 a.m.