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**EXECUTIVE COMMITTEE MEETING AGENDA**  
**January 10, 2026 – 3pm – 5pm**  
**Oakland City Center Marriott – Uptown (2<sup>nd</sup> Floor)**

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- A. CALL TO ORDER and ANNOUNCEMENTS – Cecilia Ortiz
- B. APPROVAL OF AGENDA – **Action Item**
- C. REVIEW AND APPROVAL OF 11/21/25 MEETING MINUTES – **Action Item** (pg 3-7)
- D. PRESIDENT’S REPORT – Cecilia Ortiz
  - a. Financial Transition Update
    - i. Resolution regarding Audit and 2024/25 Financial Statements – **Action item** (pg. 8)
  - b. 2026 EC Candidates Recommended for Election – **Action Item** (pg. 9)
- E. FINANCIAL REPORT – Dwayne Brummett and Annice Macias
- F. PRESIDENT-ELECT’S REPORT – Andrew Singletary
  - a. 2026 Conference Planning Committee Report
  - b. Stripe/Airwallex Transition - Update
- G. MEMBER RESOURCES
  - a. Robert Griffin’s Annual Legislative and Compliance Report is posted to the website
- H. NEW AND RETURNING BUSINESS ITEMS
  - a. Reports from Ad Hoc Committees
    - i. Collaborative Technology Tools and Storage – Andrew Singletary
    - ii. Education & Conference Programming 2028 & Beyond – Cecilia Ortiz
      - 1. Recommendation for future Educational Programs and Conferences – **Action Item**
  - b. Submission of Completed Conflict of Interest Documents – Voting EC Members
- I. BUILDING RELATIONSHIPS AND PARTNERS
  - No Reports by the CABO and Chancellor’s Officer Liaisons at this abbreviated meeting.

## J. REPORTS

The Standing Committee Chairs' Annual Reports on their committee's accomplishments was included in AOA's Annual Report to Member Organizations sent out on January 4th. If time permits, Committee Chairs may share Committee updates.

## K. INFORMATION AND ANNOUNCEMENTS

Next Meeting – April 17, 2026 – Location TBD

## L. ADJOURNMENT

### **Future Meetings**

January 10, 2026 – Oakland Marriott, 3-5pm

April 17, 2026 – in person, location TBD

June 12, 2026 – virtual, 9am – 2pm

August 14, 2026 – virtual, 9am – 2pm

November 20, 2026 – virtual, 9am – 2pm

### **Contact Information**

Kim Clark, Operations Manager

[Kdclark.csuaoa@gmail.com](mailto:Kdclark.csuaoa@gmail.com)

Dwayne Brummett, Business Manager

[dbrummet@calpoly.edu](mailto:dbrummet@calpoly.edu)



**NOTE TO MINUTES:** The materials and reports briefly referenced in the following minutes are included in the meeting's Agenda Packet, available on the AOA website at the indicated page numbers.

**AUXILIARY ORGANIZATIONS ASSOCIATION OF THE CALIFORNIA STATE UNIVERSITY  
Draft Minutes of the Executive Committee Virtual Meeting  
November 21, 2025**

<b><u>OFFICERS</u></b>			<b>Present</b>
Cecilia Ortiz	President	CSU, Northridge	Yes
Heather Cairns	Past President,	CSU, Northridge	Yes
Andrew Singletary	President-Elect	CSU, Sacramento	Yes
Annie Macias	Secretary/Treasurer	CSU, San Marcos	Yes
<b><u>ELECTED REPRESENTATIVES</u></b>			
Andrea Burns	Elected Representative	Cal Poly, San Luis Obispo	Yes
John Doeblor	Elected Representative	CSU, Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego State University	Yes
Janelle Temnick	Elected Representative	San Diego State University	Yes
Shailendra Baghel	Elected Representative	San Jose State University	Yes
Vilayat Del Rossi	Elected Representative	CSU, San Bernardino	Yes
Cyndi Farrington	Elected Representative	CSU, Long Beach	Yes
Kevin Mojaradi	Elected Representative	CSU, Northridge	Yes
<b><u>STANDING COMMITTEE CHAIRS</u></b>			
Alejandro Rios	Chair - AS/Student Union/Rec	San Francisco State	Yes
Michael Lennon	Chair - Commercial Services	CSU, Northridge	No
Jaime Leal	Chair - Business & Financial	CSU, Dominguez Hills	Yes
Ranjit Kaur	Chair - Human Resources	San Jose State	Yes
Calvin Yun	Chair - Information Technology	CSU, Northridge	Yes
Heather Cairns	Chair - LR Planning/Nominations	CSU, Northridge	Yes
Julie Wessel,	Chair - Research Administration	CSU, San Bernardino	Yes
Nicole Forrest Boggs	Chair - Philanthropy Committee	CSU, Long Beach	No
Chuck Kissel	Chair - Risk Mgmt & Ins Programs	CSU, Fullerton	Yes
Kacie Flynn	Chair - Past Presidents	Cal Poly Humboldt	Yes
Patrice Griffith	Chair - Property Mgmt & RE Dev	CSU, Sacramento	Yes
<b><u>APPOINTED STAFF (Non-Voting)</u></b>			
Kim Clark	Operations Manager		Yes
Dwayne Brummett	Financial Services Manager		Yes
<b><u>DESIGNATED LIAISONS (Non-Voting)</u></b>			
Colin Donahue	CABO Liaison	CSU, Northridge	No
Robyn Pennington	Business & Finance Liaison	CSU Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	CSU Chancellor's Office	Yes
Carrie Rieth	General Counsel Liaison	Chancellor's Office	Yes
Dave Grant	Human Resources Liaison	CSU Chancellor's Office	No



- A. CALL TO ORDER and ANNOUNCEMENTS – Cecilia Ortiz  
The meeting was called to order at 9:07 a.m. by President Cecilia Ortiz. Announcements included that there is one remaining meeting for the year and that service provider Bella Newberg will retire effective December 31, 2025. Committee chairs were asked to submit year-end reports for inclusion in the Annual Report, with a reminder to be sent by Kim on December 16.
- B. APPROVAL OF AGENDA – Action Item  
M/Flynn, S/Baghel, passed
- C. REVIEW AND APPROVAL OF 8/8/25 MEETING MINUTES – Action Item  
M/Flynn, S/Griffith, passed
- D. OLD BUSINESS FOLLOW-UP  
No old business
- E. President’s Report

#### E.1 Financial Transition Update

President Ortiz provided an update on the financial transition. Two service providers were onboarded to replace the former Business Manager position. Executive Committee officers worked to update and secure AOA technology systems. Dwayne Brummett cleaned available financial data and is working to reconcile accounts payable and receivable, with the last reconciliation completed in April 2025. Following a conversation with auditors, it was determined that sufficient documentation was not available to conduct an effective audit. The Executive Committee agreed not to proceed with an audit this year, noting that an audit is not required based on AOA’s current budget size. Dwayne will recreate financial records to the extent possible using available documentation. Discussion also included the potential use of opening balances beginning July 1 and transitioning to QuickBooks Online. President Ortiz emphasized the importance of creating a strong operational foundation to support future leadership.

#### E.2 Resolution Regarding Responsible Financial Management

President Ortiz read the resolution into the record and opened the floor for discussion. Upon motion by Baghel and second by Flynn, the resolution regarding responsible financial management was approved.

#### Leadership Academy Update

#### E.3 Leadership Academy Update

An update on the Leadership Academy was provided at the time certain of 11:30 a.m. Current project leaders, Jenny Puccinelle and Heather Zacker, are developing a standardized onboarding toolkit, centralized resource materials for new auxiliary employees, and ongoing AOA reference



documents. Additional coordination with the Marketing Vendor to provide video content was discussed.

#### E.4 Mailchimp Integration to Website

Andrew Singletary presented on the benefits and compliance considerations related to Mailchimp integration with the AOA website. Cost considerations and alternative providers, including Constant Contact, were discussed. Dwayne Brummett indicated AOA is in a sufficient starting financial position. Upon motion by Shailendra and second by Cyndi, with Andrew abstaining, the motion to transition from Mailchimp to a third-party provider pending approval carried.

#### E.5 Standing Committee Transition Plans

Standing committee transition timelines were reviewed, including two-year terms for Commercial Services; an upcoming Human Resources Committee announcement on December 12; January transitions with two-year commitments for the Research Administration and Information Technology Committees; and the Business and Financial Services Committee structure in which the Vice Chair ascends to Chair each January.

#### F. Financial Report

Dwayne Brummett reported that complete historical financial records are not currently available. Bills are being paid as received, and revenues from conferences and membership dues are being tracked. Upon motion by Chuck and second by Shailendra, the transfer of \$50,000 from Vanguard to Bank of America was approved.

#### G. President-Elect's Report

Andrew Singletary provided an update from the 2026 Conference Planning Committee. Changes to the conference were reviewed, including that the Super Session will conclude at 4:00 p.m. A mobile app is expected to be released in mid-December, and a final decision with the hotel regarding Wi-Fi is pending.

#### H. Member Resources

Robert Griffin provided a legislative summary update, as included on page 18 of the agenda packet.

#### I. New and Returning Business Items

##### I.1 Reports from ad hoc committees

Heather Cairns reported that the AOA Marketing Fact Sheet work will transition to the Leadership Academy. Annie Macias reported that there was no update for the AOA Policy and Advocacy Agenda. Andrew Singletary reported on the implementation of Google Workspace for



Nonprofits as a shared drive, with Chair and Vice Chair access established, and noted that Constangy will present on Public Records requests. President Ortiz led discussion on Education and Conference Programming for 2028 and beyond, focusing on member interests and the value of hosting conferences on campuses to keep funds within the CSU ecosystem.

#### I.2 CSU Audit Timeline Discussion

Shailendra Baghel led a discussion on CSU audit timelines, joined by Sherry Pickering, highlighting differences between CSU system and campus timelines. State data is available by mid-September, with a December 1 audit deadline. Chancellor's Office Accounting Services is reviewing master timelines, with anticipated guidance by March. PBCO updates were covered within this discussion.

#### J. Building Relationships and Partners

Colin Donahue presented the CABO Liaison Report at the time certain of 1:00 p.m., covering 2026–27 budget planning, enrollment targets, final outcomes for 2025–26, and the role of Campus CFOs in auxiliary financial oversight. Recent purchasing and contracting policy changes were reviewed, and discussion followed regarding how AOA might support improved collaboration between campuses and auxiliaries. Liaison reports from CSU Business and Finance, CSU Advancement, CSU General Counsel, and CSU Human Resources were noted.

#### K. Committee Reports

Committee reports were received from Long Range Planning; Nominations; Human Resources; Research Administration; AS/Student Union/Recreation; Commercial Services; Business and Financial Services; Information Technology; Philanthropy; Past Presidents; and Risk Management/AORMA. Key topics included succession planning, unionization efforts, audit timeline challenges, federal funding impacts, commercial services cost pressures, technology coordination, and risk management program updates.

Within the Nominations Committee report, upon motion by Cairns and second by Kissel, with two abstentions, the recommended 2026 Executive Committee candidates were approved.

Following a brief recess and reconvening at 12:31 p.m.

Scholarship and award recommendations were presented. Upon motion by Doebler and second by Flynn, the Scholarship Award to Carson Fajardo (AS, San Bernardino) and the Lifetime Honorary Award to John Griffin (San Bernardino) were approved.

#### L. Information and Announcements

The next meeting was announced for Saturday, January 10, 2026, from 3:00 p.m. to 5:00 p.m., to be held at the Oakland Marriott.

#### M. Adjournment



*By acclamation, the Executive Committee was adjourned at 1:43pm*

*Respectfully Submitted,*

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*Secretary/Treasurer*

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### **Future Meetings**

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### **Contact Information**

Kim Clark, Operations Manager  
[Kdclark.csuaoa@gmail.com](mailto:Kdclark.csuaoa@gmail.com)

Dwayne Brummett, Business Manager  
[dbrummet@calpoly.edu](mailto:dbrummet@calpoly.edu)

**RESOLUTION OF THE EXECUTIVE COMMITTEE  
AUTHORIZING AN EXCEPTION TO  
THE FY 2025 FINANCIAL STATEMENTS PROCESS**

*EXPLANATIONS*

- A. The Auxiliary Organizations Association (AOA) is a tax-exempt, nonprofit public benefit corporation subject to federal and California tax-reporting and oversight requirements.
- B. While AOA member-organizations are all auxiliary organizations formed under the California Education, the corporation is not an auxiliary organization.
- C. The Executive Committee is the AOA governing board.
- D. *AOA Amended Bylaws*, Article X, Section 4 requires an annual audited financial report.
- E. *AOA Accounting Practices Policy* includes a provision requiring an annual independent financial audit.
- F. Corporations Code Section 6321(a) prescribes an annual report to the members within 120 days after close of the corporation's fiscal year.
- G. The corporation's fiscal year begins on the first day in July and ends on the last day in June (*Amend Bylaws*, Article X, Section 1).
- H. *Corporations Code* Section 6321(b) requires the annual report to include financial statements accompanied either by an independent accountant or by certification of an authorized corporation officer that financial statements were prepared without audit from the books and records of the corporation.
- I. The annual audited financial statements requirement of the *Nonprofit Corporation Accountability Act of 2004* (CA Government Code Section 12586(e)) does not presently apply to the corporation because of total annual accrued revenue is below the statutory threshold.
- J. Circumstances surrounding the pending transfer of corporation files, financial records, accounts, and transactions has involved a transition period beyond the normal processing time frame foreclosing audited FY 2024-2025 financial statements needed for external tax and oversight report filing requirements.

*THEREFORE, THE EXECUTIVE COMMITTEE RESOLVES AS FOLLOWS:*

- 1. That the independent audit requirement for FY 2024-2025 financial statements is deferred.
- 2. That the FY 2024-2026 Annual Report shall be presented at such time as the financial statements can be certified by the designated officer and included in the Report.
- 3. That the FY 2024-2025 IRS Form 990 shall be prepared, filed and used with oversight reports based upon the certified financial statements for that period.
- 4. That the Executive Committee shall promptly notify the member-organizations of this resolution.

RESOLUTION ADOPTED BY EXECUTIVE COMMITTEE ON \_\_\_\_\_ [Date] \_\_\_\_\_, 2026.

\_\_\_\_\_ [signature] \_\_\_\_\_  
Anne Macias, Secretary/Treasurer



**2026 AOA EXECUTIVE COMMITTEE ROSTER**

**ELECTED OFFICERS<sup>1</sup>**

Andrew Singletary	President	Union WELL, CSU Sacramento
Cecilia Ortiz	Past President	Student Union/Rec, CSU Northridge
	President-Elect	
Annie Macias	Secretary/Treasurer	Associated Students, CSU San Marcos

**ELECTED REPRESENTATIVES<sup>2</sup>**

Janelle Temnick	Term Expires 1/27	Aztec Shops, San Diego State
Shailendra Baghel	Term Expires 1/27	Research Foundation, San Jose State
Vilayat Del Rossi	Term Expires 1/27	Santos Manuel St. Union, CSU San Bernardino
Kevin Mojardi	Term Expires 1/27	University Corporation, CSU Northridge
Alejandro Rios	Term Expires 1/28	ASI, San Francisco State
Russell Monteath	Term Expires 1/28	Cal Poly Corporation, San Luis Obispo
Athena Quarles	Term Expires 1/28	SDSU Research Foundation
John Doeblor	Term Expires 1/28	Associated Students, CSU Northridge

**STANDING COMMITTEE CHAIRS<sup>3</sup>**

Taylor Buhler-Scott	AS/SU/REC	Associated Students, CSU Long Beach
Michael Lennon	Commercial Services	University Corporation, CSU Northridge
	Business & Fin Services	
Andrea Bozant	Human Resources	University Corporation, CSU Northridge
Patrick Speers	Information Technology	ASI, CSU Northridge
Cecilia Ortiz	LR Planning/Nominations	Student Union/Rec, CSU Northridge
Trina Beckwith	Research Administration	UCorp, CSU San Marcos
Monica Alejandre	Philanthropy	Philanthropic Foundation, CSU San Bernardino
Patrice Griffith	Property Development & Management	University Enterprises, CSU Sacramento
Chuck Kissel	Risk Management & Insurance Programs	Auxiliary Services Corp., CSU Fullerton
Dave Edwards	Past Presidents	ASI, CSU Fullerton

**SERVICE PROVIDERS<sup>4</sup>**

Kim Clark	Operations Manager	
Dwayne Brummett	Business Manager	PO Box 249 Arroyo Grande, CA. 93421

**DESIGNATED LIAISONS<sup>5</sup>**

Rose McAuliffe	CABO Liaison	CSU Sacramento
Robyn Pennington	Business & Finance Liaison	CSU Chancellor's Office
Aaron Moore	Advancement Liaison	CSU Chancellor's Office
Carrie Reith	General Counsel Liaison	CSU Chancellor's Office
Dave Grant	Human Resources Liaison	CSU Chancellor's Office

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- 1) Elected by membership to one-year terms.
  - 2) Elected by membership to staggered two-year terms.
  - 3) Standing Committees are represented on the Executive Committee by representatives selected by their respective committees and are designated voting members of the Executive Committee.
  - 4) Appointed by Executive Committee to one-year service contracts – non-voting.
  - 5) Appointed by Executive Committee, these are designated liaisons (subject to change) and standing attendees – non-voting.

**Auxiliary Organizations Association**

**RELATED PARTY QUESTIONNAIRE & CONFLICT OF INTEREST CERTIFICATION**

1) Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions in the period from January 2025 to January 2026 to which the organization was, or is to be, a party?

Please indicate

YES

NO

- Sale, purchase, exchange, or leasing of property? [     ] [     ]
- Receiving or furnishing of goods, services, or facilities? [     ] [     ]
- Transfer or receipt of income or assets? [     ] [     ]
- Maintenance of bank balances as compensating balances for the benefit of another?  
[     ] [     ]
- Acting as a director, officer, partner, trustee, employee, or manager in a business entity?  
[     ] [     ]
- A direct or indirect investment in a business entity of at least \$1,000?  
[     ] [     ]
- Other transactions?[     ] [     ]

2) Do you or any related party of yours have any interest, direct or indirect, in any of the following pending or incomplete transactions to which the organization is, or is to be, a party?

YES

NO

- Sale, purchase, exchange, or leasing of property? [     ] [     ]
- Receiving or furnishing of goods, services, or facilities? [     ] [     ]
- Transfer or receipt of income or assets? [     ] [     ]
- Maintenance of bank balances as compensating balances for the benefit of another?  
[     ] [     ]
- Acting as a director, officer, partner, trustee, employee, or manager in a business entity?  
[     ] [     ]
- A direct or indirect investment in a business entity of at least \$1,000?  
[     ] [     ]
- Other transactions?[     ] [     ]

3) Have you or any related party of yours been indebted to or had a receivable from the organization at any time in the period from J January 2025 to January 2026? Please exclude amounts due for ordinary travel and expense advances.

YES [   ] NO [   ]

4) Do you know of any related party that has misappropriated assets or committed other forms of fraud against the organization?

YES [   ] NO [   ]

5) Do you know of any person or organization that should be receiving this questionnaire?

YES [   ] NO [   ]

- 6) Have you or any related party of yours had any interest, direct or indirect, in any transactions in the period from January 2025 to January 2026 or in any pending or incomplete transactions, to which any pension, retirement, savings, or similar plan provided by the organization was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES [ ] NO [ ]

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief. I **have received, read and will comply with the organization's *Standards of Conduct Policy Statement and Conflict of Interest Procedures.***

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Print Name

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Signature

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Date

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Title