

**SOUTHWESTERN COLLEGE FOUNDATION  
MEETING AGENDA  
Tuesday, March 19, 2013 ♦ 7:30 a.m. – 8:30 a.m.  
LOCATION: ROOM L238 North**

1. **WELCOME / CALL TO ORDER – Ben Green**
2. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
  - A. February 26, 2013
3. **TREASURERS REPORT – Information – (Enclosures) – David Hoffman**
  - A. UBS Investment Account Report – Richard Ina, UBS Representative
  - B. Financial Report – David Hoffman
4. **REPORTS – Ben Green**
  - A. Fundraising Committee
    - Spring Golf Tournament – Patti Finnegan
      - Agreement with Sycuan
    - Gala 2013 – Melyn Acasio
  - B. Request for Funds Committee – (Enclosure) – Joe Martinez
    - Funding Report for FY 2012-13
    - New RFF Procedures Marketing Campaign
5. **GOVERNING BOARD REPORT – Humberto Peraza**
6. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
7. **ADJOURNMENT – Ben Green**

**Next meeting date: April 23, 2013**

**Upcoming Events:**

Educational Master Plan Study Session – March 20, 2013  
Athletics Hall of Fame Banquet – April 27, 2013  
SODA/Student Awards Ceremony – May 14, 2013  
Graduation – May 24, 2013

Item #2.A  
2/26/13 Minutes

**SOUTHWESTERN COLLEGE FOUNDATION**  
**MEETING MINUTES**  
**Tuesday, February 26, 2013 ♦ 7:30 a.m. – 8:30 a.m.**

**Present:** Ben Green, Linda Gilstrap, Patti Finnegan, Jean Roesch, Melinda Nish, Humberto Peraza, Melyn Acasio, Joe Martinez, Kimberly Paul, Chayo Moreno, and Cynthia Reyna.

**Absent:** Dukie Valderrama, Mitch Thompson, Jesse Navarro, David Hoffman, Ruben Garcia, Holly Hiding, and Hank Murphy

**Recorder:** Dawn Perez

**1. WELCOME / CALL TO ORDER – Ben Green**

President Green called the meeting to order at 7:40 am and welcomed everyone.

**2. APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**

A. Motion made by Patti Finnegan, seconded by Melyn Acasio and unanimously approved to approve the minutes for January 22, 2013.

**3. REQUEST FOR FUNDS – ACTION (Enclosures) – Hank Murphy and/or Joe Martinez**

A. Requests for Funds Summary – Action

Joe Martinez explained the process that was used in prioritizing the requests currently before us as well as requests that we expect to be before us, and what has already been funded this year and the funding priority category assigned to the different requests. Recommendations from the RFF committee as follows:

- Increase funding \$9,000 for a total allocation for this fiscal year of \$30,000. Motion made by Patti Finnegan, seconded by Kimberly Paul, unanimously approved.
- Allocate an additional \$2,500 to SODA bringing the approved funding level to \$12,500. Motion made by Joe Martinez, seconded by Melyn Acasio, unanimously approved.
- Fund the following four requests at 90% of the amount asked for. Motion made by Joe Martinez, seconded by Chayo Moreno, unanimously approved.
  - SWC Sun in the amount of \$6,750
  - Architecture Club Design Village Competition in the amount of \$1,800
  - Guest Writers Series in the amount of \$900
  - Athletic Hall of Fame in the amount of \$160 (@ 100% of amount requested)

Discussion took place about the need to fund community events and have an opportunity to network in the community and show a presence. Many directors expressed the need to set aside at least 10% of the funding allocation to be used to support community events. This is necessary to our efforts to fundraise. Discussion also surrounded the need to fundraise through other avenues in addition to special events (gala and golf tournament) such as a membership/annual/corporate drive. At the May 2013 meeting the RFF Committee will bring forward a recommendation how to distribute the funding allocation for next year.

**4. TREASURERS REPORT – (Enclosure) – David Hoffman**

A. Financial Report – David Hoffman

The financial report was presented by Ben Green. He explained the new report format that he worked with Alma to create in an effort to have a clearer, easier to understand report.

**5. REPORTS – Ben Green**

A. Fundraising Committee

- Volunteer to chair Fundraising Committee
- Spring Golf Tournament – Patti Finnegan
  - Budget

She asked each director to bring in at least one foursome. She also reported that Dukie and Jessie have agreed to oversee the auction/raffle. All of the collateral materials will be emailed to everyone. Thanks again to Hank Murphy and Sycuan for their very generous support.

- Gala 2013 – Melyn Acasio

- Consensus was reached to hold the Gala on September 21, 2013 at the SWC campus.

6. **GOVERNING BOARD REPORT – Humberto Peraza**

Trustee Peraza reported that negotiations continue with the faculty and he is confident that additional funds will be forthcoming.

7. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**

Dr. Nish thanked everyone for supporting the Sun. She also reported that the Accreditation team responded to the college's mid-term report very favorably. They did, however, ask for a special report on the findings of the Grand Jury. We do expect a visit from the Accreditation team, most likely over the summer. Regarding the budget, we are expecting additional funding, however, we won't know for certain until the May revise is out. We are continuing to cut costs. Also in the budget is a proposal to shift Adult Education from K-12 to community colleges. Dr. Nish has had some preliminary conversations with Sweetwater Union High School District's Superintendent about this. Approximately 130 attended our community forum for our Facilities Master Plan. You are invited to the March 20<sup>th</sup> open meeting for review of the Master Plan. She informed them of what is being proposed for the corner lot.

8. **UPCOMING EVENTS – Ben Green**

- Brown Act training, February 27 @ 6:30 p.m.

9. **ADJOURNMENT – Ben Green**

The meeting was adjourned at 9:04 a.m.

Item #3.B  
Financial Report February 28, 2013

# SOUTHWESTERN COLLEGE FOUNDATION

## Statement of Financial Position

February 28, 2013

(UNAUDITED)

### ASSETS

Checking/Savings			
Operating Account	\$	77,854.18	
Money Market Account		<u>35,947.11</u>	
Total Checking/Savings			\$ 113,801.29
Pledges Receivable		<u>20.00</u>	
			20.00
Other Assets			
Marketable Securities			
Unrestricted		155,570.57	
Temporarily Restricted		<u>654,327.35</u>	
Total Marketable Securities			
Total Other Assets			<u>809,897.92</u>
<b>TOTAL ASSETS</b>			\$ <u><u>923,719.21</u></u>

### LIABILITIES & NET ASSETS

Other Current Liabilities			
Due to Southwestern College	\$	9,101.00	
Community Outreach		<u>2,462.10</u>	
Total Current Liabilities	\$	11,563.10	
Total Liabilities			\$ 11,563.10
Net Assets			
Temp. Restricted Net Assets		646,075.00	
Unrestricted Net Assets		159,235.42	
Net Income		<u>106,845.69</u>	
Total Equity			<u>912,156.11</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>			\$ <u><u>923,719.21</u></u>

# SOUTHWESTERN COLLEGE FOUNDATION

## Profit & Loss

For The Eight Months Ended February 28, 2013

(UNAUDITED)

	<u>February'13</u>	<u>Year-to-Date</u>
<b>Ordinary Income/Expense</b>		
Dividend/Interest - Unrestricted	1,054.00	13,428.30
Dividend/Interest - Restricted	454.09	5,785.86
Realized gain/loss - Unrestricted	-713.29	-1,485.14
Realized gain/loss - Temporarily Restricted	1,505.38	42,920.18
Direct Public Contributions- Temporarily Rest.	12,506.00	46,240.40
Direct Public Contributions- Unrestricted	1,728.78	7,664.78
<b>2012 Gala Scholarship Income:</b>	0.00	83,280.50
	<u>16,534.96</u>	<u>197,834.88</u>
<b>Total Income</b>		
	16,534.96	197,834.88
<b>Gross Profit</b>		
<b>Expenses</b>		
On-Going Financial Comm. (Agreements)		
Raised the Paddle	0.00	11,550.00
Bank Fees - Merchant Service	0.00	99.95
Campus Activities/Events	0.00	6,250.00
Outside Services	2,736.00	9,136.00
Stipends	0.00	250.00
Community Events	0.00	475.00
Hospitality	0.00	984.27
Postage	0.00	90.00
Supplies	0.00	91.49
Taxes and Fees	0.00	80.00
Investment Expense	-53.67	6,902.82
Conference, Conventions, Meetings	0.00	510.00
<b>Total Gala 2012 Expenses</b>	0.00	54,569.66
	<u>2,682.33</u>	<u>90,989.19</u>
<b>Total Expense</b>		
<b>Net Ordinary Income</b>	<u>13,852.63</u>	<u>106,845.69</u>
<b>Net Income</b>	<u>13,852.63</u>	<u>106,845.69</u>

**SOUTHWESTERN COLLEGE FOUNDATION**  
**FUNDS SEGREGATION REPORT**

02/01/13 - 02/28/13

Account Name	Fair Market Value as of February 1, 2013	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of Feb. 28, 2013
<b>Unrestricted Funds Accounts</b>					
UBS Brokerage Accounts	\$155,182.19	\$53.67	\$6.00	\$340.71	\$155,570.57
Wells Fargo Checking	\$37,472.71	\$1,734.78	\$2,736.00	\$0.00	\$36,471.49
Wells Fargo Savings	\$35,944.73	\$2.38	\$0.00	\$0.00	\$35,947.11
<b>Sub-Totals</b>	<b>\$228,599.63</b>	<b>\$1,790.83</b>	<b>\$2,742.00</b>	<b>\$340.71</b>	<b>\$227,989.17</b>
<b>Temporarily Restricted Funds Accounts</b>					
UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$652,364.26	\$6.00	\$0.00	\$1,957.09	\$654,327.35
Wells Fargo Checking (See Attachment for Pilot Program Accounts Breakdown)	\$28,882.69	\$12,500.00	\$0.00	\$0.00	\$41,382.69
<b>Sub-Totals</b>	<b>\$681,246.95</b>	<b>\$12,506.00</b>	<b>\$0.00</b>	<b>\$1,957.09</b>	<b>\$695,710.04</b>
<b>Total Funds Accounts</b>	<b>\$909,846.58</b>	<b>\$14,296.83</b>	<b>\$2,742.00</b>	<b>\$2,297.80</b>	<b>\$923,699.21</b>



Southwestern College Foundation  
Temporarily Restricted Funds Accounts Detail - 02/01/13 - 02/28/13

Scholarship Funds

Account Description	FMV - 02/01/13	Inflow	Outflow	Gain/(Loss) 0.003	FMV - 02/28/13
◆ Athletic Endowment - 061	\$12,189.53			36.57	\$12,226.10
◆ CAN Scholarship - 032	\$121,105.12		\$0.00	363.32	\$121,468.44
◆ Douglas Barnhart Scholarship - 059	\$35,530.66			106.59	\$35,637.26
◆ Eastlake Company - 058	\$30,610.12			91.83	\$30,701.95
◆ Garden of Giving -037	\$69,321.02	\$0.00		207.96	\$69,528.98
◆ Jean Wear Scholarship - 056	\$5,837.69			17.51	\$5,855.20
◆ McMillin Companies - 052	\$30,729.92			92.19	\$30,822.11
◆ Metallic Scholarship - 016	\$11,518.34			34.56	\$11,552.90
◆ M. Watkins Scholarship - 036	\$12,889.96	\$0.00		38.67	\$12,928.63
◆ Otay Mesa Child Development - 044	\$14,900.82			44.70	\$14,945.52
◆ Tantaló/Conti Scholarship - 033	\$43,953.13			131.86	\$44,084.99
◆ Sarah Riker Scholarship - 046	\$4,541.36			13.62	\$4,554.98
◆ Hayden Stewart Scholarship - 034	\$93,699.41	\$6.00		281.10	\$93,986.51
◆ Valenzuela Scholarship - 055	\$18,374.15			55.12	\$18,429.27
◆ WalMart Scholarship -060	\$10,121.89			30.37	\$10,152.26
◆ SCEA Scholarship - 065	\$6,545.40	\$0.00		19.64	\$6,565.03
◆ Luckman Scholarship -066	\$5,386.95			16.16	\$5,403.11
◆ Lassman Scholarship - 054	\$14,021.58			42.06	\$14,063.64
◆ Carolyn Brady Fund - 053	\$111,087.21			333.26	\$111,420.47
<b>Totals</b>	<b>\$652,364.26</b>	<b>\$6.00</b>	<b>\$0.00</b>	<b>\$1,957.09</b>	<b>\$654,327.35</b>

Program Accounts Pilot Program

Account Description	FMV - 02/01/13	Inflow	Outflow	Gain/(Loss)	FMV - 02/28/13
◆ SWC Retirees Scholarship Fund	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
◆ Micro Enterprise Family Child Care Program	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
◆ SBDC Small Business Development Ctr	\$25,000.00	\$12,500.00	\$0.00	\$0.00	\$37,500.00
◆ SSG Joshua P Matterno Memorial Fnd	\$632.69	\$0.00	\$0.00	\$0.00	\$632.69
◆ Presidents Circle	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
<b>Totals</b>	<b>\$28,882.69</b>	<b>\$12,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,382.69</b>

Item #4.A  
Agreement with Sycuan Resort



Included	<b>Basic Registration Area Set-Up</b> (3 tables, 6 chairs, linens and skirting) Additional Tables are \$20.00 each
Included	<b>Basic Tournament Raffle / Silent Auction Area Set-Up</b> (4 Tables with linens and skirting for Raffle and Silent Auction items; 1 table with linen and skirting for trophies / prizes) Additional Tables are \$20.00 each
Included	<b>Foursome of Golf Certificate</b> Great Prize for your raffle or silent auction
Available upon Request	<b>Tee Sponsor Signs</b> \$15 per sign Full Color Signs that are 11" wide x 17" tall (Arrangements must be made at least two weeks in advance.)
Available upon Request	<b>On Course Food &amp; Beverage</b> Arrangements must be made at least two weeks in advance. Please contact our Catering Department at 619 219-6072 to make arrangements.
Available upon Request	<b>GPS Sponsor Signage</b> \$200.00 – 1 Sponsor \$300.00 – Customizable for up to 18 sponsors Sponsor's can advertise to all your guests on our GPS System during your event (Arrangements must be made at least two weeks in advance.)
Available upon Request	<b>Hole-In-One Packages</b> <b>The Basic-</b> Oak Glen: \$1.50 per person; Willow Glen - \$2.00 per person Includes one (1) prize for the first hole-in-one made on each par three. All prizes valued at \$500- NO WITNESSES REQUIRED <b>The Grand Prize-</b> Oak Glen: \$2.50 per person; Willow Glen - \$3.25 per person Includes one (1) prize for the first hole-in-one made on each par three. Grand Prize: One (1) Year Membership to Sycuan Resort - \$4800.00 Value TWO WITNESSES REQUIRED -- Group must provide Additional par three prizes valued at \$500- NO WITNESSES REQUIRED <b>The Options package-</b> Oak Glen: \$4.50 per person; Willow Glen - \$5.25 per person Every par three will have two prized packages available to the winner. Each package valued at \$3,500.00 per hole. TWO WITNESSES REQUIRED PER HOLE-- Group must provide

Dear Linda :

Thank you for choosing Sycuan Resort for your function. We recognize that San Diego has many fine resorts to consider and we thank you for your confidence in our property and its decades of experience.

**DEPOSIT AMOUNTS AND PAYMENT SCHEDULES**

A deposit of 10% of the contracted amount is due along with a signed contract *within fourteen (14) days of issuance* of the receipt of contract. Payment for the guaranteed number of guests is due *three (3) business days prior to the scheduled event*. Final payment is due on the day of the event by corporate check or credit card. Personal checks are not excepted unless accompanied by a credit card to secure the check. Your deposit and signed contract are due back to Sycuan Golf & Tennis Resort on or before **March 14, 2013**. Failure to return both a signed contract and deposit will result in a releasing of all arrangements referred to herein.

**Contract Rate Per Golfer: \$65**  
**Total: Golfers: 100**  
**Total Contracted Amount Due: \$6,500**  
**First Deposit Due 3/14/13: \$650**  
**Final Payment Due 4/24/13: \$5850**

**CANCELLATION AND REFUND OF DEPOSITS**

If group elects to cancel this Contract for any reason other than a termination for cause or pursuant to the **FORCE MAJURE** clause of this contract, Group agrees to provide written notice to Resort accompanied by the payment indicated below:

<b>Cancellation Prior to Event</b>	<b>Total Estimated Revenue Due</b>
Date of Signed Contract – 120 Days Before Event	Full Refund
121 Days Before Event – 30 Days Before Event	All Monies Deposited
29 Days Before Event – Date of Event	Entire ("Total") Contracted Amount

Southwestern College Foundation Initials:                       
Sycuan Golf & Tennis Resort Initials:



## MENU

Please note that room rental fees will be waived for four hours with the purchase of full service meals for the entire group. Menu selection must be received **thirty (30) days prior to your function**. Your menu selection may be limited without advance notice. We understand that some guests may have special dietary requirements and a vegetarian entrée may be requested with a seventy-two hour advance notice. Vegetarian, Vegan or Gluten free meals will be charged at the same price as the selected entrée. Banquet and dining room charges are subject to change without prior notification. No food or beverage may be removed from your appointed banquet space at the conclusion of your function. Sycuan Resort will prepare your appointed banquet room and menu for 5% over the final guarantee provided **seven (7) days prior to your event**. Any additional tables, chairs, beverages or meals requested after that guarantee date will be billed to client at 150% menu price.

All banquet rooms require groups to meet a minimum food & beverage meal expenditure by function host to reserve a private dining room on property for a group gathering space not including bar sales. Meal period appropriate Entrée or Buffet selection from current menus for each guest in attendance will meet minimum required for tournament groups Monday through Friday. There is a required \$5,000 minimum expenditure by the host for prime Saturday evening functions, whether indoors or outdoors. These minimums must be met through meal selection, hors d'oeuvres, wine poured with dinner, etc. Additional room rental time for set up, function or break down is \$75.00 per half hour until 11:00 pm. Our facility ends functions at 11:00 pm but can make special arrangements until midnight. Rental from 11:00 pm until midnight is \$950.00 and absolutely no amplified sound can continue on our Patio after 11:00 pm.

## MENU PRICING

Please note that your Golf Tournament may have received a special package or bundle pricing. Extra box lunches or meals over and above the billed golfer counts will be at our full menu prices. Please refer to our current menus for prices. All menu items are billed at the menu price plus a twenty (20%) percent service charge and current California sales taxes.

## DECORATIONS

We ask that Sycuan Resort's furniture and décor be kept in its place and that no decorations be affixed to any walls or structures without the expressed, specific approval of the director of catering. Any special room arrangements must be discussed in advance. All candles must be contained. No open flames, props or centerpieces are permitted on property. This includes the use of any sparklers or other such items. **No glitter, rice, confetti or similar decorative items may be used on property. A \$250 service charge will be applied to the master bill should the patron or his agents, employees or guests not comply with this policy.**

## ENTERTAINMENT

Some restrictions are required in the set-up of equipment and sound level of entertainment in our banquet facilities. Sycuan Resort reserves the right to regulate the level of music deemed appropriate during your function as well as the placement of instruments and equipment. If volume becomes a problem at any time during your event, Sycuan Resort reserves the right to end the function. Full charges will still apply.

## LINEN

Sycuan Resort is happy to provide complimentary white linen tablecloths and napkins in white, red, forest green and burgundy. A wide assortment of colors is available upon request for an additional charge. Please order these specialty linens a minimum of two weeks in advance.

## SERVICE BAR

There is a \$125.00 service fee for private service bar and bartender for any private clubhouse room for four hours. The service bar can be "hosted" with the total cost of beverages received by guests added to the master bill, or "no host" allowing your guests to purchase beverages on their own.

In accordance with California State Laws **no minor (under the age of 21) shall be served an alcoholic beverage**. In the event that minors will be in attendance at any function where alcohol is being served, Sycuan Resort shall hold the patron both responsible and liable for notification of staff as to any legal adult purchase with intent to distribute to a minor.

## RENTAL EQUIPMENT

The contracting party will be responsible for any and all charges for any equipment that must be rented for the contracted event. Sycuan Golf & Tennis Resort reserves the right to add a 20% surcharge to all equipment rented.

## OUTDOOR EVENTS

Should weather conditions become inclement for your outdoor function, our staff will do our very best to make indoor arrangements. We cannot, however, guarantee a back up. Our natural oak folding chairs will be used outside provided that our employees deem them safe from moisture damage. Our plastic folding chairs will be set-up for any outdoor function when inclement weather conditions are predicted.

## FOOD & BEVERAGE FINAL ATTENDANCE GUARANTEE & EVENT DETAILS

To ensure a quality experience for all your attendees, we will send you Banquet Event Orders ("BEOs") confirming the estimated number of attendees, menu, room set-up and other details of your event. We ask that you make any corrections and sign and return the BEOs no later than thirty business days prior to the event. If you do not return the BEOs by that date, you agree that all information

Southwestern College Foundation Initials:   
Sycuan Golf & Tennis Resort Initials: 

on the BEOs is correct. We ask for a final guarantee of the number of attendees no later than **seven (7) business days prior to the event**. Payment for guarantee number of attendees is due **three (3) business days prior to the event**.

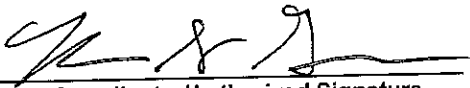
**GOLF TERMS & CONDITIONS**

- Player Count/Guarantee: Final player count must be given **seven (7) days prior to the date of play**. Payment for a minimum of **72** players will be required to guarantee a shotgun start **Monday – Thursday** and a minimum of **110** players **Friday – Sunday**.
- Tee pairing must be submitted to the resort at least **two (2) days** prior to play.
- Golf and cart fees for reservations with **20 or more** players will be billed to a Master Account to be settled by the coordinator at check-out.

**ACCEPTANCE**


Should the arrangements outlined in this Agreement meet with the Group's requirements, please indicate the Group's acceptance by initialing all pages and signing the final page. Return the original Agreement to Sycuan Resort on or prior to the contract date listed on page one. Upon receipt, Sycuan Resort will counter sign and return a copy to The Group. Once counter signed, this document shall constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite. Any changes to this agreement must be made in writing and signed by both Sycuan Resort and The Group. If this agreement is not received by **March 14, 2013**, all golf arrangements referred to herein will be released. If, before this option date, another group requests these dates and is willing to confirm on a definite basis, we reserve the right to request an earlier decision date.

Again, we thank you for selecting Sycuan Resort for your group function. We look forward to the opportunity to be of service!

  
\_\_\_\_\_

Group Coordinator/Authorized Signature

**BEN GREEN, PRESIDENT**  
Southwestern College Foundation

  
\_\_\_\_\_

Sycuan Golf & Tennis Resort Signature

Amy Galusha, National Sales Manager  
Sycuan Golf & Tennis Resort

03/05/13  
Date

3/12/13  
Date

Southwestern College Foundation Initials: BJG  
Sycuan Golf & Tennis Resort Initials: AG

Item #4.B  
Funding Report for FY 2012-13  
RFF Procedures Marketing Campaign



Southwestern College Foundation  
Funding Report FY 2012-13

Project	Amount Funded
Scholarships	
SODA	\$12,500
Campus Activities	
Guest Writers Series	\$2,050
Art Gallery Speaker Series	\$2,000
African American Alliance MLK Breakfast	\$1,000
Sun Newspaper	\$6,750
Architecture Club Design Village Competition	\$1,800
Puente University Visits	\$3,250
Athletic Hall of Fame	\$160 (encumbered)
Community Events	
Salute to Navy	\$250
South Bay Community	\$225
<b>Total</b>	<b>\$29,985</b>

## Request for Funds Marketing Campaign

As we transition to the new Request for Funds process we will:

Send out global email to all campus employees that will include submission dates and the new application on 3/15, 4/2, 4/15, 5/1, 5/15, 8/20, and 9/3.

Contact repeat customers and offer to meet with them personally.

Create a flyer and place in all of the campus mailboxes.

Put the submission dates and application on the website, public folders and sharepoint.

Send a letter to the community entities that we often receive sponsorship requests from and advise them of our new procedures/submission dates.