BOARD OF DIRECTORS' MEETING MINUTES
Friday March 13, 2026, 9:00 a.m.
Cal Maritime Corporation
Virtual

Meeting called to order at 9:03 a.m. by Chair Allison Baird-James.

Board Members: Allison Baird-James; Wil Tsai, Eric Jones, Corey Cook, Carlos Arencibia, and Jamie Schnasse

Absent: Mike Rodgers

Staff/presenters Andrea Burns, Russell Monteath, Michael Singarayar, and Cody VanDorn.

I. Public Comment

- No public comments were presented to the Board.

II. Approval of Prior Minutes

- The Board considered the minutes of the November 13, 2025, meeting.
- Upon motion duly made by Wil and seconded by Eric, the minutes were approved as presented by unanimous vote.

III. Chair Report

- The Chair reported that work continues on the integration of Cal Maritime with Cal Poly across academic operations, administrative systems, and foundation-related matters.
- The Board discussed that several decisions remain pending regarding how assets and related functions will transition. The Corporation stands ready to assist as needed once those decisions are finalized.

IV. Staff Presentations

A. Financial Report

- Andrea Burns presented financial results through December 31, 2025, for the bookstore and campus dining operations.
- Bookstore operations were approximately $32,000 positive year-to-date, about $2,000 better than budget. Favorable results were driven largely by higher-than-expected uniform sales associated with increased first-year enrollment.
- Operating expenses were below budget due in part to working down surplus uniform inventory. A prior-year obsolete inventory write-off of approximately $200,000 was recorded in December. Management expects the remaining legacy inventory balance to be cleared in the fourth quarter, with the net additional write-off estimated at about $50,000. The bookstore is expected to finish the year slightly below break-even as legacy inventory is fully cleaned up following the Follett transition.
- Campus dining was modestly positive year-to-date but approximately $73,000 below plan. Meal plan revenue trailed budget because actual meal plan participation fell below projected levels, although part of the shortfall was offset by stronger catering revenue and credit card sales.

- Dining expenses were affected by higher labor and contract service costs during the transition to Chartwells, a higher cost per meal tied to improved food quality, and an unbudgeted insurance expense of about $50,000.
- Management reported that spring costs are expected to improve, but full-year dining results may finish below the original budgeted loss of approximately $145,000 because meal plan revenue is expected to remain under budget.
- The Board discussed the uncertainty of future enrollment forecasting and agreed that the next annual budget should be built more conservatively, with budget approval anticipated in early June.

B. Commercial Services Update

- Russell Monteath and Michael Singarayar presented an update on dining and retail operations during the first year of the current service model.
- Dining participation was reported at approximately 82%, up from 52% in the prior year. Student satisfaction from the recent survey was reported at 3.9 out of 5, exceeding the cited national benchmark of 3.5 and reflecting meaningful gains in engagement and perceived value.
- Management highlighted expanded menu variety, increased access and late-night offerings, improved seating capacity, refreshed service flow, and student-response tools such as the direct feedback text platform. Staff emphasized that dining is increasingly serving as a central gathering place for campus life.
- Michael introduced key members of the dining leadership team and thanked campus partners for their support during implementation.
- The Board discussed student traffic and flow in the dining hall, particularly around formation and upcoming changes to class scheduling patterns. Directors encouraged continued modeling for peak-demand periods and evaluation of solutions such as online ordering or quick-pickup options.
- Russell also reported on the February launch of the Maritime Shop in partnership with Follett. Updates included expanded hours, improved product availability, added technology and personal-care items, and refreshed Cal Poly Maritime Academy branding.
- Student feedback on the shop has been positive overall, particularly regarding convenience items; however, directors and student representatives emphasized the importance of stocking required maritime-specific items such as charts, specialty paper, pins, patches, name tags, and uniform supplies. Staff committed to continue responding quickly to identified gaps.
- The Board discussed student engagement methods, including the recent survey effort and the possibility of coordinating future survey participation support through campus channels. Committee integration options were also mentioned for future consideration.

V. Business

A. Cal Maritime Corporation Bylaws

- Upon motion duly made by Corey and seconded by Wil, the bylaws were approved by unanimous vote.
- Cody VanDorn reviewed the proposed bylaws revisions and highlighted updates previously circulated in the Board materials.
- Discussion focused primarily on Article 7 regarding term limits, including the need to clarify service expectations for faculty, administrators, students, and ex officio or position-based directors.
- The Board also discussed technical naming updates so the bylaws correctly identify the supported campus as the Solano campus rather than referring only to the Maritime Academy program.
- Additional discussion addressed meeting participation language in Article 8.

- Following discussion, the Board approved the bylaws with the revisions discussed during the meeting.

Action	Moved by	Seconded by	Result
Approval of November 13, 2025 minutes	William	Eric	Approved unanimously
Approval of bylaws as revised in discussion	Corey	William	Approved unanimously

VI. Announcements

- The next Board meeting will be scheduled for late May or early June 2026, timed to align with fiscal-year business, including budget approval and preparation for the annual audit.
- Carlos thanked Cal Poly Partners and operational staff for the significant improvement in campus morale, dining, and overall student experience during the past year. Board members echoed appreciation for the progress made and expressed confidence that operations will continue to improve.

VII. Adjournment

- There being no further business, the meeting was adjourned by the Chair.

Respectfully submitted,

Holly Clark

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