



## EXECUTIVE COMMITTEE MINUTES

January 8, 2024

**Members Present:** Xavier Arinez, Jennifer Babcock, Jordan Jessup, Barry Leahy, Joshua Wood

**Members Absent:** Don Gurnard, Faimous Harrison

**Staff Present:** Rachel Evey, Mireya Sanchez

### CALL TO ORDER 4:00pm

#### 1) CONSENT AGENDA

- A. December 2023 Minutes approved by consent without changes.

#### 2) REPORT FROM THE COLLEGE – Rachel Evey

- A. Winter quarter classes started last week. Legislative sessions will be starting next week- President Harrison will be in Olympia and Washington DC in the coming weeks for those sessions. Funds for the CTEI have been appropriated by the state, bids have been sent out, and an update will be brought to the Foundation board in the next month or two.

#### 3) EXECUTIVE DIRECTOR REPORT – Rachel Evey

- A. Financial Report- Budget and Finance committee and Development committees were both canceled this month due to low activity.
  - i. Operating Income Statement- increase by about \$31K from October to November. Increase in employee giving as well. Annual fund is below budget by around \$24K, and expenses are below by about \$48K. Net deficit of \$57K, which is \$23K better than originally budgeted.
  - ii. Income Statement per Restrictions- total annual revenue for all restrictions is just over \$1MM.
  - iii. Balance sheet
  - iv. Monthly Gift Report (December)- One large gift of \$500K from the estate of Pixieann Zacher Kalcic which will be endowed at the request of the nursing program director. Finalized numbers will be presented to the full board, as we are still receiving gifts postmarked in December.
- B. Staff Update- Emily Scovill has started her new position as the Communications Consultant I as aligned with the job description approved by the board; her focus will be on producing marketing materials and managing content. Jill Leonard's last day will be Friday, 1/12. As for events, the majority of those will fall to Development Director Lupe Brito, with the remainder of duties being shared among other staff with help from board members.
- C. Out of Office: March 4-22- Rachel Evey will be out of the office for a few weeks in March. Executive committee is asked to consider whether they want to continue committee and board meetings in her absence with spearheading from staff or accept emailed notifications

only from staff on pertinent issues. Consensus to evaluate at February meetings and decide whether to hold March meetings or not.

#### **4) OLD BUSINESS**

- A. Year-end Appeal- This year the appeal was a multimedia fundraiser including mail pieces, social media content, newsletters, the I-Give employee giving campaign and GiveNCW participation. GiveNCW raised about \$5,300 towards the college readiness bootcamp which will help offset the GG&A in our budget. Overall, \$627K was raised during year-end for all contributions, though that is tentative while we await final numbers, and includes the one large estate gift.

#### **5) NEW BUSINESS**

- A. Board Engagement
  - i. Meeting Attendance- suggestion to focus on those who've missed multiple committee and full board meetings, evaluate consistent patterns and approach those who've shown a pattern of non-attendance. Taking this into consideration for recruitment this year will be important. Suggestion to update minute format to include excused vs. unexcused absences and attendance. Let the minutes show that an attempt will be made to begin the new attendance tracking format for January's board meeting.
  - ii. Board Slate- DRAFT- currently have 24 board members with only 1 vacancy.
    - a. At-Large Vacancy- April Clayton has resigned from her at-large position due to capacity concerns and schedule conflicts. The Executive Committee is asked to recommend a replacement as we still have 6 months left in the academic year, and the new member would have plenty of opportunity to be involved this year still. Chelsea Ewer and Brett Peterson were both suggested, Joshua Wood will approach Brett Peterson first as he has been suggested before.
    - b. Renewals- We have 9 board members renewing this year, as a reminder there are no term limits currently. Discussion of the current demographics of the board and how the lack of term limits can affect that. Suggestion to have a cross-representation member from the Omak foundation or reach out to members of other community groups to ensure the diversity of the board is more closely aligned with our student body and campus employee demographic. Discussion of how we can structure the board with non-voting members and volunteers to help with event planning, etc. Question regarding how the Wenatchee and Omak foundations can relate to each other and how support applies to the campuses either separately or together.

**Adjournment at 4:44pm**

**Minutes taken by Mireya Sanchez**