



EXECUTIVE COMMITTEE MINUTES

Monday, January 10, 2022

Members present: Brenda Alcala, Don Gurnard, Beverly Jagla, Jordan Jessup, Barry Leahy, Ron Lodge, Joshua Wood

Members Absent:

Staff present: Rachel Evey, Mireya Sanchez, Dr. Jim Richardson

Call to Order at 4:04 pm

1) CONSENT AGENDA

- A. December 2021 Minutes- approved without dissent or abstention
- B. Committee Report (Handout)

2) REPORT FROM THE COLLEGE

- A. Update on Covid precautions changing with the surge in cases, starting with this winter quarter. Covid assistance still available to students through federal funds. Design planning for replacement for the technical education building (Batjer) is under way, with building slated to begin construction within next two years, depending on capital budget.

3) TREASURER REPORT - *Brenda Alcala*

- A. Project Activity Report- decrease of about \$16K from previous month.
- B. Income Statement
 - i. Unrestricted Overview and Detailed- Net deficit of about \$42K, total under budget about \$30K. Income/Expenses in line with expectations.
 - ii. Per Restrictions- \$50K increase in donations. Expenses normal.
- C. Balance Sheet- total assets at CFNCW \$12.6M, liabilities as expected. Bill from WVC within the next month for college scholarships.
- D. Monthly Gift Report- New larger gifts towards end of the year, still waiting on GiveNCW funds for the campaign run with them.

4) OLD BUSINESS

- A. Year-end Appeal Results- Totals include GiveNCW funds. About \$120K total raised in year-end appeal. Last year was about \$70K. Difference is the Foundation of Caring Nursing Scholarship. Also had some larger gifts last year; taking all larger or unexpected gifts out of the count, we are still running very consistent numbers for donations. Total \$75K towards establishing new scholarships, about \$20K to existing scholarships. Trends for donors- our donor retention is up to about 68%, with a large number of 2020 of recaptured donors being retained in 2021. Postcards and trifold went to a total of about 1,200 new, existing and potential donors. Most of online giving was through GiveNCW, as directed through year-end appeal materials. Expenses for appeal: higher cost for mail pieces this year vs last year, but the college budget was used for printing and mailing, reducing the burden on the Foundation's unrestricted budget.

5) NEW BUSINESS

A. **Action: Signing Authority**

- i. Tod Rauth Jones Estate- foundation is the recipient of a life insurance policy through this estate. The insurance company wants a signed document from the board stating that Rachel Evey has the authority to sign the documentation to receive those funds. Recommendation to pass this on to the Full Board for approval. Decision that a full motion and second is unnecessary at this time.

B. FY22-23 Endowment Allocation- Budget & Finance committee approved & recommended increasing spending rate of 6%. This will go to the full board for action and approval.

C. Board Engagement

- i. Board Giving: 10 out of 21- Spreadsheets and information provided, discussion regarding attendance and giving expectations. Recommendation to set minimum expectations for attendance going into the year ahead.

D. Donor Appreciation Event (February 24)- In person event at Maguire Conference center. Invitation approved at Development committee meeting. Recorded campus tour will be posted to YouTube for donors who miss the event. Intended to be a donor stewardship event to re-engage the community in person. Covid protocols will be followed. From Scratch will cater with those guidelines in mind.

6) EXECUTIVE DIRECTOR REPORT

A. New Fund: Foundation of Caring Nursing Scholarship

- i. From family foundation of Carl Campbell, founder of Colonial Vista. Annual scholarship, not an endowment, which allows us to distribute the entirety of the funds. From discussion with Dr. Jenny Capelo, funds will prioritize BSN students.

B. Numerica Check presentation: Numerica will be on campus Wednesday morning to present check to Transitional Studies program. Funds raised by friends of a WVC Transitional Studies faculty member as part of Make-a-Difference day fundraising efforts.

C. January Board Education:

- i. Beth Stipe, Community Foundation of NCW
- ii. Dr. Karen Alman, WVC Communications Faculty- partnership with Foundation to interview board members. This gives students credit for coursework, as well as provides the Foundation with marketing material. This is a test run of the partnership, as the foundation hopes to do this going forward with Scholarship recipients, donors, faculty, etc.

Adjournment at 4:50pm

Minutes taken by Mireya Sanchez