



## DEVELOPMENT COMMITTEE AGENDA

Wednesday, February 7, 2024 - 12:00 pm-1:00 pm  
Mish ee twee 1305- 3<sup>rd</sup> floor Conf. Room -- [Zoom](#)

### CALL TO ORDER

#### 1) CONSENT AGENDA

- A. November 2023 Minutes

#### 2) OLD BUSINESS

- A. Knight at the Wild – Feb. 9
- B. Business After Hours – Feb. 29

#### 3) NEW BUSINESS

- A. Annual Foundation Celebration – May 9
- B. Alumni Network Activities
  - i. Valentine’s Day Bouquet Raffle
  - ii. Headshot Day
  - iii. Graduation
- C. Spring Appeal
- D. Athletics Fundraising

#### 4) OTHER BUSINESS

- A. March Committee Meeting

### ADJOURNMENT

#### Upcoming Events:

Knight at the Wild- 2/9  
Business After Hours- 2/29

#### Upcoming Meetings:

Executive- 2/12  
Full Board- 2/26

#### Time

4pm  
12pm

[Board Portal- click here](#)

[Zoom Link- click to join](#)



## DEVELOPMENT COMMITTEE MINUTES

November 8, 2023

**Members Present:** April Clayton, Daryl Ferguson, Jessica Gilmore, Jorden Jessup

**Members Absent:** Danielle Marchant, Brett Peterson, Cathy Rixey

**Staff Present:** Lupe Brito, Rachel Evey, Jill Leonard, Mireya Sanchez

### CALL TO ORDER 12:03pm

#### 1) CONSENT AGENDA

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

#### 2) OLD BUSINESS

- A. Update: Year-end Appeal- First postcards are currently at the printer and should hit mailboxes in the next week. December will have a follow-up with a postcard to donors from the last 5 years. An additional postcard will go to the purchased list from last year- Chelan, Douglas, Okanogan County households with income over \$125K. January thank-you will go to participating donors. Giving Tuesday is a national push to donate to non-profits. This year's goal will be the same as last year's goal, which was \$5K. The campaign will kick-off on Philanthropy Day next week. A text-to-give option will be provided as well as social media measures. Give NCW will raise funds for the college readiness bootcamp which has previously come from our unrestricted. This kicks off the day on Thanksgiving.
- B. Debrief: Munchen Haus Benevolent Night- 25% of sales will come to us after last night's event. Some WVC employees stopped by, though no board members attended. We did have some people put in for the raffle, which will be drawn today. It was fairly slow, but this is a month that is typically slower for Leavenworth, the drive is also prohibitive for a lot of people. If we continue to participate, we will look at other months as well as promoting more in the Leavenworth area, hopefully with help from Rotary clubs and board members.
- C. Piatigorsky Foundation Concert- Nov. 8- Wine reception from 5:30-6:30 as usual, with the concert to follow. Attendance is expected to be better this year than last winter's as most snowbird donors are still in town. The musicians and Woods family will go out to dinner with Rachel Evey afterwards as usual as well. If board members attend, they are asked to wear their nametag and mingle.
- D. Update: Communications Specialist- Jill Leonard will wrap up the year-end appeal before leaving. The position closed last week; candidates are currently being reviewed with interviews set to take place at the end of this month. The anticipated start date is December 18<sup>th</sup> to give adequate time to train with Jill before she leaves.

#### 3) NEW BUSINESS

- A. Knight at the Wild, Feb. 9- Foundation covers the sponsorship fee as part of Gifts Grants Awards to the college. First planning meeting to take place next week. Need board volunteers at the table in the concourse to hand out swag and greet people. We also have a VIP suite, which we will need to decide how we want to use it for this event (alumni

- gathering, president hosting, etc.). Foundation will likely purchase a block of tickets and we will sell them ourselves, as last year's method turned out to be very difficult and cumbersome on the retail side. This will likely be done through EventBrite so as not to create several records in NFG that may not pan out to be long-term donors.
- B. Business After Hours, Feb. 29, 2024- This will be the first event that Lupe will be the primary planner for. Possibly having student involvement, spotlighting current students, and programming, as well as displaying the new building (CTEI) schematics.

**4) OTHER BUSINESS**

- A. Report to the Full Board- November events, update on end-of-year appeal, as well as save-the-date for BAH.

**ADJOURNMENT 12:32pm**

**Minutes taken by Mireya Sanchez**

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**EVENT BRIEFING**  
**KNIGHT AT THE WILD**

**Description**

Wenatchee Valley College Foundation sponsors a Wenatchee Wild hockey game as an opportunity to increase WVC visibility and engage the community. The foundation utilizes the event as an alumni engagement opportunity.

The event is a partnership with the WVC recruitment committee, WVC campus life, ASWVC Student Senate (Wenatchee and Omak), and the WVC Foundation.

**Details**

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Event Type	Community Outreach / Alumni Engagement
Venue	Town Toyota Center, Wenatchee
Date	Friday, February 9, 2024

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**Contacts**

**Staff**

Rachel Evey, Executive Director                      661-203-1132

Lupe Brito, Development Director

**Volunteers**

Brett Peterson, Volunteer

Jess Gilmore, Volunteer

Josh Wood, Volunteer

## Timeline

4:00 p.m.	Pre-set up Bus from WVC Omak departs
5:00 p.m.	WVC tablers arrive to set-up
5:45 p.m.	Foundation volunteers arrive
6:00 p.m.	Doors to Town Toyota Center open Bus arrives from WVC Omak, van shuttle to TTC
6:15 p.m.	National Anthem singer & Puck Drop person in position
7:00 p.m.	Game starts
7:05 p.m.	Intermission people in position
7:20 p.m.	Intermission
9:30 p.m.	Game ends Van shuttle from TCC to bus for WVC Omak
11:30 p.m.	Bus arrives at WVC Omak

## **Volunteer Duties**

- Manage sales at table
  - Alumni T-shirts: \$20
  - Picnic Blankets: \$25
  - Bouquet raffle tickets: \$5
  - Prize board raffle: \$5
- Hand out WVC material at table
- Break down table (2<sup>nd</sup> shift)
- Load WVC van with diapers from Diaper Toss



**EVENT BRIEFING**  
**Business After Hours**

**Event Description**

Wenatchee Valley College is hosting the Wenatchee Valley Chamber of Commerce's monthly Business After Hours on February 29, 2024. The last time WVC hosted was on March 24, 2022. The event's audience is Chamber members and serves as a community outreach and alumni engagement opportunity.

Plans are for a network bingo to get people to interact with new and familiar faces and encourage movement throughout the building. Highlights of the evening include live piano music performed by WVC student and scholarship recipient Tanner Burns, catering by From Scratch by Us, gallery exhibit by Kyung Hee "Kate" Im, a sculptor and installation artist, alumni panel, and raffle prizes.

**Event Details**

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Event Type	Community Outreach / Alumni Engagement
Venue	Music and Art Center (MAC)
Date	Thursday, February 29, 2024
Time	5:00 p.m. – 7:00 p.m.

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**Contacts**

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Main	Lupe Brito 509-264-6144
Alumni Panelist	Jerrilea Crawford, East Wenatchee Mayor Lenin Guzman Sanchez, WVC Head Men's Soccer Coach Pablo Cortez Gomez, Equipment Engineer for Diamond Foundry Mayra Garcia, Project Coordinator at Community Clinic Contracting Network and owner of Evergreen Luxury Events
Volunteers	Jorden Jessup Brett Peterson Ron Lodge

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Vendors

From Scratch By Us Catering  
Horan Estates Winery

**Volunteer Duties**

- 1 Taking Pictures -Emily Scovill
- 1 Manage sales at table
  - Alumni T-shirts: \$20
  - Picnic Blankets: \$20
- 1 Serving Alcohol (Need MAST card)
- 2 Art Gallery
- 2 Choir Room
- 2 Main Area then at Grove doors as people enter for alumni panel
- 2 Outreach team members at alumni check-in table

**Timeline**

4:00 p.m.	Pre-set up
4:30 p.m.	Catering set up
4:45 p.m.	Volunteers Arrive
5:00 p.m.	Guests arrive
5:40 p.m.	Alumni Group Photo
6:00 p.m.	Alumni panel begins
6:20 p.m.	Alumni panel ends
6:20 p.m.	Raffle Prizes
7:00 p.m.	Event ends
7:00 p.m.	Clean up