



## DEVELOPMENT COMMITTEE AGENDA

Wednesday, March 6, 2024 - 12:00 pm-1:00 pm  
Mish ee twie 1305- 3<sup>rd</sup> floor Conf. Room -- [Zoom](#)

### CALL TO ORDER

#### 1) CONSENT AGENDA

- A. February 2024 Minutes

#### 2) OLD BUSINESS

- A. Annual Foundation Celebration – May 9
  - i. Draft Invitation
  - ii. Draft Event Briefing
- B. Spring Appeal
  - i. Newsletter Format
  - ii. Donor Survey
  - iii. Thank-a-thon Phone Campaign
- C. Debrief- Business After Hours

#### 3) NEW BUSINESS

- A. Knight at the AppleSox – June 11

### ADJOURNMENT

#### Upcoming Events:

Piatigorsky Concert- 3/20 5:30pm

[Board Portal- click here](#)

#### Upcoming Meetings:

All other meetings postponed to April

[Zoom Link- click to join](#)

#### Time



## DEVELOPMENT COMMITTEE MINUTES

February 7, 2024

**Members Present:** April Clayton, Jessica Gilmore, Jordan Jessup, Brett Peterson

**Members Absent:** Bryce Mackay, Danielle Marchant, Cathy Rixey

**Staff Present:** Guadalupe Brito, Rachel Evey, Mireya Sanchez, Emily Scovill

### CALL TO ORDER 12:02pm

#### 1) CONSENT AGENDA

- A. November 2023 Minutes- Not approved due to lack of quorum at time of review.

#### 2) OLD BUSINESS

- A. Knight at the Wild – Feb. 9 - debrief/memo included in packet. Memo includes volunteer information and duties, timeline, description of games and items that will be sold at the Foundation table, as well as additional activities that will take place during the game.
- B. Business After Hours – Feb. 29 – debrief/memo included in packet. The memo includes information on activities for the evening- networking bingo, live piano music by a student, gallery exhibit, alumni panel, and social hour. Request to have additional information available to board members on college plans, new building information, etc. available. Comment that more volunteers are needed to assist that night.

#### 3) NEW BUSINESS

- A. Annual Foundation Celebration – May 9 – formally known as the Donor Appreciation event, name change was proposed to be more reflective of the actual event activities, guests include donors, volunteers, and scholarship recipients. Discussion regarding plans for the event, including a student panel & social/networking time.
- B. Alumni Network Activities
  - i. Valentine’s Day Bouquet Raffle- Tickets have not been returned from 15 board members. Discussion regarding how to better manage sales and collect funds in the future, including possibly obtaining a special license from the gambling commission that would allow us to collect electronic payments for raffles.
  - ii. Headshot Day- April 11<sup>th</sup> from 1-3 for students, faculty and staff; 3-4pm for scholarship recipients which will also be used for WVCF content creation. Grab-n-go bags for students. Russ Alman will be the photographer. Omak campus has been approached to hold a headshot day as well but has not responded.
  - iii. Graduation-June 14<sup>th</sup> & 15<sup>th</sup>- Wenatchee graduation will be held at Town Toyota Center on June 14. Foundation volunteers will run the photo booth before the ceremony. Need board volunteers to help stuff the swag bags again, approximately 500; this can be done during development committee meetings. Swag bags are for graduates from both Wenatchee and Omak campuses. Omak graduation will be at

the Omak PAC on June 15. A photo booth will be offered before the ceremony as well. Last year it was run by foundation staff due to the distance and day of week.

- C. Spring Appeal- Discussion re: theme for the appeal- board usually gets input for the theme and ties it into the foundation celebration décor and advertising. No input on theme, requested to bring proposal to next meeting.
- D. Athletics Fundraising- athletics has several events planned, foundation is providing minimal support. The largest event they will hold is to bring back the Hall of Fame Gala and Auction, which the foundation will support by running the administrative side of the online auction portion. We will only assist with that function, since the plan is to hold this event the night after Food Truck Knight and the Foundation wants to be mindful of staff and board member capacity.

**4) OTHER BUSINESS**

- A. March Committee Meeting- meeting will be held, possibly utilizing for swag bag preparation.

**ADJOURNMENT 12:44pm**

**Minutes taken by Mireya Sanchez**

# 2024 Annual Celebration Invite

## Front



*Spring into*  
*Student Success*  
ANNUAL CELEBRATION

Join us for an evening of recognition and appreciation. Our program will include remarks from WVC President Faimous Harrison, Foundation Executive Director Rachel Evey, and a panel of scholarship recipients.

**RSVP REQUESTED BY MAY 3, 2024**  
foundation@wvc.edu | 509-682-6410

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**MAY 9, 2024**  
**5:30 - 7:00 P.M.**

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**JACK & EDNA MAGUIRE CONFERENCE CENTER**  
WENATCHEE VALLEY COLLEGE  
1300 FIFTH ST, WENATCHEE, WA 98801



# 2024 Annual Celebration Invite Back

*The flowers that  
bloom tomorrow*

*are the  
seeds you  
planted  
today.*



*Remove &  
Plant Me!*

# 2024 Annual Celebration Invite

## Back with attachment

*The flowers that  
bloom tomorrow*

*are the  
seeds you  
planted  
today.*



*Remove &  
Plant Me!*

# 2024 Annual Celebration Invite

## *Seed paper attachment details*



Front (Watch Me Grow)

Size: 1.75" x 1.75"



Back

### Seed paper cut-out attachments (affixed with temporary glue dot)

- These are die cut from paper made in Seattle, Washington.
- Back says: Our wildflower blend papers contain all of the following US origin wildflower seeds: **Snapdragon, Petunia, Beardtongue, Daisy, Thyme, Poppy, Catchfly, Maiden Pinks, Chamomile.** The plants tolerate partial shade and need 4 hours a day of direct sunlight. Will grow to about 3'.





## **EVENT BRIEFING**

### **Annual Foundation Celebration**

#### **Event Description**

This event used to be known as Donor Appreciation but has changed to Annual Foundation Celebration. This event is to thank our donors for their support and highlight our scholarship recipients. Instead of speakers, we will be having a panel of alumni scholarship recipients and student scholarship recipients.

#### **Event Details**

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Event Type	Stewardship
Theme	Spring Into Student Success
Venue	Jack & Edna Maguire Conference Center
Date	Thursday, May 9, 2024
Time	5:30 p.m. – 7:00 p.m.

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#### **Contacts**

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Main	Lupe Brito 509-264-6144
Alumni Panelist	TBD
Volunteers	Foundation Board Members
Vendors	From Scratch By Us Catering

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#### **Duties**

- Staff
  - Registration- Mireya Sanchez
  - Photos- Emily Scovill
  - Moderate panel- Lupe Brito
  - Clean up
- Board Members
  - Set up decorations– Cathy Rixey
  - Welcome Guests- 1-2 board members



- Socialize at tables (1 at each)
- Clean up

### **Timeline**

<b>4:00 p.m.</b>	Pre-set up
<b>5:00 p.m.</b>	<ul style="list-style-type: none"> <li>● Volunteers arrive to set up</li> <li>● Caterers arrive</li> </ul>
<b>5:30 p.m.</b>	Guests arrive
<b>5:50 p.m.</b>	Program starts <ul style="list-style-type: none"> <li>● Welcome &amp; recognition- Rachel Evey</li> </ul>
<b>5:53 p.m.</b>	Remarks- President Harrison
<b>5:56 p.m.</b>	Foundation update- Rachel Evey
<b>6:00 p.m.</b>	Panel begins (moderator: Lupe Brito)
<b>6:20 p.m.</b>	Panel Ends Closing remarks- Rachel Evey
<b>7:00 p.m.</b>	Event ends Clean up

### Phone-A-Thon Questionnaire

Date of call: \_\_\_\_\_

Name

Birthdate: \_\_\_\_\_

Address

Cell Phone:

Home Phone:

Email: \_\_\_\_\_

Degree or certification: \_\_\_\_\_

Years at WVC: \_\_\_\_\_

Spouse: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Does Employer match gifts? \_\_\_\_\_

Gift or pledge given at time of call: \_\_\_\_\_

### Phone-A-Thon Questionnaire

Date of call: \_\_\_\_\_

Name

Birthdate: \_\_\_\_\_

Address

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Degree or certification: \_\_\_\_\_

Years at WVC: \_\_\_\_\_

Spouse: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Does Employer match gifts? \_\_\_\_\_

Gift or pledge given at time of call: \_\_\_\_\_



## Debrief- Business After Hours

**Date:** March 4, 2024

**To:** Foundation Board of Directors

**From:** Lupe Brito, Development Director

### Summary

Business After Hours is a Wenatchee Valley Chamber of Commerce event hosted at a different location each month. Wenatchee Valley College Foundation hosted February 29, 2024, in the Music and Art Center (MAC). Estimated attendance for the event was 75 people.

### Board Presence

Thank you to Josh Woods, Jordan Jessup, Brenda Alcala, Bianca Ebreo, April Clayton, Ron Lodge, Brett Peterson, Jessica Gilmore, and Cathy Rixey. Also, thanks to Chelsea Ewer and Steve Wilkinson, who were present and pulling double-duty representation for both the Foundation and the Chamber.

### Room Layout

Food was on one side of the room, and the drinks were on the opposite side, allowing people to move throughout the room. The art gallery was open for guests to walk through, and bingo had people moving around the room. The location for the student pianist could have been better. At the beginning of the event, he was down the hall, and even after moving him, people could not go into the Grove Recital Hall because no food or drink was allowed.

Before the event, I confirmed with the staff from 25Live about the room setup and resources requested. Some items I had requested were not set up, and facilities didn't know what I had requested. Shoutout to Rachel Evey for helping set up the room at the last minute. Next time, I plan to meet in person to ensure everyone is on the same page.

### Catering and Drinks

The food was excellent, and there were enough drinks. We didn't run out of either. Thank you to Brett for getting his MAST card at such short notice.

### Alumni Panel

The alumni panel was successful. I received great feedback at the end of the night. We did go over the 20-minute mark, but people remained seated and awaiting prizes.

### Review

Overall, it was a successful event that couldn't have been possible without the help of everyone involved. Thank you!