

BOARD OF DIRECTORS

MINUTES

October 19, 2020

Via Zoom

MEMBERS PRESENT: Brenda Alcala, Xavier Arinez, Kathy Coffman, Don Gurnard, Beverly Jagla, Jorden Jessup, Marile Kunkel, Barry Leahy, Ron Lodge, Lyle Markhart, Neil Neroutsos, President Jim Richardson, Christy Walt, Joshua Ward

MEMBERS ABSENT: April Clayton, Bryce Mackay, Brett Peterson, Robert Sandidge

STAFF PRESENT: Nancy Barrett, Holly Bernard-Jones, Rachel Evey, Brenda Galvan, Ellora La Shier

Meeting called to order at 12:03 pm.

Donor Gratitude Video Recording: Group recorded thank you video for fall appeal donors.

1) CONSENT AGENDA

- A. June 2020 Meeting minutes approved by consent.
- B. Committee Reports: Group reviewed committee reports.

2) **TREASURER'S REPORT:** Total revenue under budget by \$1,900. Total expenses under budget. Most significant expense is Blackbaud software renewal. Total budget deficit is \$30,000 YTD compared to \$51,000 budgeted. Total assets over \$10 million with \$9.3 million at Community Foundation. Gym floor pledges invoiced this month. Arneil gift currently in CVB checking account but will be moved to CFNCW, per Budget & Finance Committee approval. Monthly Gift Report reflects 28 donors and does not include faculty payroll contributions for summer months. Significant difference for 2020 compared to September 2019 giving due to locker room renovation contributions.

3) **OLD BUSINESS:** No items to review or discuss.

4) NEW BUSINESS

- A. Knights Care Fund Request: Technology needs have increased due to COVID and wildfires. WVC Counseling Department requested allocation of \$3,500. Rachel Evey recommends allocation of \$7,000 from Computer Technology Program Fund (2348) to Knights Care Fund. Budget & Finance Committee approved request. In past WVC Foundation only contributed to Knights Care Fund but starting in 2020, WVC Omak Foundation will also contribute to fund.

Kathy Coffman made a motion to approve allocation of \$7,000 from Computer Technology Program Fund (2348) to Knights Care Fund. Don Gurnard seconded. Motion passed without dissent.

- B. Updated WVC-WVCF Agreement: Only changes in updated agreement are 2020-21 dates.

Lyle Markhart made a motion to approve updated WVC-WVCF Agreement. Kathy Coffman seconded. Motion passed without dissent.

- C. Updated Fiscal Procedures Manual: Updates to manual are noted in tracked version included in packet. Thank you to Budget & Finance Committee, especially Christy Walt who helped create original version. Budget & Finance Committee approved update in August.

Don Gurnard made a motion to approve updated Fiscal Procedures Manual. Beverly Jagla seconded. Motion passed without dissent.

- D. Distinguished Alumni Award: Events & Outreach Committee received two nominations for 2020 Distinguished Alumni. Committee recommended Jaime Ramirez Hurtado.

Kathy Coffman made a motion to approve Jaime Ramirez Hurtado as 2020 Distinguished Alumni award recipient. Jorden Jessup seconded. Motion passed without dissent.

- E. Board Development: Group reviewed board member application for Bárbara Guzmán.

Brenda Alcalá made a motion to approve Barbara Guzman as new board member. Lyle Markhart seconded. Motion passed without dissent.

- i. Robert Sandidge: Due to COVID and its effects on his business, Robert Sandidge requested one-year sabbatical from board. He anticipates returning in September 2021. His term as At-Large Member ends in June 2021. Position will be replaced by Past President position which current Board President Ron Lodge will move into in July 2021.
- ii. Joshua Wood: Joshua Wood has expressed interest in joining Executive Committee as At-Large Member.

Don Gurnard made a motion to approve Joshua Wood as At-Large Member on Executive Committee. Kathy Coffman seconded. Motion passed without dissent.

5) REPORT FROM THE COLLEGE: Though Chelan County has moved into Phase 2, it does not affect WVC since the Governor has separate reopening plan for higher education. Chelan Douglas Health District approved WVC reopening plan over summer. Classes are still mostly virtual except for a number of healthcare and tech program labs which follow safety checklist. All students, staff, and faculty coming to campus fill out a symptom form prior to coming to campus. Overall, enrollment is down, but running start enrollment is up by 14% over last year. Marketing for running start included social media geofencing, which could account for increased enrollment. Office of Financial Management asked colleges to be prepared for 15% reduction in funding. WVC prepared budget based on this and will present to Board of Trustees. State revenue forecast is more positive than in last Spring. State now forecasting reduction for 2021-23 biennium budget instead.

6) EXECUTIVE DIRECTOR REPORT

- A. Audit Preparations: Foundation has engaged with auditors, Yale, Goetz, & Bailey. Auditors confirmed audit will be conducted digitally. Audit will be presented at December meetings.
- B. Scholarship Reception: Event will be virtual on October 27. Program includes slides of each scholarship recipient who have submitted photos, quotes, and videos. Pre-recorded speeches will be from President Richardson, Wilma Cartagena (WVC trustee), and Adrian Carrillo (WVC student and scholarship recipient). Donors will receive WVC pennants. Scholarship recipients will receive \$20 Visa gift cards with encouragement to use for takeout or groceries for dinner during virtual event. Thank you to Ellora La Shier, Nancy Barrett, and Events & Outreach Committee for their hard work and input.

- C. Fall Appeal: Rachel Evey reviewed fall appeal report with board. \$2,842 raised from 20 donors. Large part of fundraiser included \$2,000 matching gift from Red Apple Orchards. Although match wasn't reached through Facebook fundraiser, Red Apple Orchards will donate \$3,000. Takeaways include fundraiser wasn't shared as much on Facebook, and email solicitations had lower click rates. This was the first fall appeal for the foundation.
- D. Endowed Funds: Number of endowments are under review to update agreement language to match Foundation endowment spending policy. Donor annual financial statements recently went out and will begin discussion to update agreements. Ron Lodge provided history on process to get spending policy. Thank you to Bryce Mackay for his help in reviewing agreement language and to Budget & Finance Committee.

Meeting adjourned at 12:56 pm.

Meeting minutes prepared by Holly Bernard-Jones.