



EXECUTIVE COMMITTEE

MINUTES

November 9, 2020

Via Zoom

MEMBERS PRESENT: Brenda Alcala, Don Gurnard, Beverly Jagla, Ron Lodge, Joshua Wood

MEMBERS ABSENT: President Jim Richardson

STAFF PRESENT: Holly Bernard-Jones, Rachel Evey

Meeting called to order at 4:04 pm.

1) **CONSENT AGENDA**

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

2) **FINANCIAL REPORTS:** Employee Payroll Contributions should reflect \$130; journal entry processed to correct. Contributions/Donations under budget by \$4,100. Management Fees over budget by \$5,900. Program Assessment Fees under budget by \$135. Investment Income Dividends/Interest over budget by \$700. Revenue under budget by \$3,700. All expenses in line with budget, no significant changes. Legal/Accounting Fees will reflect in next couple months due to audit and Blackbaud security breach expenses. Expenses under budget by \$33,000. Net deficit is \$30,000. No significant activity in restricted funds. Five gym floor pledge invoices mailed out. On Monthly Gift Report, \$14,000 more in unrestricted funds received in 2020 than in 2019. \$33,000 more in temporarily and permanently restricted funds received in 2019 than in 2020 due to establishment of DreamOn Scholarship endowment. Overall \$20,000 more received in 2019 than in 2020.

3) **OLD BUSINESS**

- A. Distinguished Alumni: Foundation Staff proposed virtual event to introduce award recipient, Jaime Ramirez Hurtado, in January similar to scholarship reception.

4) **NEW BUSINESS**

- A. Scholarship Reception Debrief: Rachel Evey reviewed scholarship reception report including stats, positive feedback, and items to improve. Event went over budget due to purchase of gift cards for each scholarship recipient.
- B. Year-End Appeal: Fundraising has begun with first mail piece going out next week and a message in monthly newsletter out today. Focus will be on mail, email, and social media. First mail piece includes student spotlights and a message from Rachel Evey. Events & Outreach Committee will record personalized donor gratitude videos. Rachel Evey will send handwritten thank you notes or place phone calls to donors.

5) **REPORT FROM THE COLLEGE:** Wells Hall construction continues. While Chelan County is in phase two, higher education institutes have a different reopening plan. WVC continues to market for enrollment.

6) EXECUTIVE DIRECTOR REPORT

- A. Building Futures Campaign: Thank you to President Richardson and to Ron for their campaign commitments. Rachel Evey's goal is to complete campaign meetings with college cabinet, board of trustees, and foundation board members by the end of calendar year. Rachel Evey asked Executive Committee members to accompany her on meetings with other board members.
- B. Audit Preparations: Audit is underway and being completed digitally. Audit will be presented at Budget & Finance Committee meeting in December. All board members are welcome to attend as it won't be presented at full board meeting.
- C. Foundation Events: Due to continued COVID pandemic and restrictions, Rachel Evey is encouraging virtual or no contact events for Foundation events in spring. Committee discussed current environment and agreed.
- D. Annual Holiday Party: Rachel Evey proposed possible virtual event for annual holiday party this year. Committee agreed.

Meeting adjourned at 4:37 pm.

Meeting minutes prepared by Holly Bernard-Jones.