



BUDGET & FINANCE MINUTES

June 3, 2024

Members present: Brenda Alcala, Xavier Arinez, Jennifer Babcock, Don Gurnard, Barry Leahy, Ron Lodge, Lyle Markhart

Members Absent: Bianca Ebreo, Bárbara Guzmán, Steve Wilkinson

Staff Present: Rachel Evey, Brenda Magaña-Galvan, Mireya Sanchez

CALL TO ORDER 4:00pm

1) CONSENT AGENDA

- A. May 2024 Minutes approved by consent without changes.

2) FINANCIAL REPORTS - *Brenda Magaña-Galvan*

- A. Unrestricted Project Activity Report - funds for the Sparks gift have been received already and allocated as approved at last month's meeting with \$100K to the reserve fund and the remainder to the endowment.
- B. Operating Income Statement – a few revenue accounts are over budget. Overall, the revenue is under budget by roughly \$36K. Operating deficit of \$45K, performing \$69K above budgeted deficit.
- C. Income Statement per Restrictions – overall contributions are now around \$2MM which is a major increase from last year. The hold from Network For Good has been removed for online payment processing. There was still a holdover from the first hold in the first part of the year, but we have cleared that up for the time being. The second hold was related to NFG being purchased by Bonterra and payment processing changing without informing clients.
- D. Balance Sheet – Assets increased by \$369K from the prior month due to gifts and positive investment activity. Liabilities will show less next month as we have been invoiced from the college for scholarships and those have been disbursed.
- E. Monthly Gift Report (May) – no commentary.

3) OLD BUSINESS

No old business was discussed.

4) NEW BUSINESS

- A. Gifts Grants & Awards to the College (Unrestricted Funding Requests) –GG&A was previously included in the operating budget, though it is technically not an operating expense. It was an outlier, though this was previously seen as the best place for that category. Discussion regarding whether the funding college events should be included in GG&A, leaving the foundation to provide only financial support and not staff capacity to focus on fundraising efforts. Agreement that GG&A should be removed from the operating budget and be treated like a program support expense (e.g. Crane, Knights Care Fund, etc.).

Discussion regarding fulfillment of GG&A requests. Different strategies could be awarding a lump sum annually and WVC leadership selecting priorities, the foundation requesting a “wish list” from WVC leadership to award based on available funds, or a case-by-case request during regular meetings’ report from the college. Agreement that the college needs to provide reporting for the funding they receive from the foundation so fundraising efforts can be made to increase unrestricted funding. Discussion regarding 5% admin fee. Discussion regarding how investment funds and associated fees. Discussion tabled for consideration as foundation reviews re-aligning and re-structuring some operations. Overall decision to remove GG&A from the operating budget and treat it as a program support expense. A decision will need to be made how GG&A is funded from unrestricted (e.g. unrestricted endowment allocation, reserve fund, etc.).

- B. **ACTION: FY 2024-25 Operating Budget** – Staff noted the “software” line item was increased since the version that was shared with the committee due to the addition of a social media analytics tool. Discussion regarding increase in staff & board professional development. Due to more staff members and rise in in-person conference costs. Consulting fee line item is included due to extended leave for a staff member. Students First Consulting will be covering duties during the absence.

Motion from Barry Leahy to approve the budget as presented and recommend approval to the full board. Seconded by Ron Lodge. Motion carries without dissent or abstention.

5) OTHER BUSINESS

- A. Agreement to have at least one ad-hoc meeting over the summer to continue discussion of GG&A and possible RFP for new investment partner.

ADJOURNMENT 5:00pm

Minutes taken by Mireya Sanchez