



EXECUTIVE COMMITTEE

AGENDA

October 10, 2022- 4:00 pm-5:30 pm

Wenatchi Hall – Board Room (2310)

<https://wvc.zoom.us/j/4675301522>

CALL TO ORDER

1) CONSENT AGENDA

- A. September 2022 Minutes
- B. Committee Reports- *Handout*

2) TREASURER'S REPORT – *Brenda Alcala*

- A. Income Statement (Restricted and Non-Restricted)
- B. Balance Sheet
- C. Monthly Gift Report

3) REPORT FROM THE COLLEGE – *President Richardson*

4) EXECUTIVE DIRECTOR REPORT – *Rachel Evey*

- A. Staffing Update
- B. CRM Conversion
- C. Fall 2022 Scholarship
- D. FY 2021-22 Audit
- E. WVC Scholarship Funds

5) OLD BUSINESS

- A. At-Large Position
- B. Debrief: Board Retreat

6) NEW BUSINESS

- A. Board Recruitment
- B. Account Signatures

7) OTHER BUSINESS

- A. Report to the Full Board

ADJOURNMENT

Upcoming Events:

Knight Fright Run- Oct. 22

Upcoming Meetings:

Full Board- Oct. 17 12pm

Budget & Finance- Nov. 7 4pm

Development- Nov. 14 12pm

Executive- Nov. 14 4pm

Full Board- Nov. 21 12pm

Board Portal: www.wvc.edu/boardportal



EXECUTIVE COMMITTEE MINUTES

September 12, 2022

Members present: Brenda Alcala, Jorden Jessup, Barry Leahy, Joshua Wood

Members absent: Don Gurnard, Beverly Jagla

Staff present: Rachel Evey, Mireya Sanchez

CALL TO ORDER 4:02pm

1) CONSENT AGENDA

- A. June 2022 Minutes approved without changes or dissent
- B. Committee Reports

2) TREASURER'S REPORT – *Brenda Alcala*

- A. Income Statement (Restricted and Unrestricted)- little activity over the summer, with exceptions of Gifts, Grants & Awards to the college shown under expenses. Majority is the President's discretionary fund.
- B. Balance Sheet- balance at CFNCW up from June. Clarifications on amount invested at community foundation vs. total asset amount.
- C. Monthly Gift Report- large increase from last year due to large estate gifts received this year toward endowments and scholarships.

3) REPORT FROM THE COLLEGE – *Rachel Evey*

- A. Application deadline for presidential search is at the end of this month. Brenda Alcala will be meeting with selection committee soon to go over those applications. Timeline available on the college's website. Goal is to offer the position to a selected candidate in November.
- B. Tomorrow is president's day here at WVC. Kickoff to being back on campus this year with everyone back in person (some hybrid options are still being offered). President Richardson will address and there is a keynote speaker.
- C. Enrollment only down by around 1.5% this fall versus last fall, which is a huge recovery based on expectations. Running start numbers have continued to decline, but traditional student numbers have increased.
- D. Classes start on the 19th.

4) EXECUTIVE DIRECTOR REPORT – *Rachel Evey*

- A. Scholarship Program- changes incoming to the structure of the scholarship program. Only offering quarterly scholarship application. This means we will not have our traditional application offered in the winter/spring months for the following academic year. All

- applications will be available 6-8 weeks prior to the start of the quarter they are intended for. Awarded funding is good through the end of the academic year students enroll in, so they will not have to reapply for scholarships each quarter. We will also be piloting the multi-year awarding program to provide students funding for the entirety of their program length. If they do not receive funds the first time applying, they will have the option to apply again.
- B. Athletics Program- new Director, Asst. Director and completely new coaching staff for all teams. Rachel Evey presented to coaches about how to fundraise with the foundation. We anticipate a much closer partnership with Athletics this year, as far as fundraising efforts go and that will result in the foundation receiving the management fees as well.
 - C. Foundation Staff- Ellora La Shier will be out November-February at the earliest, Brenda Magaña-Galvan will be out December-March at the earliest. Arrangements have been made to have a PT hourly person to help with scholarship work, with other annual giving duties split between remaining foundation staff. Discussion is being held with Cordell Neher to contract bookkeeping services in Brenda's absence. Question to clarify the scope of work for the PT scholarship person- they will have about a month to train with foundation staff and shown the methods of evaluation and selection. Workplan for events and most other concerns should be sustainable. Some projects will be outsourced, including the scholarship booklet.
 - D. Workshop Series Partnership- a corporate donor, Moss Adams is interested in partnering with TRIO/SSS and the Foundation to offer a series of workshops focused around career prep and networking. Fall Quarter will offer resume writing, networking, utilizing social media. Winter Quarter will offer individual industry focus with presentations. Spring Quarter will offer internship or work study opportunities. We anticipate outsourcing the workshop content (SkillSource or WorkSource), so the foundation would be here to promote it and offer the community connection. Alumni network is part of the foundation, but very quiet, so this would help rejuvenate that area of operations.
 - E. Hispanic Business Council- Rachel Evey was invited to speak to the council and presented what the foundation does, our student demographic, etc. This is a potential resource for future board members to expand our demographic as discussed in previous executive committee sessions.
 - F. Community Involvement- Rachel Evey serves on Estate Planning Council, this year as their Vice President/Treasurer. She is also serving as a board member for the Wenatchee Rotary, and this year as the chairperson of WAFL. Maintaining community connections is a major investment for the Foundation.

5) OLD BUSINESS

- A. Board Retreat- Monday September 19. Hosted at Cordell Neher this year starting with lunch/social time. SWOT analysis to establish goals and strategy for the year. Previous discussions have included emergency funding, student housing and family support. End of the day will include social at Watermill on the Ave. Board members and their partners are invited, along with the college's cabinet and trustees.
- B. At-Large Position- vacant position on exec committee. Brett Peterson had been recommended but has not expressed interest. Suggestion that another board member be considered. Proposal to wait until after the board retreat to submit suggestions, as it will give everyone a better idea of who might be a good fit for the position. Already have representation from all committees. Discussion deferred until after the retreat for the next executive committee session.

- C. RFP for Banking Services- significant issues with CVB have led to consideration to switch to another bank, as CVB does not link with our financial management software any longer. With Brenda Magana-Galvan being out for an extended period of time this year, it is recommended that this decision be deferred until we have a full-time accountant back in the office. Consensus to defer any changes until such time.

6) NEW BUSINESS

- A. 2022-23 Calendar- Newer format to show a better physical representation quarter-by-quarter. Spring events are planned, but dates are TBD and so are not displayed on the calendar. Discussion regarding setting an estimate of necessary volunteers for each event to notify board members ahead of time. This will give all board members an opportunity to look ahead and hopefully get a better response from the board at large.
- B. Report to the Full Board

ADJOURNMENT 4:51pm

Minutes taken by Mireya Sanchez

Wenatchee Valley College Foundation

Income Statement per Restrictions

Period Ending 08/31/2022

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues				
Employee Payroll Contributions	\$640.00	\$0.00	\$0.00	\$640.00
Contributions/Donations	\$5,479.72	\$0.00	\$0.00	\$5,479.72
In-kind Contributions-WVC	\$44,354.49	\$0.00	\$0.00	\$44,354.49
Management Fees	\$22,421.08	\$0.00	\$0.00	\$22,421.08
Program Assessment	\$11,577.28	\$0.00	\$0.00	\$11,577.28
Events	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Investment Income - Dividends (CF)	\$1,580.33	\$0.00	\$0.00	\$1,580.33
CVB Interest	\$23.47	\$0.00	\$0.00	\$23.47
Gain/Loss on Investments - CF	(\$623.45)	\$0.00	\$0.00	(\$623.45)
Contributions/Donations	\$0.00	\$233,668.36	\$0.00	\$233,668.36
Investment Income - Dividends (CF)	\$0.00	\$386.96	\$0.00	\$386.96
Gain/Loss on Investments - CF	\$0.00	(\$152.66)	\$0.00	(\$152.66)
Contributions/Donations	\$0.00	\$0.00	\$68,680.05	\$68,680.05
Investment Income - Dividends (CF)	\$0.00	\$0.00	\$15,261.29	\$15,261.29
Investments Dividends - Stifel	\$0.00	\$0.00	\$172.13	\$172.13
Gain/Loss on Investments - CF	\$0.00	\$0.00	(\$6,020.73)	(\$6,020.73)
Total Revenues	\$86,852.92	\$233,902.66	\$78,092.74	\$398,848.32
Expenses				
CF Administrative Fees	\$3,260.24	\$0.00	\$0.00	\$3,260.24
Software	\$13,683.60	\$0.00	\$0.00	\$13,683.60
Merchant Service Fees	\$112.84	\$0.00	\$0.00	\$112.84
Bank Fees	(\$20.00)	\$0.00	\$0.00	(\$20.00)
Legal and Accounting	\$220.50	\$0.00	\$0.00	\$220.50
Dues & Memberships	\$49.00	\$0.00	\$0.00	\$49.00
Broker Investment Fees	\$612.72	\$0.00	\$0.00	\$612.72
Advertising & Sponsorships	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Office Supplies	\$52.08	\$0.00	\$0.00	\$52.08

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Gifts Grants Awards to College	\$45,854.00	\$0.00	\$0.00	\$45,854.00
In-Kind WVC Payroll	\$44,354.49	\$0.00	\$0.00	\$44,354.49
Stewardship	\$9.39	\$0.00	\$0.00	\$9.39
Alumni Events	\$249.24	\$0.00	\$0.00	\$249.24
Staff & Board Retreat	\$188.60	\$0.00	\$0.00	\$188.60
Salaries and Wages	\$23,298.00	\$0.00	\$0.00	\$23,298.00
Payroll Taxes	\$1,817.72	\$0.00	\$0.00	\$1,817.72
Medical Benefits	\$4,520.00	\$0.00	\$0.00	\$4,520.00
Retirement Contributions	\$1,795.48	\$0.00	\$0.00	\$1,795.48
Wages and Benefits - Other	\$187.92	\$0.00	\$0.00	\$187.92
Program Expenses	\$0.00	(\$514.65)	\$0.00	(\$514.65)
CF Administrative Fees	\$0.00	\$797.59	\$0.00	\$797.59
Broker Investment Fees	\$0.00	\$150.03	\$0.00	\$150.03
CF Administrative Fees	\$0.00	\$0.00	\$31,490.31	\$31,490.31
Broker Investment Fees	\$0.00	\$0.00	\$5,916.98	\$5,916.98
Total Expenses	\$143,245.82	\$432.97	\$37,407.29	\$181,086.08
Gains				
Unrealized Gains and Losses	\$25,552.69	\$0.00	\$0.00	\$25,552.69
Unrealized Gains and Losses	\$0.00	\$6,256.83	\$0.00	\$6,256.83
Unrealized Gains and Losses	\$0.00	\$0.00	\$246,764.75	\$246,764.75
Total Gains	\$25,552.69	\$6,256.83	\$246,764.75	\$278,574.27
BEGINNING RETAINED EARNINGS	\$941,422.95	\$747,417.10	\$8,329,230.47	\$10,018,070.52
NET SURPLUS/(DEFICIT)	(\$30,840.21)	\$239,726.52	\$287,450.20	\$496,336.51
ENDING RETAINED EARNINGS	\$910,582.74	\$987,143.62	\$8,616,680.67	\$10,514,407.03

Wenatchee Valley College Foundation

Balance Sheet

As of 08/31/2022

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets				
CVB - Checking	\$111,366.18	\$0.00	\$0.00	\$111,366.18
CVB - Money Market	\$8,097.14	\$0.00	\$0.00	\$8,097.14
Investments - CF	\$673,738.46	\$0.00	\$0.00	\$673,738.46
Fair Market Value Adjustment	\$237,497.84	\$0.00	\$0.00	\$237,497.84
Management Fees Receivable	\$11,502.24	\$0.00	\$0.00	\$11,502.24
CVB - Checking	\$0.00	\$798,095.94	\$0.00	\$798,095.94
CVB - Money market	\$0.00	\$11,404.80	\$0.00	\$11,404.80
Investments - CF	\$0.00	\$27,756.32	\$0.00	\$27,756.32
Fair Market Value Adjustment	\$0.00	\$195,368.56	\$0.00	\$195,368.56
Pledges Receivable	\$0.00	\$225,030.00	\$0.00	\$225,030.00
Tangible Assets	\$0.00	\$8,000.00	\$0.00	\$8,000.00
CVB - Checking	\$0.00	\$0.00	\$260,961.43	\$260,961.43
Stifel Stock Acct	\$0.00	\$0.00	\$171.67	\$171.67
Investments - CF	\$0.00	\$0.00	\$6,106,921.30	\$6,106,921.30
Fair Market Value Adjustment	\$0.00	\$0.00	\$2,692,978.77	\$2,692,978.77
Total Assets	\$1,042,201.86	\$1,265,655.62	\$9,061,033.17	\$11,368,890.65
Liabilities and Retained Earnings				
Liabilities				
Payroll Liabilities	\$31,619.12	\$0.00	\$0.00	\$31,619.12
Other Payables	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Scholarships Payable	\$0.00	\$176,732.00	\$0.00	\$176,732.00
Nurses for Tomorrow - WVC	\$0.00	\$101,780.00	\$0.00	\$101,780.00
Scholarships Payable	\$0.00	\$0.00	\$437,312.50	\$437,312.50
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	\$7,040.00	\$7,040.00
Total Liabilities	\$131,619.12	\$278,512.00	\$444,352.50	\$854,483.62

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Retained Earnings				
Unrestricted	\$910,582.74	\$0.00	\$0.00	\$910,582.74
Temporarily Restricted	\$0.00	\$987,143.62	\$0.00	\$987,143.62
Permanently Restricted	\$0.00	\$0.00	\$2,276,306.89	\$2,276,306.89
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$910,582.74	\$987,143.62	\$8,616,680.67	\$10,514,407.03
Total Liabilities and Retained Earnings	\$1,042,201.86	\$1,265,655.62	\$9,061,033.17	\$11,368,890.65

Wenatchee Valley College Foundation

Operating Income Statement - Detailed

Period Ending 08/31/2022

	FY 2022-23 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund	\$8,373.32	\$7,519.72	\$853.60
Assessments/Investments	\$35,957.32	\$34,021.83	\$1,935.49
In-kinds	\$48,000.00	\$44,354.49	\$3,645.51
TOTAL INCOME	\$92,330.64	\$85,896.04	\$6,434.60
EXPENSE			
Administration	(\$55,040.14)	(\$48,717.14)	(\$6,323.00)
Programming	(\$516.66)	(\$197.99)	(\$318.67)
Events	(\$300.00)	(\$249.24)	(\$50.76)
Gifts, Grants, & Awards	(\$60,000.00)	(\$45,854.00)	(\$14,146.00)
In-kinds	(\$48,000.00)	(\$44,354.49)	(\$3,645.51)
TOTAL EXPENSE	(\$163,856.80)	(\$139,372.86)	(\$24,483.94)
NET SURPLUS/(DEFICIT)	(\$71,526.16)	(\$53,476.82)	(\$18,049.34)



WVC Scholarship Funds

Date: October 4, 2022

To: Executive Committee

From: Rachel Evey, Executive Director

In fall 2019, the management of the application and award for scholarships at WVC transitioned from financial aid to the foundation. A number of improvements have been made to the scholarship program since that time, including aligning all scholarship procedures and streamlining the allocation of funds (e.g. endowment allocation policy).

During the transition of the scholarship program in 2019, discussion began between foundation and WVC leadership regarding WVC scholarship funds. Twenty-four scholarship funds, totaling roughly \$473,000, are currently held by WVC and will soon be transferred to the foundation for management.

President Richardson has provided a letter of support for the transfer and will be the authorized signer on the new scholarship agreements. Any representatives for the scholarship funds will be informed of the transfer of management.

The foundation has retained the services of attorney David Kazemba to assist with this transfer. That way, upon receipt, the scholarship agreements are updated to follow the foundation's policies and procedures. The original intent of the scholarship funds will be upheld. The completion of this transfer is anticipated by December.

Attachments:

- *List of WVC Scholarship Funds*

Scholarship	Account Balance as of 9/7/22	Type of Fund after transfer to WVC Foundation
American Legion Auxiliary Scholarship	\$3,179.26	Annual
AZ Wells Foundation Scholarship	\$60,103.94	Transfer to existing, equivalent fund
Bud Murdock Memorial Scholarship	\$6,920.03	Annual
Central Washington Health Occupations Scholarship	\$6,785.57	Annual
Clinton and Ines Kienitz Scholarship	\$49,899.43	Endowed
Dick Pieper Memorial Scholarship	\$6,289.79	Annual
Eva Anderson Memorial Scholarship	\$39,998.22	Endowed
General Scholarship Fund	\$26,747.84	Transfer to existing, equivalent fund
Grace and Joyce Powell Scholarship	\$8,307.42	Annual
James W. Biedert Memorial Scholarship	\$13,895.35	Annual
Jeff Kershaw Memorial Scholarship	\$7,525.00	Use for related program support
Julie Miller Vocal Scholarship	\$1,763.89	Annual
Kristy Smith Scholarship	\$25,199.05	Annual
L. Martin and Virginia Mares Scholarship	\$4,694.83	Annual
Ladies Musical Club Scholarship	\$8,088.09	Annual
Marson and Marson Scholarship	\$333.00	Transfer to existing, equivalent fund
Patricia Kraus Memorial Nursing Scholarship	\$3,343.22	Annual
Paul Furgeson Scholarship	\$3,354.23	Annual
Ralph and Zeke Johnson Memorial Scholarship	\$3,163.55	Annual
Richard and Audrey L. Huntley Scholarship	\$102,819.00	Endowed
Saunders and Fleisher Scholarship	\$11,383.64	Annual
Stanton and Peggy Chase Scholarship	\$68,816.45	Endowed
Tom Baker Memorial Athletic Scholarship	\$4,597.04	Annual
Wayne C. Johnson Memorial Vocational Scholarship	\$6,082.63	Annual



Debrief: Board Retreat

Date: October 4, 2022

To: Executive Committee

From: Rachel Evey, Executive Director

Overview

The Wenatchee Valley College Foundation held its annual retreat on September 19, 2022. Twenty of 23 board members attended.

The purpose of the retreat was to review the foundation's recent changes, identity (vision and mission statement), and perform a S.W.O.T. analysis in preparation for strategic plan discussion. Additionally, considerable time was planned for socializing and strengthening interpersonal relations.

Overall, positive feedback was received from those who attended.

Next Steps

With the results of the S.W.O.T analysis as a base, continued strategic plan discussion should take place. I request that during the regular full-board business meeting, time is reserved for this continued discussion.

The first next step is to narrow down the top 3-5 in each area of strength, weakness, opportunity, and strength. Then, discussion regarding how strengths can be used to accomplish opportunities, steps to overcome weaknesses, and ways to minimize threats.

I anticipate this discussion to take at least the remainder of the academic year. My hope is that by that time the board and staff will have actionable items to grow and strengthen the foundation.