



EXECUTIVE COMMITTEE MINUTES

Monday, October 9, 2023

Members present: Xavier Arinez, April Clayton, Don Gurnard, Jordan Jessup, Barry Leahy, Joshua Wood

Members Absent: Jennifer Babcock, Faimous Harrison

Staff Present: Rachel Evey, Mireya Sanchez

CALL TO ORDER 4:06pm

1) CONSENT AGENDA

- A. June 2023 Minutes approved by consent without changes.
- B. Executive Committee Retreat Notes- no additions or changes
- C. Committee Reports- summary on committee report (attached in packet). No commentary.

2) TREASURER'S REPORT – Rachel Evey

- A. Operating Income Statement- little activity due to it being early in the year. Overall, we're under budget by ~\$8k two months in.
- B. Income per Restrictions- significant gift received in temp restricted- This is the final year of the grant from WA Center for Nursing. Most expenses showing so far are GG&A to the college and scholarship liabilities.
- C. Balance Sheet- Overall assets are at ~\$12.4MM, showing we have recovered from market shifts that caused losses late last year.
- D. Monthly Gift Report (September)- updated report reflecting correct households will be shared at the Full Board meeting. Overall in September, we received ~\$21K, which included sponsorships and donations for events, though not all sponsorships are logged in NFG yet.

3) REPORT FROM THE COLLEGE – Rachel Evey

- A. President Harrison is away at a conference. Fall quarter had a strong start with enrollment already up from last fall. Running Start enrollment is down, but FTEs are steadily rising. Electronics program has been endorsed by Career-Connected WA, making this the 6th program that has officially been endorsed by WA state, which is great for WVC overall. Restructuring of leadership and office spaces is still happening campus wide.

4) EXECUTIVE DIRECTOR REPORT – Rachel Evey

- A. 2023-24 Work Plan- currently reflects overall plan for Foundation activities for 23-24. Some activities may be postponed or sunset depending on staff capacity due to one current staff member leaving at the end of the year. Discussion regarding board meeting schedule- with the committees meeting once a month, whether it is necessary to continue monthly board

meetings or if there can be a longer span of time between full meetings. Review of discussion from Executive Committee regarding how to keep the full board meetings engaging and relevant.

B. Staff Update

- i. Communications Specialist- Jill Leonard has accepted a position elsewhere and will be with the foundation either through the end of the year or until a replacement is found for her. The replacement's job focus will be more marketing-based and focused on content creation and strategy, since that is something that was prioritized during the board's SWOT analysis last year. The renewed position will be FT vs. the 0.75 FT position as it was previously.
- ii. Development Director- Interviews happened last week, position was offered today to Guadalupe (Lupe) Brito who is coming from the Leavenworth Chamber of Commerce. She is a WVC alumna as well. Concerns regarding Foundation office space will be addressed to the WVC cabinet this week.

5) **OLD BUSINESS**

- A. Bank Account Signatories- Joshua Wood and Jordan Jessup will both be added to the CVB checking account, per fiscal procedures manual.

6) **NEW BUSINESS**

- A. Board Governance Material- most of these documents were outdated according to the current functionality of the board. They have been updated according to discussion at the Executive Retreat in August, and all material presented in the packet shows the updated versions. Agreement to hold the Action on this approval until the full board reviews the material. An Action item will take place once that review is done.
- B. Discuss: Goals- President Harrison's request to all cabinet members to submit their goals for the year. Provided to Executive committee for the purpose of making sure the board's goals are in-line with WVC as discussed. Discussion regarding the metrics, objectives, and summary of the document. With President Harrison's absence at this meeting, further discussion will be tabled until next month's meeting.

7) **OTHER BUSINESS**

- A. Report to the Full Board

ADJOURNMENT 4:44pm

Minutes taken by Mireya Sanchez