

EXECUTIVE COMMITTEE AGENDA

Monday, November 13, 2023 - 4:00 pm-5:30 pm Mish ee twie 1305- 3^{rd} floor Conf. Room -- 200m

CALL TO ORDER

- A. October 2023 Minutes
- B. Committee Reports

2) TREASURER'S REPORT – Jennifer Babcock

- A. Operating Income Statement
- B. Income Statement per Restrictions
- C. Balance Sheet
- D. Monthly Gift Report

3) **REPORT FROM THE COLLEGE** – *President Harrison*

4) **EXECUTIVE DIRECTOR REPORT** – Rachel Evey

- A. Year-End Appeal
- B. Audit Update
- C. Staff Update
 - i. Office Coverage- Events

5) OLD BUSINESS

6) NEW BUSINESS

- A. Estate of Pixieann Kalcic Zacher
 - i. New Account with Numerica Credit Union

ADJOURNMENT

Upcoming Events:Upcoming Meetings:Time:Full Board meeting- Mon. 11/2012pm



EXECUTIVE COMMITTEE MINUTES

Monday, October 9, 2023

Members present: Xavier Arinez, April Clayton, Don Gurnard, Jorden 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 Jorden 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



COMMITTEE REPORTS

November 2023

Budget and Finance – *Jennifer Babcock*

- Audit in process, presentation on findings will be done at the December 4th meeting. Estate of Pixieann Kalcic Zacher- incoming estate gifts from this donor, we are waiting on closure of probate and estimate of the gift value. Possibility of opening an account at Numerica to facilitate receipt of this gift without fees is being explored, especially as diversifying our deposit portfolio has been discussed in the past. Motion passed as recommendation by committee.
- Baking services- on the subject of the estate gift, a meeting was held with a Numerica account rep to explore options regarding deposit and savings accounts, as well as transferring business credit cards to Numerica, which does offer compatibility with our accounting software in comparison to CVB discontinuing that feature.

Development – Jorden Jessup

- Year-end appeal is ready at the printers and will begin going out to mailboxes next week. As part of the year-end appeal, GiveNCW donations will fund the college readiness bootcamp next summer.
- Communications Specialist- position closed last week, with interviews set to take place at the end of this month. Jill Leonard will stay through the end of the year and longer if needed to make sure year-end appeal and the new person's training is complete.
- Debriefs for events on November 7 & 8 will be given at the full board meeting on 11/20. Events in 2024 are in planning stages, primarily the Knight at the Wild and Business After Hours in February, and Donor Appreciation night in May.

Wenatchee Valley College Foundation Operating Income Statement - Overview

As of 09/30/2023

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund	\$20,958.33	\$19,961.60	\$996.73
Assessments/Investments	\$40,724.98	\$36,003.93	\$4,721.05
In-kinds	\$68,883.48	\$68,713.53	\$169.95
TOTAL INCOME	\$130,566.79	\$124,679.06	\$5,887.73
EXPENSE			
Administration	(\$79,677.45)	(\$54,257.82)	(\$25,419.63)
Programming	(\$3,450.00)	(\$2,954.03)	(\$495.97)
Events	(\$4,000.00)	(\$2,481.26)	(\$1,518.74)
Gifts, Grants, & Awards	(\$50,000.00)	(\$3,724.68)	(\$46,275.32)
In-kinds	(\$68,883.48)	(\$68,713.53)	(\$169.95)
TOTAL EXPENSE	(\$206,010.93)	(\$132,131.32)	(\$73,879.61)
NET SURPLUS/(DEFICIT)	(\$75,444.14)	(\$7,452.26)	(\$67,991.88)

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Wenatchee Valley College Foundation Operating Income Statement - Detailed

As of 09/30/2023

	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
INCOME			
Annual Fund			
Employee Payroll Contributions	\$1,525.00	\$865.00	\$660.00
Contributions/Donations	\$15,000.00	\$14,771.60	\$228.40
Events	\$4,433.33	\$4,325.00	\$108.33
Total Annual Fund	\$20,958.33	\$19,961.60	\$996.73
Assessments/Investments			
Management Fees	\$38,749.98	\$34,085.68	\$4,664.30
Program Assessment	\$1,875.00	\$1,824.51	\$50.49
CVB Interest	\$100.00	\$93.74	\$6.26
Total Assessments/Investments	\$40,724.98	\$36,003.93	\$4,721.05
In-kinds			
In-kind Contributions-WVC	\$68,883.48	\$68,713.53	\$169.95
Total In-kinds	\$68,883.48	\$68,713.53	\$169.95
TOTAL INCOME	\$130,566.79	\$124,679.06	\$5,887.73
EXPENSE			
Administration			
Software	\$15,000.00	\$5,529.07	\$9,470.93
Merchant Service Fees	\$0.00	\$46.95	(\$46.95)
Bank Fees	\$60.00	\$51.20	\$8.80
Dues & Memberships	\$987.48	\$608.98	\$378.50
Office Supplies	\$810.00	\$721.57	\$88.43
Staff and Board Professional Development	\$3,069.99	\$0.00	\$3,069.99
Salaries and Wages	\$41,749.98	\$34,507.00	\$7,242.98
Payroll Taxes	\$4,500.00	\$2,684.97	\$1,815.03
Medical Benefits	\$7,500.00	\$6,870.00	\$630.00
Retirement Contributions	\$5,250.00	\$2,959.96	\$2,290.04
Wages and Benefits - Other	\$750.00	\$278.12	\$471.88

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	FY 2023-24 Budget	Actuals	Variance
	Year-to-date	Year-to-date	Year-to-date
Total Administration	(\$79,677.45)	(\$54,257.82)	(\$25,419.63)
Programming			
Networking	\$200.00	\$14.41	\$185.59
Stewardship	\$50.00	\$10.73	\$39.27
Staff & Board Retreat	\$200.00	\$163.46	\$36.54
Scholarship Programming	\$3,000.00	\$2,765.43	\$234.57
Total Programming	(\$3,450.00)	(\$2,954.03)	(\$495.97)
Events			
Alumni Events	\$4,000.00	\$2,481.26	\$1,518.74
Total Events	(\$4,000.00)	(\$2,481.26)	(\$1,518.74)
Gifts, Grants, & Awards			
Gifts Grants Awards to College	\$50,000.00	\$3,724.68	\$46,275.32
Total Gifts, Grants, & Awards	(\$50,000.00)	(\$3,724.68)	(\$46,275.32)
In-kinds			
In-Kind WVC Payroll	\$68,883.48	\$68,713.53	\$169.95
Total In-kinds	(\$68,883.48)	(\$68,713.53)	(\$169.95)
TOTAL EXPENSE	(\$206,010.93)	(\$132,131.32)	(\$73,879.61)
NET SURPLUS/(DEFICIT)	(\$75,444.14)	(\$7,452.26)	(\$67,991.88)

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Wenatchee Valley College Foundation Income Statement per Restrictions

As of 09/30/2023

	Without Donor Restrictions	With Donor R	estrictions	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues				
Employee Payroll Contributions	\$865.00	\$0.00	\$0.00	\$865.00
Contributions/Donations	\$14,771.60	\$0.00	\$0.00	\$14,771.60
In-kind Contributions-WVC	\$68,713.53	\$0.00	\$0.00	\$68,713.53
Management Fees	\$34,085.68	\$0.00	\$0.00	\$34,085.68
Program Assessment	\$1,824.51	\$0.00	\$0.00	\$1,824.51
Events	\$4,325.00	\$0.00	\$0.00	\$4,325.00
Investment Income - Dividends (CF)	\$5,076.63	\$0.00	\$0.00	\$5,076.63
CVB Interest	\$93.74	\$0.00	\$0.00	\$93.74
Gain/Loss on Investments - CF	\$26,830.98	\$0.00	\$0.00	\$26,830.98
Contributions/Donations	\$0.00	\$278,278.98	\$0.00	\$278,278.98
In-kind Contributions	\$0.00	\$14,100.00	\$0.00	\$14,100.00
Investment Income - Dividends (CF)	\$0.00	\$829.77	\$0.00	\$829.77
Gain/Loss on Investments - CF	\$0.00	\$4,410.50	\$0.00	\$4,410.50
Contributions/Donations	\$0.00	\$0.00	\$93,623.03	\$93,623.03
Investment Income - Dividends (CF)	\$0.00	\$0.00	\$62,812.60	\$62,812.60
Gain/Loss on Investments - CF	\$0.00	\$0.00	\$331,395.98	\$331,395.98
Total Revenues	\$156,586.67	\$297,619.25	\$487,831.61	\$942,037.53
Expenses				
CF Administrative Fees	\$3,982.20	\$0.00	\$0.00	\$3,982.20
Software	\$5,529.07	\$0.00	\$0.00	\$5,529.07
Merchant Service Fees	\$46.95	\$0.00	\$0.00	\$46.95
Bank Fees	\$51.20	\$0.00	\$0.00	\$51.20
Dues & Memberships	\$608.98	\$0.00	\$0.00	\$608.98
Broker Investment Fees	\$737.89	\$0.00	\$0.00	\$737.89
Office Supplies	\$721.57	\$0.00	\$0.00	\$721.57
Networking	\$14.41	\$0.00	\$0.00	\$14.41
Gifts Grants Awards to College	\$3,724.68	\$0.00	\$0.00	\$3,724.68

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	Without Donor Restrictions	With Donor Restrictions		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
In-Kind WVC Payroll	\$68,713.53	\$0.00	\$0.00	\$68,713.53
Stewardship	\$10.73	\$0.00	\$0.00	\$10.73
Alumni Events	\$2,481.26	\$0.00	\$0.00	\$2,481.26
Staff & Board Retreat	\$163.46	\$0.00	\$0.00	\$163.46
Scholarship Programming	\$2,765.43	\$0.00	\$0.00	\$2,765.43
Salaries and Wages	\$34,507.00	\$0.00	\$0.00	\$34,507.00
Payroll Taxes	\$2,684.97	\$0.00	\$0.00	\$2,684.97
Medical Benefits	\$6,870.00	\$0.00	\$0.00	\$6,870.00
Retirement Contributions	\$2,959.96	\$0.00	\$0.00	\$2,959.96
Wages and Benefits - Other	\$278.12	\$0.00	\$0.00	\$278.12
Program Expenses	\$0.00	\$15,557.30	\$0.00	\$15,557.30
CF Administrative Fees	\$0.00	\$645.56	\$0.00	\$645.56
Broker Investment Fees	\$0.00	\$120.09	\$0.00	\$120.09
Scholarships Awarded	\$0.00	\$500.00	\$0.00	\$500.00
Gifts Grants Awards to College	\$0.00	\$233,250.00	\$0.00	\$233,250.00
In-Kind Gifts	\$0.00	\$14,100.00	\$0.00	\$14,100.00
CF Administrative Fees	\$0.00	\$0.00	\$49,380.07	\$49,380.07
Broker Investment Fees	\$0.00	\$0.00	\$9,142.11	\$9,142.11
Total Expenses	\$136,851.41	\$264,172.95	\$58,522.18	\$459,546.54
Gains				
Unrealized Gains and Losses	(\$45,658.30)	\$0.00	\$0.00	(\$45,658.30)
Unrealized Gains and Losses	\$0.00	(\$7,522.52)	\$0.00	(\$7,522.52)
Unrealized Gains and Losses	\$0.00	\$0.00	(\$563,535.52)	(\$563,535.52)
Total Gains	(\$45,658.30)	(\$7,522.52)	(\$563,535.52)	(\$616,716.34)
BEGINNING RETAINED EARNINGS	\$924,654.60	\$1,189,340.56	\$9,429,050.69	\$11,543,045.85
NET SURPLUS/(DEFICIT)	(\$25,923.04)	\$25,923.78	(\$134,226.09)	(\$134,225.35)
ENDING RETAINED EARNINGS	\$898,731.56	\$1,215,264.34	\$9,294,824.60	\$11,408,820.50

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Wenatchee Valley College Foundation Balance Sheet

As of 09/30/2023

	Without Donor Restrictions	With Donor Restrictions		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Assets				
CVB - Checking	\$174,914.33	\$0.00	\$0.00	\$174,914.33
CVB - Money Market	\$8,203.12	\$0.00	\$0.00	\$8,203.12
Investments - CF	\$497,089.45	\$0.00	\$0.00	\$497,089.45
Fair Market Value Adjustment	\$222,806.64	\$0.00	\$0.00	\$222,806.64
Management Fees Receivable	\$11,242.14	\$0.00	\$0.00	\$11,242.14
CVB - Checking	\$0.00	\$837,502.93	\$0.00	\$837,502.93
CVB - Money market	\$0.00	\$11,404.80	\$0.00	\$11,404.80
Stifel Stock Acct	\$0.00	\$96,513.07	\$0.00	\$96,513.07
Investments - CF	\$0.00	\$5,372.24	\$0.00	\$5,372.24
Fair Market Value Adjustment	\$0.00	\$111,169.34	\$0.00	\$111,169.34
Pledges Receivable	\$0.00	\$169,749.00	\$0.00	\$169,749.00
Discounts on Pledges	\$0.00	(\$21,051.04)	\$0.00	(\$21,051.04)
Allowance for Doubtful Pledges	\$0.00	(\$3,396.00)	\$0.00	(\$3,396.00)
Tangible Assets	\$0.00	\$8,000.00	\$0.00	\$8,000.00
CVB - Checking	\$0.00	\$0.00	\$733,900.46	\$733,900.46
Investments - CF	\$0.00	\$0.00	\$6,346,131.72	\$6,346,131.72
Fair Market Value Adjustment	\$0.00	\$0.00	\$2,587,412.76	\$2,587,412.76
Total Assets	\$914,255.68	\$1,215,264.34	\$9,667,444.94	\$11,796,964.96
Liabilities and Retained Earnings				
Liabilities				
Accrued Liabilities	\$88.50	\$0.00	\$0.00	\$88.50
Payroll Liabilities	\$15,435.62	\$0.00	\$0.00	\$15,435.62
Scholarships Payable	\$0.00	\$0.00	\$371,120.00	\$371,120.00
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	\$1,500.34	\$1,500.34
Total Liabilities	\$15,524.12	\$0.00	\$372,620.34	\$388,144.46

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	Without Donor Restrictions	With Donor R	estrictions	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Retained Earnings				
Unrestricted	\$898,731.56	\$0.00	\$0.00	\$898,731.56
Temporarily Restricted	\$0.00	\$1,215,264.34	\$0.00	\$1,215,264.34
Permanently Restricted	\$0.00	\$0.00	\$2,954,450.82	\$2,954,450.82
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$898,731.56	\$1,215,264.34	\$9,294,824.60	\$11,408,820.50
Total Liabilities and Retained Earnings	\$914,255.68	\$1,215,264.34	\$9,667,444.94	\$11,796,964.96

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Last Name First Name Adkins Susan Adolphi Ronald Brenda Alcala Arinez Xavier Babcock Jennifer Jerry Baird Andrew Behler Reagan Bellamy Carmen Best Brigid Chvilicek Kathy Coffman Ebreo Bianca Rachel Evey Jenny Freese Rebecca Hargrove Hersh-Tudor Andrew Shawn Hunstock Maria Iniguez Jacobson Zack Micky **Jennings** Ту Jones Kerin Keys Walter Krueger Jill Leonard Sara Lippert Ron and Jeanne Lodge

Annalise Louer Danielle and Jeff Marchant Barbara Oldham **Brett** Peterson Brett Riley Russell Angela Mireya Sanchez Branwen Schaub Tria Skirko Smith Edward Carin Smith

Amy Snively-Martinez Stephenson Larry Thorpe Holly Tod Treat Laura Villanueva Susan Virnig Sharon Wiest Josh Wood

Anonymous

Donald E and Colleen Breen Rev Trust Cascade Auto Center

\$43,324

\$774

\$2,095

Raised

Average

Recurring

48 Total Donors

\$50

Median