



BOARD OF DIRECTORS MINUTES

November 20, 2023

Members Present: Brenda Alcala, Xavier Arinez, Jennifer Babcock, April Clayton, Kathy Coffman, Jessica Gilmore, Don Gurnard, Bárbara Guzmán, Beverly Jagla, Jorden Jessup, Barry Leahy, Ron Lodge, Lyle Markhart, Brett Peterson, Steven Wilkinson, Joshua Wood

Members Absent: Bianca Ebreo, Chelsea Ewer, Daryl Ferguson, Faimous Harrison, Bryce Mackay, Danielle Marchant, Cathy Rixey

Staff Present: Lupe Brito, Rachel Evey, Ellora La Shier, Jill Leonard, Mireya Sanchez

CALL TO ORDER 12:02pm

1) CONSENT AGENDA

- A. October 2023 minutes approved by consent without changes.
- B. Committee Report- no commentary or additions.

2) BOARD EDUCATION

College & Career Expo – *Guest presenters Yuritz Lozano & Jenni Jourdan*

- A. Presentation from Yuritz Lozano and Jenni Jourdan, who organized the and executed the expo in partnership with NCESD. Multiple organizations and agencies (99 vendors) were on campus to exhibit career and professional opportunities available to students as pathways through WVC.

3) REPORT FROM THE COLLEGE - *Rachel Evey*

- A. President Harrison is in Nespelem. Advising day was held last week. Enrollment for this coming winter quarter has increased from winter quarter last year, including running start numbers. The board of trustees met in Omak last week and attended the David Lindeblad memorial dedication; David was WVC Omak faculty for decades. The nursing program was accredited again for the next 10 years, which is the max number of years for accreditation timespans. Bids are opening for CTEI. The college will be asking for contributions for the new building. Foundation will take the lead on the groundbreaking ceremony in April. Discussion regarding funding efforts by the foundation for the new building, and where our role and focus will be on fundraising to supplement state funding for the CTEI.

4) TREASURER'S REPORT – *Jennifer Babcock*

- A. Operating Income Statement (overview)- budget is at a deficit of \$7500 due to the GG&A line item, due to timing of when the payments for those costs land.
- B. Income Statement Per Restrictions
- C. Balance Sheet
- D. Monthly Gift Report

5) **OLD BUSINESS**

- A. **Action:** Board Governance Material- last month updated materials were provided for the full board's review. In that time, no comments or feedback was received as suggestions or changes.

Motion from Jessica Gilmore to approve the documents as presented. Second from Jordan Jessup. Motion is carried without abstention or dissent.

6) **NEW BUSINESS**

- A. Estate of Pixieann Kalcic Zacher- received notification from JDSA that the Foundation will be the recipient of two major gifts from this estate. Those gifts should be disbursed either in December or January. The gift funds are currently held at Numerica, and the estate attorney suggested that the Foundation open a business checking account in order to accept the estate gifts without the incurrence of bank-to-bank transfer fees. The opening and operation of the account will follow our Fiscal Procedures as far as bank requirements go for electronic access and signatories. We do not yet know the amount of the gifts. Rachel Evey will be meeting with the steward of the estate on 11/21. Though the board has previously discussed moving our financial services away from CVB due to dissatisfaction with services, this account will only be used for the estate gifts unless further direction is received from the board.
- B. **Action:** New Account at Numerica Credit Union

Motion from Ron Lodge to approve opening the account as recommended by Budget and Finance Committee. Second from Lyle Markhart. Motion is carried by quorum with one nay and zero abstentions.

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

- A. Year-end Appeal- Postcards are going out, one to our internal donor base and a second postcard to the purchased list from last year. An additional mail piece will go out in mid-December, and a thank you postcard in January. We are participating in GiveNCW again this year, with the funds going to the summer college readiness program, which in turn supports the GG&A fund. Most of our social media posts during this timeframe will be pushing donors in the direction of GiveNCW to support the year-end appeal.
- B. Staff Update- Jill Leonard has extended her time with the Foundation into January to make sure the year-end appeal is wrapped up, as well as the new communications specialist is trained well. She will also contract with the Foundation to plan Food Truck Knight next year.
- C. Audit Update- Audit is currently in progress; we have confirmed that our 990 extension has been filed for next year. The presentation of findings will take place at our B&F committee meeting on December 4th, with all board members invited to attend. The finalized findings will be available for the full board to approve at the December 18th board meeting.

ADJOURNMENT 12:50pm
Minutes taken by Mireya Sanchez