



BOARD OF DIRECTORS AGENDA

Monday, November 20, 2023 - 12:00pm- 1:30pm
Mish ee twie 1305- 3rd floor Conf. Room -- [Zoom](#)

CALL TO ORDER

1) CONSENT AGENDA

- A. October 2023 minutes
- B. Committee Report

2) BOARD EDUCATION

College & Career Expo – *Yuritzi Lozano & Jenni Jourdan*

3) REPORT FROM THE COLLEGE - *Rachel Evey*

4) TREASURER'S REPORT – *Brenda Magaña-Galvan*

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

5) OLD BUSINESS

- A. **Action:** Board Governance Material

6) NEW BUSINESS

- A. Estate of Pixieann Kalcic Zacher
- B. **Action:** New Account at Numerica Credit Union

7) EXECUTIVE DIRECTOR REPORT – *Rachel Evey*

- A. Year-end Appeal
- B. Staff Update
- C. Audit Update

ADJOURNMENT

Upcoming Events:

Thanksgiving Closure, 11/23 - 11/24

Native American Classic Tournament, 12/8 – 12/10

Upcoming Meetings:

Scholarship Committee- 12/4

Budget & Finance- 12/4

Development- 12/6

Executive- 12/11

Full Board- 12/18

Time

12pm

4pm

12pm

4pm

12pm

[Board Portal- click here](#)

[Zoom link- Join here](#)



BOARD OF DIRECTORS MINUTES

Monday, October 16, 2023

Members Present: Brenda Alcala, Jennifer Babcock, April Clayton, Kathy Coffman, Chelsea Ewer, Daryl Ferguson, Bárbara Guzmán, Faimous Harrison, Jorden Jessup, Barry Leahy, Bryce Mackay, Danielle Marchant, Brett Peterson, Cathy Rixey, Joshua Wood

Members Absent: Xavier Arinez, Bianca Ebreo, Jessica Gilmore, Don Gurnard, Beverly Jagla, Ron Lodge, Lyle Markhart, Steve Wilkinson.

Staff Present: Rachel Evey, Ellora La Shier, Jill Leonard, Brenda Magaña-Galvan, Mireya Sanchez

CALL TO ORDER 12:03pm

1) WELCOME & INTRODUCTIONS

- A. Guadalupe Brito, WVC Foundation Development Director- introductions from all board members and staff.

2) CONSENT AGENDA

- A. June 2023 Minutes approved by consent without changes.
- B. Committee Report- no commentary or changes.
- C. Financial Reports- approved without questions as part of the consent agenda.

3) REPORT FROM THE COLLEGE - *President Harrison*

- A. Fall quarter has started with priority of President Harrison meeting with stakeholders and various community members. Hires to several Director and VP positions have set implementation of strategic planning in motion. A lot of focus will go into expanding and increasing activity on campus. Fall kickoff message recorded by President Harrison will be made available for viewing for the board. Enrollment has grown this quarter over last year. A focus on enrollment and retention has helped create guidelines for engagement.

4) BOARD EDUCATION— *Ellora La Shier*

- A. Presentation regarding scholarship program. Slides will be made available upon request. Discussion regarding increase in funds, attributed to donor stewardship and persistence by behalf of ED and Scholarship Program Manager.

5) OLD BUSINESS

- A. Debrief: Food Truck Knight- Overall, what worked: more involvement from volunteers, students, and campus staff. Budget shows that Foundation netted just over \$18K, largely due to sponsorships. Tentative date for 2024 is September 20.

6) NEW BUSINESS

- A. Board Governance Material- all materials included in packet. Board Development Procedure and Board Member Commitment Forms have been updated to include relevant information for current operations and practices. Board evaluations for individuals and the

board overall have been included as new forms to be given at mid-year and end of year as a tool for feedback and evolution of board activities. Request for board members to review the documents provided and provide any feedback on changes to the forms before action to adopt at next meeting.

7) EXECUTIVE DIRECTOR REPORT - Rachel Evey

- A. Staff Update- hired Development Director Guadalupe (Lupe) Brito, first day 10/16/23. Focus will be on annual giving, alumni coordination, development through community events, etc. Additionally, Jill Leonard has accepted a position at another organization. Her position has been posted and is currently open to applicants. The focus of the new communications hire will be focused on marketing and communications and less on events planning and coordination. This change is due to the SWOT analysis by the board. Events will be reviewed for their value and may become a part of development director's role for annual giving and alumni engagement.
- B. 2023-24 Goals: Goals are based on SWOT analysis results, which was completed over the 2022-23 year. Three main areas for goals: development, programs, and impact. Development goals: Employee payroll giving re-launch, establishing donor moves management portfolio. Program goals: relaunch alumni program, continuing improvement to scholarship program, analyze results from WVC Bridge program and how to continue that program beyond the pilot, develop comprehensive marketing plan.
- C. 2023-24 Work Plan- Review of calendar for the year showing all activity and how it crosses through development & events, partnerships, scholarship work, board management, grants, and internal controls and functions. Use of this calendar enables us to manage capacity of staff, board, volunteers, etc.

ADJOURNMENT at 1:12pm

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.
- Event Debrief: Munchen Haus Benevolent Night- fairly slow, but typical for Leavenworth at this time of year. They will donate 25% of sales from the evening, so it should still be a good amount. Piatigorsky Foundation concert was well-attended with over 60 guests. Small amount of cash donations received.
 - 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)

Wenatchee Valley College Foundation

Income Statement per Restrictions

Period Ending 09/30/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues	\$156,586.67	\$297,619.25	\$487,831.61	\$942,037.53
Expenses	\$136,851.41	\$264,172.95	\$58,522.18	\$459,546.54
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

Wenatchee Valley College Foundation

Balance Sheet

As of 09/30/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets	\$914,255.68	\$1,215,264.34	\$9,667,444.94	\$11,796,964.96
Liabilities and Retained Earnings				
Liabilities	\$15,524.12	\$0.00	\$372,620.34	\$388,144.46
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

First Name **Last Name**

Susan	Adkins
Ronald	Adolphi
Brenda	Alcala
Xavier	Arinez
Jennifer	Babcock
Jerry	Baird
Andrew	Behler
Reagan	Bellamy
Carmen	Best
Brigid	Chvilicek
Kathy	Coffman
Bianca	Ebreo
Rachel	Evey
Jenny	Freese
Rebecca	Hargrove
Andrew	Hersh-Tudor
Shawn	Hunstock
Maria	Iniguez
Zack	Jacobson
Micky	Jennings
Ty	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
Angela	Russell
Mireya	Sanchez
Branwen	Schaub
Tria	Skirko
Edward	Smith
Carin	Smith
Amy	Snively-Martinez
Larry	Stephenson
Holly	Thorpe
Tod	Treat
Laura	Villanueva
Susan	Virnig
Sharon	Wiest
Josh	Wood

Anonymous
 Donald E and Colleen Breen Rev Trust
 Cascade Auto Center

\$43,324
 Raised

\$774
 Average

\$2,095
 Recurring

48
 Total Donors

\$50
 Median

Board Development Procedure

Board Recruitment

The Vice President will be the “point person” for board members and staff to refer to for board recruitment.

1. Staff prepares a list of potential board members based on referrals and recommendations. (Ongoing)
2. The Executive Committee or an ad-hoc committee will review the list of referrals and recommendations along with the current board matrix. From this list, individuals will be recommended for interviews. When considering which potential board members to interview, the diversity and inclusivity of the board makeup will be considered. (January-February)
3. The executive director and a current board member will meet with the recruit to interview their interest and experience. They will also share information about the foundation and expectations for board members. (February-March)
4. Based on the outcome of the interview, recruits will be invited to complete an application to join the board. (March)
5. The Executive Committee will review the applications received. The committee will then recommend new board members to the full board for approval. (April)
6. The full board will review the recommended applications and approve new members. (May)
7. New members will be invited to the June board meeting, their terms will begin in July of each year. A new board member orientation will take place in August.

Onboarding New Members

1. Each new member will be onboarded with an orientation packet, campus tour, and connection to a board mentor. The orientation packet will be provided at the orientation meeting in August.
2. The orientation meeting will be held primarily for new members but all board members are welcome to attend. The presentation content will include the foundation board president, WVC president, WVC executive cabinet, and a campus tour (if possible).
 - a. The orientation packet will include a welcome letter, board mentor information, board member commitment form, code of ethics (includes conflict of interest disclosure and consent to electronic notification), WVC Foundation name badge, and WVC parking pass.
3. Board mentors engage with new board members to promote individual and organizational learning. The goal is to make new members feel welcome, connected to their fellow members, and invested in the mission of the organization.

At-Large Member Selection & Approval

1. The full board will be informed of vacant at-large positions by January. Board members interested in volunteering for an at-large position should notify the president or executive director. Board members may also be recommended to the executive committee.

2. Interested members and recommended members will be reviewed by the president and the executive director. It is recommended that Executive Committee members have a minimum of one year of experience on the board.
3. The president will contact the potential members to assess availability and interest then make a recommendation to the executive committee.
4. The executive committee will review the at-large candidates and make a recommendation to the board.
5. The board of directors will review and approve the at-large member recommendation as a part of the annual slate.

Succession of Officers (President, Vice President, Secretary/Treasurer)

1. It is recommended for a board member to serve at least one year as an at-large member before being approved as an officer.
2. Officers will be elected for 1-year terms as a part of the annual slate.
3. The President and Vice President will not serve more than two consecutive 1-year terms.
4. A former officer who has withdrawn from the Executive Committee can become an at-large member or officer after a period of one year.

Board Relations

1. Board members should always abide by the Wenatchee Valley College Foundation Code of Ethics, which must be signed on an annual basis. The conflict of interest includes a disclosure of conflicts of interest.
2. Board members with questions regarding their term should contact the president or vice president of the board. This includes questions about renewal, becoming an at-large member, becoming a committee chair, or resignation.
3. Each board member will participate in a mid-year check in with the Vice President. This check-in will include a review of participation in meetings, events, and giving.
4. Board members with concerns regarding their fellow members should contact the president or vice president of the board. Concerns should relate to the code of ethics.
5. Board members with concerns regarding foundation staff members should contact the Executive Director. If the concern is regarding the Executive Director, the member should contact the president or vice president of the board. Concerns should relate to professional performance or the code of ethics. If necessary, an executive session, which will include the WVC president, can be held to discuss staff performance.

Annual Slate

At the June meeting each year, the board of directors will review the slate for the following year. The slate will include:

1. Executive committee officers
2. Executive committee at-large members
3. Renewing board members
4. Committee chairs
5. Concluding board members
6. New board members

Leadership Roles

The board of directors is led by its Executive team comprised of a President, Vice President, Treasurer, and respective committee chairs. A description of these roles is provided below.

1. President
 - a. Regularly attends and presides over full board and Executive Committee meetings.
 - b. Leads the board through action items and other required votes during meetings.
 - c. Coordinates board development (i.e., recruitment, succession, etc.) with the Executive Committee and Executive Director.
 - d. Oversees committee activities and encourages participation in events.
2. Vice President
 - a. Presides over meetings in the absence of the President.
 - b. Participates in all functions of the Executive Committee.
 - c. Coordinates board development with the President and Executive Director.
3. Treasurer
 - a. Reviews and presents financial statements provided by the Foundation's accountant.
 - b. Chairs the Budget & Finance committee.
 - c. Makes recommendations on the approval of the annual budget and provides understanding and perspective on the Foundation's overall financial position.
4. Committee Chair
 - a. Leads their respective committee through meetings according to the agenda.
 - b. Works with Executive Director to review and guide the committee through action items.
 - c. Communicates with Foundation staff to review agendas and prepare for committee meetings.
 - d. Encourages participation and engagement during committee meetings.



BOARD MEMBER COMMITMENT 2023-24

Board Member: _____

Foundation Mission

We provide equitable access to education and invest in student success through philanthropy.

My commitment to the Wenatchee Valley College Foundation inspires this pledge for 2023-24:

1) I will make a personal, confidential contribution (see last page).

2) Making Connections

I am a member of the following service club, spiritual group, professional association, or trade union: _____

I have contacts at the following companies or foundations and will write support letters: _____

I will recruit volunteers for scholarship application review.

3) Events

I will find sponsor(s).

I will volunteer at events with (circle options): set up / cleanup / greeting / decorations

I will recruit volunteers.

4) Committees

I will serve on the following committee(s):

Development

Budget & Finance

Scholarship

5) Media Work

I am willing to share event and social media posts on my own page to reach my networks.

I am willing to write content for our newsletter or website.

I have personal media contacts with: _____

I have reviewed the board member job description and understand the expectations and time commitment.

Signature: _____ **Date:** _____

You will review this commitment mid-year with the Board VP.



BOARD MEMBER ANNUAL GIVING 2023-24

Board Giving Goals

- 100% participation by June 30
- Suggested giving level: \$120-\$1,200 annually (\$10-\$100 monthly) per board member

Board Member: _____

6) Personal Giving

- I will make a **one-time** gift in the amount of \$_____.
- I will set up a **recurring monthly** gift in the amount of \$_____ to continue until I elect to change my designation, amount, or stop monthly recurring gifts. I understand recurring gifts are charged via credit card on the same date as my set-up day each month, and I will create the recurring gift on the Foundation's Online Giving page.
- I will donate through my workplace giving program, using payroll deduction.
- I will donate using other assets. Specify: _____

If you would like us to process a **one-time donation** donate via credit card, please provide the following information:

Name on Card: _____

Card #: _____

Expiration Date: _____ Security Code: _____

Email Address for receipt: _____

If you would like to donate via check, please make out to the following:

Wenatchee Valley College Foundation
1300 Fifth Street
Wenatchee, WA 98801

Signature: _____

2023-24 Individual Board Member Self-Evaluation Form

Rate your individual performance as a board member this year.	Improving 1	Neutral 2	Doing well 3
1. Attend meetings having studied the information and prepared to discuss the issues.			
2. Raise questions and make suggestions in a manner which encourages positive discussion.			
3. Contribute to but do not monopolize discussion.			
4. Conduct myself in a manner that contributes to a positive, professional image of the board.			
5. I participate in board functions, committees & assignments.			
6. I communicate as needed with the board president and staff with the goal of staying informed.			
7. I have maintained a constructive attitude toward Foundation goals.			
8. I have been flexible toward the acceptance of new ideas and the impact of changing times.			
9. I have utilized my talents to further the foundation mission.			
10. I recognize the number one priority of the foundation is to support the college.			
11. I actively participate in fundraising efforts including donor cultivation			
Additional Comments:			

2023-24 Board of Directors Evaluation Form

How would you rate the board's performance in the following:	Needs work 1	Unsure 2	Does well 3
1. Operates in all ways mindful of its commitment to support the college.			
2. Cultivates a sense of group responsibility.			
3. Serves as the link between the Foundation, the college, and the community.			
4. Promotes a positive image for the Foundation and the College.			
5. Effective in understanding objectives and the role the board plays in fundraising and building reputation.			
6. Effective in obtaining and using feedback from others.			
7. Operates under policies, procedures, and guidelines with which all members are familiar.			
8. Meetings are well attended.			
9. Committee structure is effective towards furthering Foundation goals.			
10. Effective in understanding fiduciary responsibility.			
11. Effective in understanding fiduciary responsibility.			
Additional Comments:			



Numerica Credit Union

DATE: November 13, 2023

To: WVC Foundation Board

From: Rachel Evey, Executive Director

The Foundation has been notified by JDSA Law Firm that we will be the recipients of a gift from the estate of Pixieann Kalcic Zacher. Currently a portion of the gift is held in an account at Numerica Credit Union. A recommendation has been made that the Foundation open a business checking account at Numerica to facilitate acceptance of the estate gift, as it would eliminate fees caused by a bank-to-bank transfer. Rachel Evey and Mireya Sanchez met with a representative at Numerica to discuss account opening requirements and benefits of membership with Numerica.

- Numerica business checking accounts have a minimum opening balance of \$25 with no minimum balance retention requirements after opening.
- Individual staff members could have secure logins with permission-restricted access to account viewing.
- Signatories on the account would follow the fiscal procedures manual, with setup requirements similar to our current financial institution.
- The account would be maintained for the timeframe needed to ensure a full gift transfer is made. Any purpose aside from accepting the Zacher estate funds will be board-directed after discussion at a later date.