



EXECUTIVE COMMITTEE MINUTES

December 11, 2023

Members Present: Jennifer Babcock, Don Gurnard, Jordan Jessup, Barry Leahy

Members Absent: Xavier Arinez, April Clayton, Joshua Wood

Staff Present: Rachel Evey, Mireya Sanchez

CALL TO ORDER 4:02pm

1) CONSENT AGENDA

- A. November 2023 Minutes approved by consent without changes.
- B. Committee Reports- review by committee chairs of document included in packet.

2) REPORT FROM THE COLLEGE – *President Harrison*

- A. All district meetings and holiday parties were held last week on both campuses. Cabinet members also held a meeting with the Tribal Business Council in Nespelem. Native American Classic basketball tournament was held this last weekend at the Town Toyota Center in partnership with the Colville Tribal Council, there was good attendance from participating teams and many activities lead by the Tribal council. President Harrison participated in a museum event this last weekend as the auctioneer. He will be a judge for the Miss East Cascades pageant this year. Some critical community engagement initiatives will begin taking place after the first of the year, including some specific activity in the Omak/Okanogan communities. Many efforts are being made to engage the less-served rural areas and make sure our WVC faculty, staff, and administration are more visible in our service district communities.

3) TREASURER'S REPORT – *Jennifer Babcock*

- A. Operating Income Statement- no commentary or questions.
- B. Income Statement per Restrictions- no commentary or questions.
- C. Balance sheet- still ahead of the budget by about \$17K. Investments at CFNCW sitting at \$9.67M
- D. Monthly Gift Report (November)- no commentary or questions.

4) NEW BUSINESS

- A. FY22-23 Audited Financial Statements- presented to B&F last Monday, no recommendation from the committee to approve yet, as they had just received the statements that day. Overall, we are in good financial standing, with only two recommendations from the auditor. All board members have until the Full Board meeting on the 18th when the statements will need to be formally approved. This was a more active year for the audit due to multiple staff leaves of absence and employment of part-time contractors. Some changes to the Fiscal Procedures manual will take place as a result of those auditor

recommendations. Any board members with concerns or suggestions are asked to bring those to the board Treasurer or Foundation ED before the statements are adopted at the full board meeting next week.

- B. 2024 Sponsorship Opportunities – This flyer has gone out to all WV Chamber members, prior sponsors, and businesses who have expressed interest in sponsoring. Tiered opportunities- each offering event and programming specific sponsorship- are available. These will remain available throughout the year. Board member suggestion to make sure we add diverse photos of all ages of students on the flyers and other marketing materials.
- C. Donor Appreciation Event- Spring TBD- Development committee will decide on a date at the January committee meeting. Currently we are looking at mid-to-late May to avoid Apple Blossom and graduation. We will also add aspects to the event that provide additional information on what donations can support beyond scholarships (professional development, programming, staff awards, etc.). Any additional thoughts or suggestions can be sent to Development committee chair Jorden Jessup or Foundation ED.

5) EXECUTIVE DIRECTOR REPORT – Rachel Evey

- A. Fall Scholarship Awards Results- Memo in packet reviewed. Reminder that the Foundation awards deep rather than wide, to facilitate impactful awards to students that can really make a difference in their financial standing with school. Call for volunteers, as we are getting more applicants than ever. Winter quarter application is now open as well.
- B. Year-End Appeal – materials have been delayed due to printing issues, which is a concern in regard to the potential impact on our earnings for the appeal. Currently we are in talks with the printer to see how they might be willing to mitigate the possible losses as a result of the delay. We will be looking into other print material options, as there is only one print shop in the area at the moment and we want to avoid these issues going forward. Employee payroll giving has increased thanks to campaign efforts from Foundation staff.
- C. WVC Alumni Network- Lupe Brito has put out a survey and received numerous responses and increased engagement. There will be a slide presentation at the full board meeting on the results of that survey and what we can implement going forward. As the network is slowly built back up, we will review options to bring on a specific software for alumni management. Small alumni reunions in partnership with CAMP and Trio will take place to gauge how that might go.
- D. Staff Update- a replacement for Jill Leonard has accepted the position; Emily Scovill will focus mainly on communications and marketing, with the majority of event responsibilities falling to other Foundation staff.

ADJOURNMENT 4:36pm

Minutes taken by Mireya Sanchez