



BOARD OF DIRECTORS AGENDA

Monday, December 18, 2023 - 12:00pm- 1:30pm
Mish ee twie 1305- 3rd floor Conf. Room -- [Zoom](#)

CALL TO ORDER

1) **CONSENT AGENDA**

- A. November 2023 Minutes
- B. Monthly Financial Reports
 - i. Operating Income Statement
 - ii. Income Statement Per Restrictions
 - iii. Balance Sheet
 - iv. Monthly Gift Report
- C. Committee Report

2) **BOARD EDUCATION**

Strategic Enrollment & Community Partnerships – *Pedro Navarette*

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

4) **TREASURER'S REPORT** – *Jennifer Babcock*

- A. **Action:** [FY22-23 Audited Financial Statements](#)

5) **OLD BUSINESS**

- A. Year-end Appeal
 - i. Give NCW
 - ii. Giving Tuesday
 - iii. Employee Giving Campaign

6) **NEW BUSINESS**

- A. Scholarship Program Update
 - i. Volunteer Recruitment
- B. 2024 Sponsorship Opportunities
- C. WVC Alumni Network

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

- A. Upcoming Events
 - i. Knight at the Wild- Feb. 9
 - ii. Business After Hours- Feb. 29
- B. Staff Update

ADJOURNMENT

Upcoming Events:

Upcoming Meetings:

Time

Development- Jan 3rd

12pm

Executive- Jan 8th

4pm

Full Board- Jan 22nd

12pm

[Board Portal- click here](#)

[Zoom link- Join here](#)



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

Wenatchee Valley College Foundation

Income Statement per Restrictions

Period Ending 10/31/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Revenues	\$214,827.24	\$352,264.31	\$526,579.46	\$1,093,671.01
Expenses	\$233,871.76	\$288,288.85	\$76,514.10	\$598,674.71
Gains	(\$62,105.34)	(\$10,281.56)	(\$766,511.20)	(\$838,898.10)
BEGINNING RETAINED EARNINGS	\$924,654.60	\$1,189,340.56	\$9,429,050.69	\$11,543,045.85
NET SURPLUS/(DEFICIT)	(\$81,149.86)	\$53,693.90	(\$316,445.84)	(\$343,901.80)
ENDING RETAINED EARNINGS	\$843,504.74	\$1,243,034.46	\$9,112,604.85	\$11,199,144.05

Wenatchee Valley College Foundation

Balance Sheet

As of 10/31/2023

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Assets				
CVB - Checking	\$193,449.99	\$0.00	\$0.00	\$193,449.99
CVB - Money Market	\$8,219.24	\$0.00	\$0.00	\$8,219.24
Investments - CF	\$458,980.49	\$0.00	\$0.00	\$458,980.49
Fair Market Value Adjustment	\$206,359.60	\$0.00	\$0.00	\$206,359.60
Management Fees Receivable	\$10,441.32	\$0.00	\$0.00	\$10,441.32
CVB - Checking	\$0.00	\$870,451.80	\$0.00	\$870,451.80
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	\$3,202.53	\$0.00	\$3,202.53
Fair Market Value Adjustment	\$0.00	\$108,410.30	\$0.00	\$108,410.30
Pledges Receivable	\$0.00	\$169,699.00	\$0.00	\$169,699.00
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	\$417,390.05	\$417,390.05
Investments - CF	\$0.00	\$0.00	\$6,506,552.88	\$6,506,552.88
Fair Market Value Adjustment	\$0.00	\$0.00	\$2,384,437.08	\$2,384,437.08
Total Assets	\$877,450.64	\$1,243,234.46	\$9,308,380.01	\$11,429,065.11
Liabilities and Retained Earnings				
Liabilities				
Accrued Liabilities	\$15,435.62	\$0.00	\$0.00	\$15,435.62
Payroll Liabilities	\$18,510.28	\$0.00	\$0.00	\$18,510.28
Accrued Liabilities	\$0.00	\$200.00	\$0.00	\$200.00
Scholarships Payable	\$0.00	\$0.00	\$371,120.00	\$371,120.00
WVC Annual Funding - Awards Payable	\$0.00	\$0.00	(\$175,344.84)	(\$175,344.84)
Total Liabilities	\$33,945.90	\$200.00	\$195,775.16	\$229,921.06

	Without Donor Restrictions	With Donor Restrictions		Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Retained Earnings				
Unrestricted	\$843,504.74	\$0.00	\$0.00	\$843,504.74
Temporarily Restricted	\$0.00	\$1,243,034.46	\$0.00	\$1,243,034.46
Permanently Restricted	\$0.00	\$0.00	\$2,772,231.07	\$2,772,231.07
Return to Endowment	\$0.00	\$0.00	\$6,340,373.78	\$6,340,373.78
Total Retained Earnings	\$843,504.74	\$1,243,034.46	\$9,112,604.85	\$11,199,144.05
Total Liabilities and Retained Earnings	\$877,450.64	\$1,243,234.46	\$9,308,380.01	\$11,429,065.11

<u>First Name</u>	<u>Last Name</u>
Susan	Adkins
Ronald	Adolphi
Brenda	Alcala
Xavier	Arinez
Jennifer	Babcock
Paul and Susan	Ballinger
Martin	Barron
Judi	Beck
Andrew	Behler
Reagan	Bellamy
Gail	Boothe
Nayeli	Cabrera
Brigid	Chvilicek
Kathy	Coffman
Bianca	Ebreo
Rachel	Evey
Heather and Shane	Flatness
Jenny	Freese
Rebecca	Hargrove
Andrew	Hersh-Tudor
Michael	Hicks
Robert	Higgins
Shawn	Hunstock
Maria	Iniguez
Ricardo	Iniguez
Zack	Jacobson
Micky	Jennings
Kerin	Keys
Debra	Lapo
Barry and Shannon	Leahy
Jill	Leonard
Ron and Jeanne	Lodge
Annalise	Louer
Danielle and Jeff	Marchant
David and Pat	Notter
Barbara	Oldham
Tammie	Parkinson
Brett	Peterson
Brett	Riley
Deborah	Roth
Angela	Russell
Mireya	Sanchez
Branwen	Schaub
Gina	Shaw
Tria	Skirko

Edward Smith
Amy Snively-Martinez
Suzanne Sorom
Janie Surface
Holly Thorpe
Tod Treat
Hal and Jean Turner
Laura Villanueva
Sharon Wiest
Josh Wood
Tricia Zuttermeister
LocalTel Communications
Washington Center for Nursing
Pershing
Vertical Raise
Donald E and Colleen Breen Rev Trust
Vertical Raise
Raven Foundation
The Salcido Connection, Inc.

\$56,062

Raised

\$630

Average

\$50

Median

\$1,115

Recurring

78

Total Donors



COMMITTEE REPORTS

December 2023

Scholarship- *Joshua Wood*

- Fall 2023 scholarship award results presented.
- Volunteer recruitment & engagement discussed, as well as the implementation of new training. A new module will be used going forward, with the expectation that all volunteers will complete the training periodically as a refresher.
- Partnership with Omak foundation- proposal to work with the Omak team to hold a celebration of donors/scholars similar to our donor appreciation event.

Budget and Finance – *Jennifer Babcock*

- Audit presentation given by Michael Yale. Audit materials sent to full board for review before Full Board meeting.
 - recommendations are the internal controls should be tested regularly by a board member or someone else with accounting experience who is not a staff member handling accounting function. The second recommendation is that continuing education be provided for the Foundation's personnel to help staff members recognize different kinds of revenue.
- Approval for opening of Numerica Account given, next steps will be taken to open the account solely for the purpose of receiving the Estate Gift from Pixieann Kalcic Zacher. Any further use of the account will be board driven.

Development – *Jorden Jessup*

- Meeting canceled due to low attendance.



Scholarship Program Update

Date: December 8, 2023

To: WVC Foundation Board of Directors

From: Ellora La Shier, Scholarship Program Manager

Background

The WVC Foundation opened a scholarship application for fall quarter on August 1, 2023. The deadline to apply was October 1, 2023. We received 500 completed applications. 48 volunteers evaluated each application. Students were notified of the results of their application at the end of October.

- Total amount awarded: \$242,902
- Average award amount: \$2,800
- 86 students received an award. Scholarships are awarded for the entire 2023-24 academic year.
 - 25 students had received a scholarship in a previous academic year.

Recipient Demographics

- 50% of recipients are majoring in an Allied Health program
- 48% of recipients are aged 26+
- 36% of recipients are caring for dependents
- 64% of recipients are the first in their family to attend college

Recipient Testimonials

- "I am truly grateful for this scholarship. I got this scholarship last year and it helped me tremendously. This scholarship will help me financially with my home and school items that are difficult to get. Once again thank you very much for this opportunity. I will continue to thrive and keep up my grades in great standing." - Alejandra.
- "Thank you for awarding me with this AMAZING scholarship. It was a very big surprise to get the amount awarded! I will use this scholarship to help with my quarterly expenses for my schooling to ensure I don't fall behind or lose my confidence. I will feel this same excited feeling when beginning every quarter! Thank you!" - Jazmyne
- "Thank you so much for providing this resource to people like me who need a little extra help. Doing a full class load has affected the hours I'm able to work at my two jobs. While it is a worthwhile trade off, help like this allows me to continue moving forward!" - Gillian

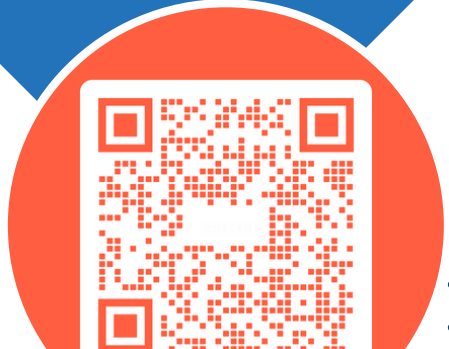


WENATCHEE VALLEY
COLLEGE
FOUNDATION

2024 *Sponsorships* AVAILABLE

wvc.edu/sponsor

Education is an investment in our community's families and our region's economy. When you sponsor a Wenatchee Valley College Foundation event, you provide access to education.





Knight at the Wild 2024

Date: December 1, 2023

To: Development Committee

From: Rachel Evey, Executive Director

Background

Wenatchee Valley College Foundation sponsors a Wenatchee Wild hockey game (\$3,500) as an opportunity to increase WVC visibility and engage the community. The event is a partnership with the WVC recruitment committee, WVC campus life, ASWVC Student Senate, and the WVC Foundation. WVC Knight at the Wild will be Friday, **February 9, 2024**.

Components

Tableing in the Town Toyota Center concourse will be organized by WVC recruiter Karina Mendoza-Flores. All tables will feature a WVC program, club, or team. There will also be a photobooth, mascots, and a "passport" to visit tables and be entered into a raffle. The foundation and recruitment will share a table.

Tickets will be sold to students by ASWVC and to alumni by the WVC Alumni Network (WVC Foundation). All tickets will be group purchased from the Wild for resale. Alumni tickets will include a branded t-shirt.

Game activities including the puck drop, anthem singer, and intermission will be organized by ASWVC.

Giveaways will be at the door, thrown out during intermission, and available at tables in the concourse. The foundation requested funding from ASWVC to pay for the door giveaway (thundersticks) and will be requesting funding from President Harrison (Gift to the College) for the table giveaways.

Private suite will be reserved for WVC alumni. Distribution of the suite tickets will be led by development director Lupe Brito.

Board Volunteer Needs

1. Table volunteers. Two volunteers for set-up from 4:30pm-6pm. Four volunteers for game shift from 6-8pm. Table volunteers will hand out swag and solicit people to enter the raffle.
2. Suite volunteers. 4 volunteers needed for mingling with WVC alumni guests from 6-9:30pm (depending on length of hockey game).