

**Flathead Valley Community College Foundation**  
**Board Meeting**  
**Thursday, May 14, 2015**  
**AT 144A/B, 3:30 p.m.**

**~ MINUTES ~**

Present: *Board of Directors* –John Bowdish, Stephanie Breck, Jessica DuBois, Frank Garner, Mark Johnson, Pat LaTourelle, Donna Lawson, Jim Lehner, Andy Miller, Diane Morton, Justin Sliter, DeAnn Thomas, Debbi Waldenberg, Stephanie Wallace, and Suzy Williams; *Associate Members* – Cindy Lewis, Kathy Mercord, Leslie Mercord, and Jarrod Shew; *Ex-Officio Members* – Jane Karas, Chuck Jensen, and Shannon Lund; *Staff* – Sue Evans, Nancy Clawson, and Colleen Unterreiner.

Excused: Russell Barnes, Nancy Gordley, Kayleen Kohler, Aaron Mower, Marylou Patterson, Chris Ridder, Margie Simpson, Al Stinson, and Pat Winkel.

- I. Prior to the start of the regular business meeting, Honors Program Director Christina Relyea and students Jesse Blanc and Lindsey Andrachick spoke about the trips they were able to take because of the Foundation grants. They went to Seattle to conduct research on homelessness. As teenagers, Jesse was homeless in Seattle and Lindsey lived in a group home. This past April both Jesse and Lindsey attended the Western Regional Honors Conference in Reno. Lindsey said their group was well-represented and FVCC students were better prepared than the students they competed against from Cal-Poly and UNLV. Christina noted they were able to take 11 students to the conference thanks to the grant from the Foundation.

Music faculty Nicole Sanford spoke about the Enhancement Grant she received from the Foundation to provide support for faculty and student performances. With donations collected at these performances and the grant from the Foundation, the music department was able to establish a music scholarship. The first scholarship recipient for the spring 2015 semester, Galina Ilina, will be transferring to MSU to become a music teacher. Nicole thanked everyone for helping the program get started.

Art faculty Susan Guthrie spoke about Big Night 5 to support students in the Venice Program scheduled for June 5<sup>th</sup>. She thanked the board for their past support. She reminded everyone that due to the board's generosity, the study abroad program in Venice is successful. She said Big Night will be an opportunity to have the students who just returned from Venice share their life-changing experiences.

- II. **APPROVAL OF THE MINUTES OF MARCH 12, 2015**  
Donna Lawson motioned to approve the minutes of March 12, 2015. Suzy Williams seconded the motion, and it passed unanimously.

### III. **NOMINATIONS AND ELECTIONS**

Stephanie Wallace recommended the following new members to the board of directors and the associate board:

Board of Directors: Jarrod Shew (moving from the Associate Board) and Meredith Boulter  
Associate Board: Diane Conradi

Stephanie also recommended the following board members for renewal:

Board of Directors: Stephanie Breck, Frank Garner, Mark Johnson, Pat LaTourelle, Diane Morton, Aaron Mower, and Marylou Patterson

Associate Members: Kathy Barkus, Lee Berger, Mary Gibson, Lynn Hilleboe, Chris Hyatt, Lil Laidlaw, Carol Larson, Kathy Mercord, Jarrod Shew, and Darrell Worm

Stephanie recommended the slate of officers for 2015-2016 and 2016-2017:

Justin Sliter, Chair

Stephanie Wallace, Vice Chair

Jarrod Shew, Treasurer

Diane Morton, Past Chair

Stephanie Wallace moved to approve the new members, the renewal of the current board members, and the slate of officers for 2015-16 and 2016-17. John Bowdish seconded the motion, and it passed unanimously.

### IV. **TREASURER'S REPORT**

Justin Sliter reviewed the Foundation's Statement of Financial Position as of April 30, 2015, pointing out the total liabilities and net assets of just over \$17 million. The transfer from First Interstate Bank to D.A. Davidson is complete, and most of the Daley E\*Trade account has moved over to Davidson, as well.

The Finance Committee met on April 7<sup>th</sup> to review Endowed Scholarship Awards for 2015-2016 and approved awarding endowed scholarships at the 5% level. The Finance Committee also approved using \$20,000 in earnings from the Unrestricted Scholarship Endowment to increase scholarship awards or to help students with need who didn't receive any scholarships, as well as using \$50,000 in earnings from the Christmas Tree Excellence fund for special projects as determined by the college's leadership.

Justin reported that the three-year contract for audit services with JCCS is up after the audit of the 2014 financial statements. Justin recommended that the board authorize the Executive committee to see if JCCS is willing to continue as auditor on similar terms. JCCS and Denning & Downey are the only two firms in the valley that are qualified to perform this service and Denning & Downey currently conducts the college's audit. The staff at JCCS is good to work with and they provide quality work.

#### Funding Action Items

The college leadership has identified "Students-In-Need" grants as a priority for the \$50,000 in funding from Christmas Tree Excellence. The state will no longer be funding Montana Higher Education Grants which helped students with documented financial need, particularly those who work while going to school, and these funds will supplement that shortfall.

The Foundation Finance and Executive Committee have been in discussions with FVCC leadership about building an outdoor pavilion on the Kalispell campus which could potentially be used for Festival of Flavors, graduation, concerts, retreats, and many other college and community events. The college has contracted with architects to develop some conceptual designs. Foundation staff has identified the following pools of money that can be used to help fund the pavilion's construction:

Unrestricted Cash	\$ 200,000.00
Festival of Flavors	50,000.00
Technology Fund	7,252.00
Building Fund	<u>5,276.00</u>
<b>Total Funds Available</b>	<b>\$ 262,528.00</b>

Pat LaTourelle motioned to approve \$50,000 to be used for students-in-need grants and \$262,528 to be used for the construction of the pavilion. Suzy Williams seconded the motion, and it passed unanimously.

Justin reported that Leslie Mercord and Tim Schnee from D.A. Davidson & Co. were at the Finance committee meeting on April 7<sup>th</sup>. The transfer of assets is complete, and they are actively managing the Foundation's money.

## **V. COMMITTEE UPDATES**

### Executive Committee

Diane referenced the 2015-2016 Foundation board meeting and activities schedule in the board packets. She reminded everyone that the proposed attendance policy was presented at the March board meeting and was included with this month's board agenda. The proposed policy reads as follows:

#### **Bylaws – Article V, Section III**

##### **Proposed Attendance Policy**

##### Section III. Responsibilities of Voting Directors

- A. The Voting Board of Directors will meet quarterly (4 meetings) during the calendar year to conduct business for the organization.
- B. Voting Directors shall be encouraged to attend all board meetings. Voting Directors are required to attend 50% or two (2) of the four (4) board meetings scheduled in a one-year period. If necessary, members of the Voting Board can use a remote system to assure that the two (2) meeting rule is honored.
- C. Voting Directors who cannot attend at least two (2) meetings in a one-year period can no longer serve on the Voting Board, but are invited to move to the non-voting Associate board with Voting Board approval.
- D. Voting Directors will be required to serve on one Foundation committee.
- E. Voting Directors shall be required to donate to the Foundation the sum of \$200 annually to support operating expenses.

##### Section IV. Responsibilities of Non-voting Associate Board members

- A. Associate Board members shall be required to donate to the Foundation the sum of \$25 annually to support operating expenses.
- B. Associate Board members are encouraged to attend board meetings and serve on a Foundation committee.

Discussion ensued, after which Diane Morton motioned to approve the attendance policy as revised. Justin Sliter seconded the motion and it passed unanimously.

#### Board Development Committee

Stephanie Wallace reported the Foundation Summer Social will be held in August at the home of Suzy Williams. An orientation of new members will occur.

Colleen reported that the summary of strategies by committee that resulted from the annual retreat in January is included in the board packets.

#### Events and Projects Committee

##### 2015 Bibler Home and Gardens Tours

Sue Evans reported both tours and the Mother's Day Brunch were sold out last weekend, and this weekend's tours are all sold out, as well. The early spring weather helped to boost ticket sales. Colleen expressed her appreciation to Sue and Nancy and all the board members who volunteered or attended the tours.

#### Festival of Flavors

Donna Lawson reported Napa in Bloom net proceeds of \$25,000. She thanked Chef Dominic Orsini, as well as Kevin Marshall, the employees of George's Distributing, and the culinary arts faculty and students for job well done.

Claws for Celebration, scheduled for July 8<sup>th</sup>, is the next event. Invitations were mailed this week and board members are encouraged to take additional invitations to pass out. Tickets can be purchased online. There will be live music and beer and wine will be available for purchase. Donna thanked Suzy Williams for the use of her beautiful gardens for this event.

The next Festival of Flavors planning committee meeting is Thursday, May 28<sup>th</sup> at 4 p.m. in BH 140.

Dates for the 8<sup>th</sup> Festival of Flavors are Friday, September 25<sup>th</sup> through Saturday, October 3<sup>rd</sup>.

Donna said if anyone can help with these categories to let the committee know:

- Wine and related items – high-end wine bottles, magnum bottles, beer items, liquor items, accessories, wine tastings, wine pairings
- Food items, including gift certificates for restaurants and food groups, and garden goods
- Entertainment and recreation – play tickets, movie tickets, golf, plants, beauty, boat rides, ski packages, hotel stays

#### Donor Development Committee

DeAnn Thomas reported that the Donor Development Committee has made great strides so far this year including:

- Developing an informational brochure and booklet to introduce prospective donors to the Foundation. Letters and the brochures and booklets were sent to local CPAs, attorneys, and investment firms to share with their clients.
- A Charitable Givers' Update has been scheduled for June 8<sup>th</sup> in partnership with the Flathead Community Foundation. Justin will be presenting, along with Jeff Lewis.
- Colleen has gathered information from other schools regarding electronic donations and we will experiment with this during Festival. If people can't attend in person, they can make donations online.
- The President's Luncheon held on May 1 targeted a small group of guests. Jane provided an update on the college, as well as a vision for the future. The

committee will hold more luncheons in November, March, and June to expand their reach to emerging donors.

*Alumni & Ambassadors Report*

Suzy Williams reported the A&A Council met on April 14<sup>th</sup> to focus on recruitment and growing the A&A scholarship. Currently, A&A has 132 members. New Council officers will be elected at the June meeting.

The Council will place a flower on the chairs of all the graduates at commencement on May 15<sup>th</sup> with a note attached congratulating them on becoming a graduate of FVCC. They will get a packet with their diplomas inviting them to become members of A&A free for a year.

**VI. PRESIDENT'S REPORT**

President Karas thanked the board for their generosity in helping fund the pavilion.

The Board of Trustees voted to raise tuition and fees after a legislative budget process that included faculty, staff, and students. The total tuition increase will amount to \$64 per semester, and Jane noted that the college will work with students to help them meet this increase. Students were most interested in maintaining the quality of education.

Jane acknowledged Frank Garner's work on the legislature as well as all our legislators for the 2015 legislative session.

Four hundred students will graduate this year with degrees and certificates. Commencement will be held May 15<sup>th</sup> at the fairgrounds with over 150 students walking in the ceremony, and twenty nursing students will be pinned tomorrow in a ceremony on campus, as well. Jane reminded the board about the Bellwether award and the research that shows scholarships make a difference in the lives of students.

Jane updated the board on student housing noting that a feasibility study is being conducted by a third party and it should be completed by the end of May.

The Board of Regents will hold their May meeting on the FVCC campus next week. Jane thanked Diane Morton for her service as board chair and her accomplishments during her tenure.

**VII. DEVELOPMENT REPORT**

Colleen Unterreiner provided an update on the 2014-2015 annual fund drive. To date, the Foundation has received \$149,914.26 in gifts, the largest amount ever, from 93 donors. She hopes to increase the number of donors in the future, noting that many who would normally give are paying off pledges for the Broussard Center. She reminded the board that a follow-up mailer to the annual fund was previously sent in June, however, a newsletter has been mailed for the past two years instead. The newsletter will go out in early September.

Sue reported that there were 43 applicants for the 2015-2016 Transformation Scholarship. The Review Committee reviewed the top eight then selected their top three candidates to interview. Jane will announce the winners in her remarks at the President's Dinner this evening.

**VIII. NEW BUSINESS**

Rebecca Farm volunteers are needed for July 23-26.

There being no further business to discuss, the meeting adjourned at 5:00 p.m.,