

Flathead Valley Community College  
Foundation Board Meeting  
Tuesday, September 1, 2015  
AT 139  
4:00 p.m.

~ Minutes ~

Present: *Board of Directors* – Justin Sliter, Russell Barnes, Meredith Boulter, Stephanie Breck, Frank Garner, Nancy Gordley, Jessica Hanson, Kayleen Kohler, Jim Lehner, Andy Miller, Diane Morton, Marylou Patterson, Chris Ridder, Jarrod Shew, Al Stinson, Stephanie Wallace, Debbi Waldenberg, Suzy Williams; *Associate Members* – Mary Gibson, Lynne Hilleboe, Cindy Lewis, Leslie Mercord; *Ex-Officio Members* – Chuck Jensen, Shannon Lund, and Jane Karas; *Staff* – Sue Evans, Heidi Hickethier, and Colleen Unterreiner.

Excused: John Bowdish, Mark Johnson, Patrice LaTourelle, Donna Lawson, Margie Simpson, Pat Winkel

Justin Sliter called the meeting to order at 3:30 PM and introduced FVCC Instructor Mirabai McCarthy and FVCC Student Nicholas Glynos who presented on their experience at the Botany National Research Conference in Canada. Justin reported their travel to the conference was funded by a 2015 Enhancement Grant.

I. **2015 ENHANCEMENT GRANT PRESENTATION:**

Mirabai McCarthy presented on the Botany National Research Conference that she and two students attended in Edmonton, Canada. Mirabai showed a slideshow highlighting their experience and thanked the board for the opportunity.

FVCC Student Nicholas Glynos reported on his experiences at the conference, as well, and thanked the FVCC Foundation Board for their continued support.

Justin asked everyone to introduce themselves and to provide a brief summary of their involvement with the Foundation.

II. **APPROVAL OF THE MINUTES OF MAY 14, 2015:**

Russ Barnes moved to approve the minutes of May 14, 2015. Nancy Gordley seconded the motion and the motion passed unanimously.

III. **FUNDING FOR 2016 ENHANCEMENT GRANTS:**

Diane Morton reported that the Review Committee met to look at the year's event proceeds to make a recommendation for funding of 2016 Enhancement Grants. Diane motioned that the Foundation Board allocate \$30,000 in funding for 2016 Enhancement Grants. Stephanie Wallace seconded the motion. After discussion by the Board, Justin called the motion to vote and it passed unanimously.

The 2016 Enhancement Grant applications will be available on the FVCC website in mid-September and the Review Committee will meet in November to make award recommendations to bring to the Board at its December 1<sup>st</sup> meeting.

IV. **TREASURER'S REPORT:**

FVCC Foundation Treasurer Jarrod Shew outlined the 2014 Audit Report and Statements of Financial Position for May, June and July 2015. Jarrod noted a typographical error on the May 2015 Statement of Financial Position which reported net assets as \$167,686,942, however, they are actually \$16,686,942.

Tony Vanorny and Tiffany Starkel of JCCS met with the Foundation Finance Committee on August, 31, 2015 to present the audit of the Foundation's 2014 financial statements. The auditors presented a clean audit with one adjusting journal entry to reclassify some earnings, and the audit was approved and accepted by the Finance Committee. Hard copies of the audit are available at today's meeting and it will be posted on the FVCC website.

Jarrod thanked Justin Sliter and Jordahl & Sliter for their work on the Foundation's IRS 990 and for having it completed prior to the September meeting. Justin provided an overview of the 990, noting that it is a public document and while it will not be posted on the Foundation website, it is made available on the website of third party organizations such as GuideStar.

V. **COMMITTEE UPDATES:**

Executive Committee

Justin reported that the Executive Committee met August 20<sup>th</sup> and discussed the upcoming 2016 Enhancement Grants, the Foundation fall newsletter, and Foundation committees. **I missed this meeting, so please feel free to fill in here, Colleen!!**

Events and Projects Committee

Bibler Tours

Sue Evans reported on the 2015 tours of the Bibler Home and Gardens. Ticket prices were raised to \$15 for adults and \$5 for children this year and the tours raised close to \$10,000, \$2,000 more than last year. Sue thanked all of the volunteers who made the tours possible.

Events Committee

Debbi Waldenberg provided the board with a summary of 2015 events. She reported the spring and summer events raised nearly \$75,000 and the Foundation is hoping to exceed \$150,000 on Festival of Flavors 2015 events. Debbi invited board members to attend Festival of Flavors events during the week of September 25 – October 3. She welcomed Meredith Boulter to the Events Committee and thanked her for her involvement. Debbi then outlined the Festival of Flavor sponsorships which currently totals close to \$60,000.

Colleen Unterreiner reported on ticket sales for each of the Festival of Flavors Events.

Justin Sliter stated Foundation Board members have a responsibility to help with these events to ensure their success. He outlined several ways board members could become involved including:

- attending the dinners
- purchasing a sponsorship
- donating an item for the silent auction
- signing up to volunteer

Colleen passed around volunteer sign-up sheets and Justin encouraged board members to get involved. Colleen then provided a brief overview on each of the Festival of Flavor Events and asked board members to help with overall event promotion.

#### Board Development Committee

Stephanie Wallace reported that a new board member orientation was conducted for Meredith Boulter. Colleen welcomed Jarrod Shew back to the Board of Directors and thanked him for accepting the Foundation Treasurer position. The board discussed holding a retreat in January and Colleen said she would provide a few dates to consider that would work for the staff, board members and President Karas.

#### A & A Update

Suzy Williams reported A & A members historically nominate more senior alumni for the Distinguished Alumni Award and now nominations will include younger alumni, as well. She invited board members to the A & A Social on Thursday, October 22, 2015 at the Rack Shack and stated tickets will go on sale after Labor Day. Suzy also noted that the A & A spring luncheon is scheduled for March 9, 2016.

Suzy encouraged board member involvement with A & A and outlined the membership fee categories and the online form available for registration. Suzy reported the overall fundraising goal for A & A is to raise \$5,000 to put towards an alumni endowed scholarship fund.

#### Donor Development

Colleen Unterreiner reported the Foundation is still looking for a chair for the Donor Development committee. A luncheon will be held on December 7<sup>th</sup> for emerging donors and she is working with President Karas on the logistics. Colleen is also working on a system for tracking top donors and making sure to thank them individually.

## VI. PRESIDENT'S REPORT

FVCC President Jane Karas reported discussions are still underway regarding a campus pavilion and as new ideas are presented, costs continue to be a factor. President Karas' overview included:

- possible locations for the pavilion
- different uses including larger Foundation venues and graduation ceremonies
- weather requirements
- associated costs

FVCC has hired an outside consultant to assess student housing needs and is now looking at a business plan to determine feasibility and costs to bring back to the Board of Trustees.

Fall semester classes began last Thursday and enrollment numbers are the similar to last year. FVCC is still adjusting from the 2008 – 2010 bubble, however, enrollment in Running Start is on the rise.

The college has assigned a taskforce to research software options for a Student Emergency Alert Program, and a Behavioral Intervention Team has been put in place to intervene if anything unusual happens on campus.

New signage for campus buildings will be installed within the next month.

A new website is being developed for the college which will have mobile device capabilities.

The college is working on a master calendar project which will allow the FVCC community to look in one place and be able to reference all events happening on campus.

FVCC continues to improve the Veteran's Center by adding computers, a quiet area to study and additional academic support.

FVCC has two Fulbright scholars on campus this semester, one from China and one from Brazil, and both are teaching foreign language classes.

VII. **DEVELOPMENT REPORT**

Colleen updated Board members on the 2015-2016 Employee Giving Fund drive, noting that the fund consists of employee donations and is used to provide three \$1,000 scholarships annually and to help students in emergency situations with grants of up to \$200. The 2015–2016 goal is to raise \$10,000 and an employee survey will go out to solicit ideas on additional ways to help meet students' needs.

Colleen reported on recent donations to the Foundation including a donation from the estate of a former Senior Institute student and \$20,000 from the Gene Haas Foundation for scholarships for students in the Industrial Machine Technology program.

Colleen invited board members to attend the High Performing Board workshop on September 11, 2015 at the college, noting the Foundation will pay the registration fees for anyone interested in attending as part of ongoing development for board members.

Colleen said the Foundation Newsletter will be published in a few weeks and the annual fund drive solicitation will be mailed in November prior to Thanksgiving with a Today, Tomorrow, Forever theme.

VIII. **NEW BUSINESS**

Leslie Mercord provided an overview of the current financial market and its effect on Foundation investments. She outlined the Foundation's portfolio and reported there will be a Finance Committee meeting with the Seattle D.A. Davidson financial representatives in September. The board held a brief discussion on the Foundation's investments.

Al Stinson moved to adjourn the meeting at 5:00 PM. Jim Lehner seconded the motion and the motion passed unanimously.