

**Flathead Valley Community College Foundation Board Meeting**  
**Monday, September 12, 2016**  
**Arts and Technology Building, AT 139**  
**3:30 PM**

Present: *Board of Directors* – Chair Justin Sliter, Russ Barnes, Meredith Boulter, John Bowdish, Tracy Freeman, Frank Garner, Nancy Gordley, Jessica Hanson, Mark Johnson, Walter Kuhn, Patrice LaTourelle, Donna Lawson, Jim Lehner, Andy Miller, Diane Morton-Stout, Kim Nystuen, Marylou Patterson, Jarrod Shew, Al Stinson, Debbi Waldenberg, Stephanie Wallace, Suzy Williams

*Associate Members* – Mary Gibson, Cindy Lewis, Kathy Mercord, Leslie Mercord, Lil Laidlaw, Carol Larson; *Ex-Officio Members* – Jane Karas, Shannon Lund, Kirk Zander; *Staff* – Colleen Unterreiner, Sue Evans, and Heidi Hickethier

Excused: Chris Ridder, Jarrod Shew, Marylou Patterson and Stephanie Wallace.

Chair Justin Sliter called the FVCC Foundation Board meeting to order at 3:30 p.m.

Conrad Rauscher, FVCC Assistant Professor of English, and Zoa Philips, Phi Theta Kappa (PTK) Chapter President, reported on their trip to Washington D.C. to participate in PTK National Conference and thanked the Board for the opportunity.

Mr. Rauscher also outlined an open source textbook, a product of a previous Enhancement Grant opportunity, which has become a self-supporting project. Mr. Rauscher reported over 1,000 textbooks have been purchased by students at one quarter of the cost of a textbook to date.

**I. APPROVAL OF THE MINUTES OF JUNE 7, 2016:**

Chair Justin Sliter asked the Board members to review the minutes as presented. Donna Lawson moved to approve the minutes of the June 7, 2016 FVCC Foundation Board meeting. Suzy Williams seconded the motion and the motion passed unanimously.

**II. Funding for 2017 Enhancement Grants:**

Chair Justin Sliter reported that the Executive Committee is recommending the Board provide \$50,000 for the 2016-2017 fall and spring Enhancement Grants from Festival and Bibler Tours fundraising. Justin said \$45,000 was awarded in the 2015-2016 year. Diane Morton-Stout said \$35,000 will be allotted for the fall and \$15,000 for spring. Justin asked for a motion to approve the recommendation.

Diane Morton-Stout motioned to approve \$50,000 for the 2016-2017 fall and spring Enhancement Grants. Frank Garner seconded the motion. Diane outlined the Enhancement Grant application process and provided an overview which included:

- The application will be posted for faculty and staff by Monday, September 19
- Application deadline is Tuesday, November 15

- The Review Committee will receive applications for review and meet late November/Early December to provide recommendations to the Board
- The Board will vote on those recommendations at the December 13 Board meeting
- The awards will be announced at an all-employee lunch on December 14 before the holiday break

Diane also stated that all Board members were welcome to join the Review Committee to go over the applications and attend the Dec. 14 luncheon.

Justin called for a vote on the motion. The motion passed unanimously.

### **III. TREASURER'S REPORT**

Chair Justin Sliter provided the Treasurer's Report.

Justin reported the Finance Committee met in July to review and approve the audit report and review the IRS 990.

**Audit:** Tony Vanorny and Tiffany Starkel from JCCS presented a clean, unmodified opinion of the Foundation's 2015 financial statements. One adjusting journal entry was made to match unrealized gains and losses to the brokerage statement 1099s. The adjustment was needed because currently on donations of stock, D. A. Davidson does not necessarily record the cost basis of the stock using the daily weighted average price of the stock on the day it was receipted into the Foundation's account, which is the way they are booked into the accounting software. Sue Evans will follow up with D. A. Davidson to ensure gifts of stock are booked in this manner in the future.

The audit report was unanimously approved by the Finance Committee.

**IRS 990:** Dan Chisholm of Jordahl & Sliter presented the 2015 IRS 990 for the finance committee review, noting the following:

1. Fay Harwood's estate gift will be considered an "unusual grant" due to its size and will be pulled out of the Schedule A, Part II and reported separately on page 8 of Schedule A
2. Amounts allocated to program expenses on page 2 will change to reflect the actual 2015 disbursements
3. Justin stated the Finance Committee is recommending approval of the 990 but he directed the Board to review the material and a vote would be taken at the end of the meeting.

**Internal Controls:** The Foundation office's internal control procedures, prepared by staff, were reviewed by the auditor. Justin outlined the internal control procedures.

**Investment Policy:** Justin stated the Finance Committee reviewed the Investment Policy and were recommending one modification to page 4 to include a clause for proxy voting by investment managers. Pat Winkle motioned to approve Investment Policy as presented. Russ Barnes seconded the motion. Walter Kuhn asked about

proxy voting guidelines. Justin said D.A. Davidson suggested the language and the Board held a brief discussion. Justin called for a vote and the motion passed unanimously. Justin said the Finance Committee reviews the policy annually and he invited all board members to participate.

**Capitalization Policy:** Justin outlined the Capitalization Policy which states the Foundation will expense anything that does not exceed \$5,000 and any expenditure above that will be capitalized. Nancy Gordley motioned to approve the Capitalization Policy as recommended. Russ Barnes seconded the motion. Tracy Freeman asked about past practices. Sue said the Foundation typically hasn't had capital assets but IRS guidelines require us to have this policy in place in case it is required in the future. Justin clarified that "nontax purposes" means "book purposes" which is wording proposed by the IRS. Justin called for a vote and the vote, passed unanimously.

Sue asked the Board members to review the contact list of Foundation Board Members and Associate Members as presented. She asked that people email her with changes.

#### **IV. COMMITTEE UPDATES**

##### **Events Committee**

**Bibler Tours:** Sue Evans outlined Bibler Garden tours and reported it was a great season. Sue said the summer evening tours didn't sell out for the first time ever but there were two additional tours available which brought the revenue to a record high. Sue said there were 556 people and the tours raised \$11,340, \$2,000 more than last year.

**Summerfest:** Donna Lawson reported the Summerfest event netted \$45,000. Donna thanked all board members who were able to attend and Tracy Freeman for her work on securing the BNSF live auction item for the Summerfest. President Jane Karas also thanked Tracy Freeman for the BNSF tickets and Bob Nystuen for donating additional tickets. Colleen said when she called BNSF to thank them for these tickets, they donated another six to the Foundation. President Karas outlined the specifics of the BNSF train ride.

**Festival of Flavors:** Donna reported all of the private dinners for the upcoming Festival of Flavors were sold out. She also reported that the Belton Chalet, Marina Cay, and Latitude 48 venues still had tickets available for purchase and the Belton Chalet will have a shuttle bus for guests if they are interested. The Kick-off event had 130 tickets sold so far and the Grand Wine Tasting had 300 tickets sold to date which includes sponsored tables. Donna said we would like to sell at least 50 more tickets to the Grand Wine Tasting. Donna also stated that student speakers will be at each event and Jane will speak at most of the venues as well. Donna then provided a list of opportunities for Board members to help with the Festival of Flavors which include:

- Friday, September 16, decorating for the Kick-off event at noon
- Thursday, September 22, building baskets for the silent auction at 10 a.m.

- Saturday, October 3, Grand Wine Tasting – 9:00 a.m. at the Hilton Garden Inn

Donna thanked everyone who purchased tickets or recruited people to sign up for events for FOF and reported she had two \$1,000 checks to kick-off the FOF donations.

### **Board Development Committee**

Chair Justin Sliter thanked new Board members Tracy Freeman, Kim Nystuen and Walter Kuhn for joining the Board. Colleen reported the new Board members received an orientation from Stephanie Wallace and Foundation staff. Colleen further stated that Foundation staff is preparing for the Summer Social and considering topics for the January retreat.

Tracy Freeman, Kim Nystuen and Walter Kuhn introduced themselves and thanked the Board for the opportunity to serve.

### **Alumni & Friends Update**

Suzy Williams provided an overview on the first ever A&F membership drive. Suzy reported we now have 120 new A&F members and are now 240 strong. Suzy also listed the first A&F Business Sponsors including:

- Hafferman Engineering Inc.
- Mum's Flowers
- Robert Peccia & Associates,
- Valerie McIntyre Photography
- Wheaton's Cycle
- Woodland Floral

Suzy said this year we are creating opportunities for A&F members to get together to both socialize and support the college. Suzy asked Board members to mark their calendars for:

- **October 13, 2016** - Alumni & Friends Fall Social at The 'Rack Shack in Somers
- **April 11, 2017** - Alumni & Friends Benefits Brew Night, Kalispell Brewing Company, Kalispell

Suzy invited each Board member to attend at least one A&F event this year.

### **Donor Development Committee**

Colleen reported that President Karas held private lunches with donors last spring. Colleen also said the Culinary Institute students will be providing an evening dining experience called the Capstone Restaurant will be open from 4:30 – 8:30 and she encouraged Board members to get the word out.

Al Stinson said the culinary students provided a great presentation during his recent Clambake event.

Colleen said that Foundation staff will be distributing brochures to financial, legal and estate planning businesses prior to the annual fund drive.

**Special Guest**

President Karas introduced a former FVCC graduate and Jack Kent Cooke Scholarship recipient, Anmol Manchala, who stopped by to thank the Board for past support. Anmol thanked the Board and FVCC for all the support. She recently graduated from Montana State University and is applying to schools for to become a physician's assistant.

**V. PRESIDENT'S REPORT**

President Karas outlined her private donor lunches. Jane stated Chef Howard and culinary staff provided the meals and it was a fantastic opportunity to spend one on one time with different donors and constituents of FVCC. Jane thanked the Board for approving the Enhancement Grants.

Jane highlighted the upcoming FVCC 50<sup>th</sup> anniversary in 2017, student housing, FVCC FTE, Running Start Program, and the upcoming legislative session. Jane also reported that former FVCC Vice President Brad Eldredge left to take job in Salt Lake City and Dr. Darlene Schottle will serve as interim Vice President.

**VI. DEVELOPMENT REPORT**

Colleen reported on the 2016-2017 Employee Giving Fund. Colleen said the goal was to raise \$10,000 and the money will provide five \$1,000 scholarships and an Emergency Fund which students can apply to if they find themselves in an extremely difficult situation. Colleen reported that 20 students received \$200 each last year from the Emergency Fund last year.

Sue Evans reported the Foundation received another estate gift from in the amount to \$165,000 from Joe and Flo Vacura. Sue said FVCC was named as a beneficiary of their account with Edward Jones along with four other recipients. Sue reported this is an unrestricted donation.

Chair Justin Sliter thanked the Foundation staff for their continued efforts towards fundraising and he also thanked President Karas for her outstanding efforts.

**VII. NEW BUSINESS**

No new business was discussed.

Chair Justin Sliter called for a vote on the 990. Al Stinson moved to approve the IRS 990 for 2015. It was seconded by Andy Miller and approved by a vote of the board. The motion passed unanimously.

The meeting adjourned at 5:00.