

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

Supporting and promoting lifelong learning through fund raising, advocacy and volunteerism

Monday, March 20, 2023 – 3:30 p.m. – 5:00 p.m. - Painted Desert Campus – Learning Center Room #142 with WebEx option

- I. **Call to Order – 3:40**

- II. **Roll Call and Introductions** – Present in-person included Terry Shove (President – Apache County Representative); Mary Koury (Painted Desert Campus Representative); Betsy Wilson (Executive Director). Present on WebEx included Pat Ceballos (Vice-President – Little Colorado Campus Representative); Cara Dukepoo (Hopi Center Representative); Jon Saline (White Mountain Campus Representative); Wendy McVicker (Treasurer – Silver Creek Campus Representative*)
 *Wendy joined the meeting during the Director’s Report/Old Business portion.

- III. **Action Item: Approval of the Minutes of the February 27, 2023 meeting:** Mary Koury made a motion to approve the minutes as presented; Pat Ceballos seconded the motion. There was no discussion. All voted in favor; no abstentions.

- IV. **Action Item: Approval of Treasurer’s Report – NPC Friends and Family Treasurer Wendy McVicker:** Pat Ceballos made a motion to approve the Treasurer’s Report; Mary Koury seconded the motion. Terry Shove called on Betsy Wilson to note any highlights, as Wendy McVicker was detained in another meeting. Betsy noted that all scholarships for Spring 2023 have now been awarded, and called attention to an anonymous donation of \$3,200.00 to the Jennifer Lee Witt Memorial Scholarship fund. She also noted the losses in the endowed scholarship funds and reiterated, as she and Wendy have in past meetings, that the markets remain volatile. She also noted that since the last NPCFF board meeting, two US banks have collapsed, adding to uncertainty, and that the markets will likely remain unsettled for the near future. She reported that she received an email from the president of National Bank of Arizona, reassuring their customers that the bank was stable and not in danger of collapse, and explaining why their management structure assured this. Betsy asked if anyone in the group wanted the email forward to them. None did. Terry called for a vote on Pat’s motion for approval of the Treasurer’s Report. All voted in favor; no abstentions.

a. Operational Checking Account Activity

| | | | | | | |
|--------------------------------------|-------------|------------|---------------|--------------------|----------------------------------|--------------------|
| Beginning Balance – 1/31/2023 | | | | | | \$42,564.92 |
| Check # | Date | +/- | Amount | Payee/Payer | Purpose | |
| TRANSFER | 2/1/23 | + | \$50.00 | RS Account | Food Pantry charges on NBAZ Visa | |

| | | | | | |
|---------------------------------|--------------------|---|----------|-----------------|---|
| TRANSFER | 2/1/23 | + | \$206.95 | US Account | Prepaid Visa for CCP GED Exam fees; paid with NBAZ Visa |
| Online Pmt | 2/2/23 | - | \$316.95 | Bankcard Center | January Visa statement |
| 1412 | 2/8/23 | - | \$78.08 | Joshua Rogers | Reimbursement for lunches for Hopi Center student visit |
| Ending Balance 2/28/2023 | \$42,426.84 | | | | |

b. Restricted Scholarships (Money Market) Account

| | | | | | |
|------------------------------------|---------------------|------------|---------------|---------------------|---|
| Beginning Balance 1/31/2023 | \$168,388.86 | | | | |
| Check # | Date | +/- | Amount | Payee/Payer | Purpose |
| TRANSFER | 2/1/2023 | - | \$50.00 | To OC Account | Food Pantry charges on NBAZ Visa |
| DEPOSIT | 2/2/2023 | + | \$3,200.00 | Donor | Anonymous donation to Jennifer Lee Witt Memorial Scholarship fund |
| DEPOSIT | 2/14/2023 | + | \$500.00 | NPC Business Office | Reimbursement to NPCFF for FA 22 Tim Shove scholarship; student failed to register for classes. |
| TRANSFER | 2/23/2023 | + | \$2,000.00 | US to RS | Donations made in memory of Martin Lucas to establish the Martin Lucas Memorial Scholarship |
| DEPOSIT | 2/28/2023 | + | \$100.00 | Donation | To Martin Lucas Memorial Scholarship fund |
| 73 | 2/10/23 | - | \$13,500.00 | NPC Business Office | For second round of SP 23 - 9 AV Transportation Grants @ \$1,500.00 each |
| Interest | 2/28/23 | + | \$2.61 | Interest | Interest |
| Ending Balance 2/28/2023 | \$174,141.47 | | | | |

c. Unrestricted Scholarships (Money Market) Account

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|------------------------------------|---------------------|------------|---------------|--------------------|----------------|
| Beginning Balance 1/31/2023 | \$191,819.20 | | | | |
| Check # | Date | +/- | Amount | Payee/Payer | Purpose |

| | | | | | |
|---------------------------------|-----------|---|------------|--------------|---|
| TRANSFER | 2/1/2023 | - | \$206.95 | US to OC | Prepaid Visa for CCP GED Exam fees; paid with NBAZ Visa |
| DEPOSIT | 2/6/2023 | + | \$102.66 | Donor | Honeywell Employee Match Giving Program |
| DEPOSIT | 2/10/2023 | + | \$28.15 | AmazonSmiles | Proceeds from sales on Amazon |
| TRANSFER | 2/23/2023 | - | \$2,000.00 | US to RS | Donations made in memory of Martin Lucas to establish the Martin Lucas Memorial Scholarship |
| Interest | 2/28/2023 | + | \$2.93 | Interest | Interest |
| Ending Balance 2/28/2023 | | | | | \$189,745.99 |

d. Endowed Edward Jones – NPCFF Endowment

| | | | |
|--------------------------------------|-------------|-----------------|---------------------|
| Beginning Balance – 1/28/2023 | | | \$517,236.05 |
| Activity | Date | Activity | Date |
| - | 2/24/2023 | \$13,491.24 | Loss on Investment |
| - | | \$571.24 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$503,173.53 |

e. Endowed Edward Jones – Smith Endowment

| | | | |
|--------------------------------------|-------------|---------------|---------------------|
| Beginning Balance – 1/28/2023 | | | \$122,198.77 |
| Activity | Date | Amount | Purpose |
| - | 2/24/2023 | \$3,183.20 | Loss on investment |
| - | | \$134.97 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$118,880.60 |

f. Endowed Edward Jones – Lisitzky Endowment

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|--------------------------------------|-------------|---------------|--------------------|
| Beginning Balance – 1/28/2023 | | | \$49,509.22 |
| Activity | Date | Amount | Purpose |
| - | 1/27/23 | \$1,408.89 | Loss on Investment |
| - | | \$44.36 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$48,055.97 |

g. Endowed Edward Jones – Endfield Endowment

| Beginning Balance – 1/28/2023 | | | \$70,868.86 |
|-------------------------------|-----------|------------|--------------------|
| Activity | Date | Amount | Purpose |
| - | 2/24/2023 | \$1,844.21 | Loss on Investment |
| - | | \$78.22 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$68,946.43 |

Endowed Edward Jones – Pres Winslow Endowment

| Beginning Balance – 1/28/2023 | | | \$88,295.27 |
|-------------------------------|-----------|------------|--------------------|
| Activity | Date | Amount | Purpose |
| - | 2/24/2023 | \$2,297.23 | Loss on Investment |
| - | | \$97.51 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$85,900.53 |

h. Endowed Edward Jones – Jon Graff, Ph.D. Fund

| Beginning Balance – 1/28/2023 | | | \$97,692.45 |
|-------------------------------|-----------|------------|--------------------|
| Activity | Date | Amount | Purpose |
| - | 2/24/2023 | \$2,543.86 | Loss on Investment |
| - | | \$107.82 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$95,040.77 |

i. Endowed Edward Jones - Jennifer Lee Witt Memorial Scholarship Fund

| Beginning Balance – 1/28/2023 | | | \$197,920.74 |
|-------------------------------|-----------|------------|--------------------|
| Activity | Date | Amount | Purpose |
| - | 2/24/2023 | \$5,613.64 | Loss on Investment |
| - | | \$218.37 | Investment fees |
| Ending Balance 2/24/2023 | | | \$192,088.73 |

j. Taking Flight Scholarship

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|--------------------------------------|-------------|---------------|--------------------|
| Beginning Balance – 1/28/2023 | | | \$58,956.22 |
| Activity | Date | Amount | Purpose |
| - | 1/28/23 | \$1,537.16 | Loss on Investment |
| - | | \$65.07 | Investment fees |
| Ending Balance 2/24/2023 | | | \$57,353.99 |

k. AndyVon Cash Account

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|--------------------------------------|-------------|---------------|-------------------------------|
| Beginning Balance – 1/28/2023 | | | \$399,353.85 |
| Activity | Date | Amount | Purpose |
| - | 2/24/23 | \$13,500.00 | Assets withdrawn from account |
| - | | \$302.61 | Change in value (interest) |
| Ending Balance 2/24/2023 | | | \$386,156.46 |

l. Mary Kay Smith Lindy Endowment

| | | | |
|--------------------------------------|-------------|---------------|--------------------|
| Beginning Balance – 1/28/2023 | | | \$18,548.69 |
| Activity | Date | Amount | Purpose |
| - | 2/24/23 | \$394.83 | Loss on Investment |
| - | | \$19.25 | Investment Fees |
| Ending Balance 2/24/2023 | | | \$18,134.61 |

Report of Endowed Funds as of 1/27/2023 –

| Name of Account | *One Year Ago | Current | Change |
|--------------------------|----------------------|----------------|----------------------|
| Smith | \$130,571.16 | \$118,880.60 | -\$11,690.56 (-9.0%) |
| Lisitzky | \$52,562.67 | \$48,055.97 | -\$4,506.70 (-8.6%) |
| Endfield | \$75,242.90 | \$68,946.43 | -\$6,296.47 (-8.4%) |
| NPCFF | \$553,521.75 | \$503,173.53 | -\$50,348.22 (-9.1%) |
| Winslow | \$93,924.37 | \$85,900.53 | -\$8,023.84 (-8.5%) |
| Jon Graff | 0 | \$95,040.77 | N/A |
| Jennifer Witt | \$211,925.77 | \$192,088.73 | -\$19,837.04 (-9.4%) |

| | | | |
|----------------------|-----------------------|-----------------------|-------------------------------|
| Taking Flight | \$55,956.95 | \$57,353.99 | +\$1,397.04 (+2.5%) |
| AndyVon | 0 | \$386,156.46 | N/A |
| Mary Kay Smith Lindy | \$19,223.51 | \$18,134.61 | -\$1,088.90 (-5.7%) |
| Total | \$1,192,929.08 | \$1,573,731.62 | +\$380,802.54 (+31.9%) |

*Change shows general trends only. Change includes gains and losses based on interest, but also includes gains based on assets added to the accounts through donations and revenues, and losses based on assets withdrawn from accounts for scholarship awards. Amounts highlighted in turquoise show less loss, due to continued donations.

V. Director's Report/Old Business – Betsyann Wilson –

- A. Update on Spring 2023 Scholarships – Martin Lucas Memorial Scholarship and CASO Student Scholarship winners** – Betsy acknowledged the volunteers who assisted in the scholarship review process. She reported that there were thirteen applicants for the two \$500.00 CASO scholarships. The two winners are Jocilyn McCleve and Andreah Watchman. Jocilyn is a first-year nursing student from the White Mountain Campus, who is dual-enrolled in the Bachelor of Science in Nursing program at Arizona State University, which is a significant challenge. Jocilyn has received NPCFF scholarships in the past, and continues to excel and maintain a strong GPA. Andreah is the sole provider for her family of five. She works full-time as a health care tech near her home in Sanders, and she is taking prerequisites for admission to the nursing program at the Painted Desert Campus. Betsy noted that the reviewers' scores for both awardees ranked them ordinally #1 and #2, respectively, reinforcing that the selection was a good one.

The inaugural winner of the Martin Lucas Memorial Scholarship is Karlita Pablo, an Early Childhood Development student from Whiteriver. Betsy reminded the group that the prompt for the scholarship essay included that applicants should tell how disability impacted their lives. Betsy shared that Karlita wrote movingly of how her father became a paraplegic after being thrown from a truck when Karlita was eight years old. The experience inspired her to work with children with special needs.

- B. Update on Spring 2023 Donations** – Betsy called attention again to the \$3,200.00 donation to the Jennifer Lee Witt Memorial Scholarship Fund, noting that this would allow for the awarding of the three fall 2023 scholarships, in keeping with the wishes of Jennifer's parents.
- C. Update on AZ Gives Day 2023** – Betsy acknowledged the great help of the NPC Marketing team, particularly Lia Keenan, in helping her develop the "give page" for AZ Gives Day. Betsy reminded the group that AZ Gives Day takes place on Tuesday, April 4, and that, while Early Giving opened on March 15, the strategy is to win the Most Dollars Raised by a Medium-Sized Nonprofit on AZ Gives Day. She said she would send reminders to the group, as well as all "friends" on the NPCFF mailing and email lists. She noted that donations to the endowed scholarships may be the only way we can award them for the fall 2023 semester, given the market situation. Betsy also shared that a group of faculty and staff have initiated a plan to memorialize the late Dr. Eric Henderson with a plaque outside the Painted Desert Campus Library. The library will now bear Dr.

Henderson's name as the Painted Desert Campus Library in Memory of Dr. Eric B. Henderson. NPC Faculty in Art Madga Gluszek and Peterson Yazzie are designing a prototype of the plaque, which will ultimately be cast in a metal. Betsy told them they could submit receipts or an invoice to her for any materials needed for the prototype. Betsy will accept donations for the plaque on AZ Gives Day, noting they should be made to the Taking Flight Scholarship in Memory of Dr. Eric B. Henderson. Any donations left over after the completion of the prototype and the purchase of the finished plaque will remain in the scholarship fund for future scholarships.

- D. Update on Pedal the Petrified 2023** – Betsy reported that, with help from NPC Media Relations Coordinator Lia Keenan, she was able to open registration for the ride just before today's NPCFF board meeting. She has already received over 30 registrations, and had \$605.00 in additional donations.
- E. Update on Annual Board Retreat** – Betsy reported that most of the group members responded to her request to accommodate Dr. Hazelbaker's schedule by changing the date of the retreat from June 13 to Monday, June 12. Terry Shove will arrange for the use of the Udall Room in the Springerville Historical Society Museum. Betsy can arrange to take the NPC minivan from the Silver Creek Campus, if members would like to meet her there to carpool over to Round Valley. The meeting will take place from 9:30-3:30, with a break for lunch catered from the former Avery's Restaurant. The regular monthly meeting will take place in the morning, followed by the retreat in the afternoon.
- F.** Betsy added an information item to the Director's Report, concerning a proposed change to her duties. She noted that NPCFF has undergone considerable growth in capacity since its establishment in 2014, particularly in the number of scholarships and the number and value of financial assets. While beneficial, and in keeping with the NPCFF mission, this growth has created a challenge for her in terms of managing the scope of work. Much of her time spent in her .75 FTE position is taken up with management of funds and events, and coordination of and follow-up from the scholarship award process. The latter is particularly time consuming, due to the fact that it remains difficult to get Northland Pioneer College (NPC) students to apply for scholarships, and thus to award all scholarships and funds that are available each semester. Considerable time is also spent in the planning, coordination, and execution of NPCFF's annual events, including Arizona Gives Day, the disc golf tournament, and Pedal the Petrified.

The demands that arise from managing these events and the scholarship process have compromised Betsy's ability to effectively nurture relationships with the friends who now regularly support NPCFF, and to adequately develop new relationships with event participants, community members and groups, etc. In addition, there is no time for the pursuit of additional funding sources, such as those derived from grants and partnerships, to further advance the mission of NPCFF in support of NPC.

With NPC expressing an interest in adopting a more proactive and strategic approach in resource development (including grant seeking) and Betsy having a history of related experience, NPC and Betsy negotiated a revision to Betsy's position description to facilitate attention to meeting the needs of both NPCFF and NPC with regard to resource development. This revision includes a change from .75 FTE to 1.0 FTE, and a change in the college position title from "Program Director (Executive Director of NPCFF)" to

“Development Director”, which is more descriptive of the key functions of the revised position. As Development Director, Betsy’s key functions will include continuing to serve as Executive Director of NPCFF, while also facilitating the cultivation of a culture of grant seeking for NPC. Essentially, the Development-Director functions incorporate multiple aspects of resource development, including staff and faculty professional development, fund raising, grant writing, and acquisition of both financial and in-kind assets through the fostering of partnerships.

Because this actually broadens her scope of responsibility, Betsy proposed a new position, “Development Coordinator”. This position would take on many of the operational aspects of NPCFF, including scholarship awarding and event planning processes, thereby allowing Betsy to focus on more effectively developing and fostering relationships with supporters; pursuing additional funding streams; and assisting NPC in the cultivation of a culture of development, including identification of grants and other resources. The college will support the new position of Development Coordinator as a .75 FTE position that would start sometime in the summer of 2023, pending approval of the NPC budget by the NPC District Governing Board at their March 21, 2023 meeting.

The group expressed general support for this plan, with Mary Koury noting that Betsy will benefit from the assistance of the Development Coordinator, and Terry Shove noting that it will support growth and advancement for both NPCFF and NPC. Betsy observed that she thought it would be important for a couple of NPCFF board members to serve on the interview committee for the new position.

VI. New Business

- A. Action Item:** Should we set aside scholarships for NPC’s First Bachelor’s Degree – Bachelor of Applied Science in Early Childhood, or open all NPCFF scholarships to “degree seeking” students, rather than “associate degree seeking” students?

The group discussed the pros and cons of both options, but all were in agreement that the BAS candidates should be supported with scholarship opportunities, particularly since the program will not receive full accreditation for at least a year. Students are not eligible for federal financial aid until the program is fully accredited. The general consensus was that some scholarship funds should be set aside just for the BAS candidates, so scholarships would not be taken from students seeking associate degrees. Betsy clarified that it was possible the program would not be ready for enrollees in the fall 2023 semester, so any scholarship funds would come from the budget for the 2023-2024 fiscal year. Mary Koury made a motion to ask Betsy to add two \$1,000.00 Leg Up scholarships and two \$1,000.00 Fill the Gaps scholarships for BAS students to the draft of the 23-24 budget. Pat Ceballos seconded the motion. All voted in favor; no abstentions. Betsy stated she would add the scholarships to the budget draft, which will be presented to the board for approval at the June board retreat.

- B. Discussion Item: End-of-Term for Officers – Secretary Claude Endfield, May 2023; Treasurer Wendy McVicker, July 2023 –** Cara Dukepoo made a motion to allow Wendy McVicker to serve a third term as treasurer. Mary Koury seconded the motion. Betsy noted that, while the bylaws allow for this, because it can be difficult to find people with the skills to serve in officer positions, Wendy would need to be in agreement that she was willing to

serve a third term. Wendy stated that, as long as no one else wanted to run, she would be honored to serve a third term as NPCFF Treasurer. All voted in favor; no abstentions. Claude Endfield served a one-year, then a three-year term as Secretary. She will serve until the board retreat and we will elect a Secretary to a two-year term, then get back on the schedule of electing officers at the annual retreats for staggered terms. This way, President and Vice-President's terms will expire in June 2024; Secretary in June 2025 and Treasurer in June 2026.

- VII. Next Meeting– Monday, April 17; Little Colorado Campus in Winslow - 3:30-5:00 with a WebEx option.**
- VIII. Adjournment –** Mary Koury made a motion to adjourn; Cara Dukepoo seconded the motion. Terry called for adjournment at 4:33 p.m.