AGENDA – NPC FRIENDS & FAMILY BOARD MEETING

Empowering students and promoting lifelong learning through advocacy, volunteerism, fund raising, and awarding scholarships

Thursday, September 18, 2025 – 3:30 – 5:00 p.m. – Silver Creek Campus with WebEx option

I. **Call to Order –** President Terry Shove called the meeting to order at 3:34 p.m. Terry noted that the Timber Mesa Firefighters Procession will be traveling through Snowflake and we may interrupt the meeting to honor the procession.

II. **Roll Call and Introductions – Present included Terry Shove** (President; Apache County Rep); **David Wright** (Holbrook – Painted Desert Campus Rep); **Wendy McVicker** (Remote - Treasurer; Snowflake/Taylor-Silver Creek Campus Rep**; Cara Dukepoo** (Remote-Hopi Center Rep); **Pat Ceballos** (Winslow-Little Colorado Campus Rep); **Claude Endfield** (Remote - Whiteriver Center Rep); **Jesse Reeck** (Development Director-Executive Director of NPCFF); **Karen Zimmerman** (Remote – Development Coordinator); **Excused: Tonya Thacker** (Remote - Secretary - Kayenta Center Rep); **Jon Saline** (Vice President – Show Low Rep) resigned from the Board effective 9/17/2025.

III. **Action Item: Approval of the Minutes of the August 7, 2025 Meeting:** (Attachment) **Wendy made a motion to approve the minutes, as presented; David seconded the motion. There was no discussion. All voted in favor; no abstentions.**

IV. **Action Item: Approval of Financial Report for August 2025 – NPC Friends and Family Treasurer Wendy McVicker:** (Balance Sheet, Balance Sheet Comparison, & Transaction Detail by Account – August 2025 ~ Attachment) **David made a motion to accept the report; Pat seconded the motion.** Discussion: Wendy noted that the format is different but the new reports provide the same information. The Balance Sheet comparison gives the overall change over the last month and over the last year. The Balance Sheet is the overall summary. The Transaction Detail provides detail on checks that were written and why they were written, and the deposits. “Checks” refers to all expenditures out of the account (such as service charges in the Endowment Fund). Wendy reviewed the larger expenditures—restricted scholarships and the Audit payment. Pat commented that it was much easier to understand; Wendy pointed out that it is much easier and faster to manage since it pulls directly from QuickBooks. Terry also noted that this will be easier to maintain. **All voted in favor, no abstensions.**

V. Director's Report/Old Business – Jesse Reeck –

A. Report on Early FA25 Scholarship Cycles: AndyVon Transportation Grant, Golden Eagle, ITT, Tim Shove, CASO Jesse reported that $16,500 of AndyVon Transportation grants have been awarded and $3,500 will be awarded first come first serve to additional applicants; first Golden Eagle winner is Jalynn Wagoner, SGT at WMC, selected from 12 applications sent to reviewers; one ITT scholarship was awarded and WMED allowed one welding student to be awarded so both are now approved; CASO application closes Oct 1; no Shove applications were received despite email and text outreach.

Terry commented that she appreciated the effort and will continue to consider outreach avenues. She is working on an event in Round Valley for high school juniors to walk through financial aid for college and meet with college reps. She noted that now kids are shopping more for their education. This year she is adding local scholarships to the event on October 13th. David suggested that NPCFF record a message, but Terry would like a representative from NPC to answer questions. Jesse noted NPCFF will make more of a push with high schoolers in the Spring.

Three awards (one AndyVon Academic, the White Mountain Commissioned Officers Association, and one Fill the Gaps) were reissued to runner up applicants from the second round of Summit Nursing and the Golden Eagle applications since the original winners did not enroll in Fall classes.

B. Updates to Application Questions to better determine unmet need, per discussion at retreat in June (Attachment) Jesse reported that the general SP26 Scholarship Application Cycle will open Oct. 1st. Per the discussion at the Board Retreat in June 2025, Jesse and Karen have suggested some revisions to the language of the scoring rubric, application questions, and essay instructions. Claude noted that specific information is helpful as a reviewer. Terry asked Claude if there are other questions to ask. Claude suggested more specifics on family size and needs. Jesse asked if it should be in the base application or in the "Tips" document. Terry thinks in the "Tips". Claude said specific childcare costs and miles traveled, details and barriers and needs are very helpful. Karen pointed out that more specifics help the reviewers understand real need, so more specific directions can point students in that direction. Claude suggested a checklist of barriers: healthcare, childcare, caregiver, family size, single-parent, work, etc. Jesse suggested more of a list within the "Tips". Jesse & Karen will work on updating that. Karen pointed out that as the number of applications increases, more specifics from students can make it easier to determine need and winners.

C. **Report on AZ Unite Conference** Jesse & Karen attended the AZ Unite Conference in August and report that it was a very educational, worthwhile experience. They made good connections with other Foundation directors and corporate funders in our area and attended informative sessions on AI, the current federal grantmaking landscape, nonprofit Board best practices, and more. They are utilizing knowledge gained at the conference and will review next year's agenda when it is released to determine if one or both should attend in 2026. Karen noted that they went to both days of the conference & the first afternoon session was excellent.

D. **Update on 1st Quarter Operational Plan** (Attachment) Jesse provided updates progress with 1st Quarter Operational Plan. The main outstanding objectives center on completing Pedal the Petrified next week and putting the Planned Giving Brochures to work.

E. **Update on Pedal the Petrified** Jesse updated the Board that we are at 233 registrations and expect a few more cancellations to trickle in. Final pre-ride visit to the Park took place this morning. Lots of details to all pull together! One major change: the Puerco Pueblo ambulance crew is unable to make it due to the Timber Mesa Firefighters' funerals, but the Park has approved having only one ambulance during the ride.

F. **Presentation & distribution of Development brochure** Jesse presented copies of the long-awaited Development brochure! All Board members present in-person took copies of the brochure to distribute among financial planners, accountants, and friends. Jesse & Karen will mail copies to Board members who are not here in-person. The brochures will also be included in rider bags next week at Pedal the Petrified.

VI. New Business

A. **Action Item – Approval of the Second-Quarter 25-26 Operational Plan** (Attachment) **Claude moved to approve the Second-Quarter 25-26 Operational Plan; David seconded. Discussion:** Jesse explained that the Plan was built on last year's 2nd Quarter Plan. David pointed out that 20% of active donors depends on where we're pulling that list from. Following the previous plan seems appropriate given Jesse's newness to the proposal.

B. **Discussion – Scholarship Management Software exploration: AwardSpring, Blackbaud, Scholarship Universe, Foundant, & Anthology –** Jesse explained that with the number of awards and applications we currently receive, management of the application cycles is unsustainable, particularly using systems and spreadsheets created by someone else. She is concerned that applications and awards are getting dropped, and the current management processes required inordinate amounts of time and manual entry, which is more prone to mistakes. In speaking with other Foundation directors, all use some sort of management software to process applications. Accordingly, she has begun exploring 5 different software management systems. Some also connect to donor and event management platforms, which may be good areas to expand to in the future.

The information Jesse is gathering on these different systems is collected in the online Scholarship Application Management Softwares folder in the September Meeting File. At this time, Blackbaud and AwardSpring have risen to the top, and she is awaiting more information on possible solutions within the new Anthology system that the College is switching to for all of their records. She is in communication with NPC's Financial Aid and Tech departments to ensure ease of integration with the College as a whole.

Karen added that it's not just the spreadsheets, the software options collect thank you letters & streamline many of the other processes as well.

Jesse & Karen would like to hear thoughts from the Board now and for them to peruse the materials between now and the next meeting in hopes of making a selection in October. If approved by the Board in October, they will move forward with implementation and go live by the March 1st scholarship cycle.

Terry suggested getting a list of rural, small, community colleges from each company and a contact to ask them about real-world experience. And to make sure to talk with NPC ITT people. Beyond that, she points out that Jesse & Karen are running the hands-on processes and will have the best insight into which program will provide the best solution.

David recommends checking in on how long have other locations had those programs and what their overall experience has been in the long haul.

C. Board Professional Development: Board Governance & Fiduciary Responsibility (from AZ Unite Nonprofit Board Best Practices session with CliftonLarsonAllen LLP ~ "Board Fiduciary Responsibilities" - Attachment) – Terry asked that this be postponed to the next Board meeting so all can honor the procession. The item was postponed.

VII. **Next Meeting:** Thursday, Oct. 23rd, 3:30 – 5:00 ~ Holbrook

VIII. Adjournment: Terry called for a motion to adjourn: David made the motion; Pat seconded. Terry called the meeting adjourned at 4:39 p.m.