



NORTHEAST ARIZONA TRAINING CENTER EXECUTIVE BOARD OF DIRECTORS MEETING

Northland Pioneer College provides, supports and promotes lifelong learning.

Executive Board members: Jeremy Raisor, Justin White, Brian Gardner

<https://npc.webex.com/npc/j.php?MTID=mc4ea6f3b604423d1918746ee93527bfb>

Tuesday, June 17, 2025 – 4:00 P.M.
Minutes

Attendance: Chad Kreuger, Jeremy Raisor, Donna Soseman (remote), Justin White (remote), Jonelle Sinclair, Bill Solomon

1. **Call to Order** - The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 4:02 PM on June 17, 2025 by Chad Kreuger via WebEx and in-person.
2. **New Business:**
 - a. *NATC Budget Approval FY25-26 - Donna Soseman.* Donna will send last years budget for reference and updates. The IGA is still in working progress with agencies to review and sign. Jeremy was contacted by the college's attorney stating her partner, at the same agency, represents a lot of the police agencies. The attorney and agencies are effectively revising languages to the IGA. Follow up was made from the attorney making sure there was no conflict of interest in the same law firm to revise the languages. NPC confirmed there are no conflicts. Jeremy has not yet to receive a follow up email regarding the matter. Jeremy stated if the board was to approve the budget today it could change in two weeks. Donna cannot move forward without an updated approved budget. When IGA is signed and returned, Donna will receive the updated budget when completed by Chad. The budget will have to continuously updated as new IGAs are signed and sent back by agencies. Donna stated the approval on the budget needs to be recorded in the minutes for the audit. In the meantime, Jeremy proposed to approve the upcoming budget using last year's budget amounts to move forward. Motion was made by Jeremy Raisor to approve the budget for the coming fiscal year for NATC using the same budget numbers as previous year knowing NATC will have revisions throughout the year as agencies sign off on the IGA, Justin second, motion passed. Donna will receive the official IGA documents. Jeremy told Donna to wait to bill agencies until IGA's are signed. Chad will follow up with agencies and complete the budget. Jeremy suggested for NATC to track future meeting agendas on who has signed the new revised IGA's. If agencies are unwilling to sign the IGA but instead sign off on the older version or planning on being a nonparticipating member, NATC/NPC needs to know where the agencies stand. Chad commented the verbiage on the IGA was the amount of \$2500 or the \$10,000 membership fee. Once IGAs are signed a meeting will need to be scheduled to approve a revised budget.
 - b. *Annual Audit and 990 Forms – Donna Soseman.* Motion was made by Jeremy Raisor to approve the audit services as presented, Justin second, motion approved. Jeremy realized there was an error in the Audit Engagement Letter showing the date and year of July 15, 2026 under Engagement

Administration, Fees and Other. Jonelle contacted Brian Richards to confirm the error. Brian confirmed. The date and year are for July 15, 2025 not what is shown in the letter.

3. **Next Regular NATC Meeting – Aug 5, 2025 @ 11:00 AM**

***all meetings will be held at NATC, 1840 W. Papermill Rd, Taylor, AZ
at 11:00 AM, unless otherwise noted. Sept 2, Oct 7**

Adjournment – Chad Kreuger. Chad adjourned this meeting at 4:15 p.m.

Minutes by: Jonelle Sinclair