



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

Tuesday, June 2, 2026 – 1100 A.M.
Minutes

Attendance: Chad Kreuger, Jeremy Raisor (remote), Sarah Burnett (remote), Jonelle Sinclair, Justin White (remote)

Call to Order- The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 11:02 AM on June 2, 2026 by Chad Kreuger via WebEx and in-person.

1. New Business:

- a. *Budget approval* - Chad Kreuger. Chad reported that the proposed budget for FY 26–27 is substantially similar to last year's, with the primary changes being a slight increase in insurance costs and adjustments to dues resulting from the updated IGA. Members confirmed receipt of the budget document.

Motion made by Jeremy Raisor to approve the FY 2026–2027 budget, Justin second, motion passed.

- b. *Audit approval* – Chad Kreuger. Chad introduced the annual audit approval item. Jeremy clarified that this action approves the auditor's engagement and associated fees. Previous audit fee: \$7,500; Current engagement letter: \$8,500. Fee includes both the annual audit and tax return preparation. Members discussed the possibility of comparing audit providers in the future, noting the need for a firm experienced in nonprofit audits.

Motion made by Jeremy Raisor to approve the engagement proposal from BDR Richards CPAs, Justin second, motion passed.

- c. *Shooting Range Update* – Chad Kreuger. Chad reported that the county has finalized and signed the required documents for the berm improvement project. The project received Board of Supervisors approval. Work is expected to begin within 1–2 weeks. Ricky Denton will serve as the primary point of contact for the county.

Justin requested clarification on timelines related to the driving range and parking lot improvements.

Jeremy provided the following updates: NATC received a \$25,000 SRP grant, which will count toward the required \$300,000 match for the \$900,000 Congressional Directed Spending request. The CDS request has passed the first review stage and is now under federal appropriations review. A final decision is expected within weeks, not months. Jeremy will research the timeline from NATC's previous CDS submission to help estimate when a decision may be announced.

Justin noted that maintenance work (crack filling and repainting) is approaching and depends on whether the track will be replaced. He emphasized the need for a clear timeline to avoid unnecessary expenditures.

- d. *State Fire Marshal Inspection Report* – Chad Kreuger. Chad reviewed the recent Fire Marshal inspection findings and requested guidance on corrective actions. Two extinguishers were not accounted for during inspection. Justin advised contacting Sentry Fire, which holds the service contract. No additional charges are expected for reinspection. Some extinguishers in the fire garage were flagged as unsecured. Justin clarified these are training units and must be labeled: *"For training purposes only – not for emergency use."* Ceiling tiles and wiring issues will require work orders. IT will need to address wiring corrections. Chadley asked about comments regarding commercial hoods. Justin clarified that NATC's appliances are grandfathered unless a major remodel occurs. Commercial-rated microwaves and tabletop appliances are acceptable. Justin will verify the compliance rating on the model previously texted to him.
- e. *QuickBooks Update* – Sarah Burnett. Sarah reported ongoing challenges accessing QuickBooks due to network-based software. IS is assisting with configuration. Access is expected once network issues are resolved.

2. Future Agenda Items – Chad Kreuger

- Chad noted that approval is still needed from one additional board member for the May 4th minutes.
- Jeremy agreed to review and provide approval.

3. Next Regular NATC Meeting – Aug 4, 2026 @ To be determined

***all meetings will be held at NATC, 1840 W. Papermill Rd, Taylor, AZ
at 11:00 AM, unless otherwise noted. Sept 1, Oct 6**

Adjournment – Chad Kreuger. Chad adjourned this meeting at 11:25 am

Minutes by: Jonelle Sinclair