



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=m4cf5c4c41711682e274bc7410ee5266d>

Tuesday, November 4, 2025 – 1100 A.M. AGENDA

Attendees: Chad Kreuger, Jeremy Raisor, Jonelle Sinclair, Willie Nelson, Bill Solomon, Donna Soseman (remote), Justin White (remote), Alden Whipple (remote)

Call to Order- The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 11:12 AM on November 4, 2025 by Chad Kreuger via WebEx and in-person.

1. Discussion of Approved Minutes:

- a. Oct 7, 2025 – Chad Kreuger. No issues on minutes.

2. Reports:

- a. *Financial Position / NATC Funding* – Donna Soseman. Donna reviewed the financial reports. Ending September balance showed \$205,699.79 as of last statement. There was a total of \$46,451 in deposits. LGIP statement showed a balance of \$115,448.01. Checking account portion for LGIP is \$27,444.34.
- b. *Annual Audit* – Donna Soseman. Donna presented the annual audit. Donna provided a year-over-year comparison indicating approximately \$30,000 more in cash than the previous year. Membership fees were slightly lower, while law enforcement fees increased. Administrative expenses were approximately \$10,000 higher than last year; Donna will review these figures and report back at the next meeting.
Jeremy motioned to accept the audit, Justin second, motion passed.
- c. *Facilities Projects* – Justin White. All blocks and dirt work are completed; additional dirt is still required. Chad reported outreach to the Town of Taylor and Navajo County regarding additional dirt, but no final confirmation has been received. Willie Nelson will assist with follow-up on dirt sourcing, including possible material from the airport site. Other facility updates include continued coordination on the side entry gate and door access systems.
- d. *District Governing Board Needs* – Jeremy Raisor. No current request at this time.
- e. *Training Center Usage* (<https://npc.edu/natc>) – Chad Kreuger. The center continues to be well utilized by both fire and law enforcement agencies. No new issues were reported.

3. Old Business:

- a. *Discussion/Action on shooting range follow up update*- Chad Kreuger. Covered under Facilities Report. Awaiting confirmation on dirt delivery.
- b. *Physical Fitness update* – Chad Kreuger. Arizona POST has updated standards requiring course construction by mid-December. Jeremy will follow up with Ashley Nudson regarding progress to ensure inspection and approval prior to the January academy start.
- c. *Fire Truck Purchase update*– Bill Solomon. No new updates; project remains pending.
- d. *Tiny Home update* – Chad Kreuger. Chad reported ongoing challenges finding contractors. A local contractor provided site visits and will submit a quote for completion of the break room and potentially one unfinished tiny home by the end of the week.
- e. *Bike Race* – Chad Kreuger. Follow-up meeting with Mike Perry to address prior issues is planned for the next meeting; he was unable to attend this session.

4. New Business:

- a. *Finance Position* – Jeremy Raisor. Donna announced she will conclude her financial support role in January 2025. NATC will need to identify a replacement to maintain bookkeeping and financial tracking. Russell Kupfer suggested seeking a CPA or qualified accounting professional; not necessarily a licensed CPA but someone with bookkeeping experience. Donna recommended contacting Sarah Burnett, who previously assisted her and may be available. Donna will draft a job description outlining duties and responsibilities. Chad to reach out to Sarah Burnett once details are finalized. Donna will complete the January financial report before her departure. Budget concerns were briefly discussed, including expected reductions in dues revenue and pending payments from some agencies. Donna will send reminders for outstanding dues.

5. Standing Business – Partners reports:

- a. **NAFCA – Willie Nelson.** No new updates; will assist with dirt coordination and follow-up. NAFCA meeting soon.
- b. **NAPA – Brad Provost.** Not in attendance.
- c. **Navajo County – Alden Whipple.** Nothing new at this time.
- d. **NPC – Jeremy Raisor.** Progress continues on facility construction projects. Transition to the new ERP system is planned to go live March 2026, with efforts underway to meet that timeline. Updates were provided on the Winslow Campus project and program relocations.
- e. **Town of Taylor – Willie Nelson.** Nothing new at this time.

6. Future Agenda Items – Chad Kreuger

Follow-up on:

- Donna to review and clarify administrative expense increase for the next meeting.
- Follow up with county and airport contacts for available dirt and transportation options.

The group will determine whether to hold or postpone the Dec. 2nd meeting, depending on ongoing project needs, including the physical fitness course.

7. **Next Regular NATC Meeting – Dec 2, 2025 @ 11:00 AM **Pending****
***all meetings will be held at NATC, 1840 W. Papermill Rd, Taylor, AZ**
at 11:00 AM, unless otherwise noted. Jan 6, Feb 3

Adjournment – Chad Kreuger. Chad adjourned this meeting at 11:46 am.

Minutes by: Jonelle Sinclair

Approved