

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, November 27 – 3:30 p.m. – 5:00 p.m. Little Colorado Campus, Learning Center, Room 109 with WebEx option

- I. **Call to Order** -- President Terry Shove called the meeting to order at 3:42 p.m.
- II. **Roll Call and Introductions** – Present in-person included Terry Shove (President – Apache County Representative); Pat Ceballos (Vice-President – Little Colorado Campus Representative); Betsy Wilson (Executive Director). Joining by WebEx included Wendy McVicker (Treasurer – Silver Creek Campus Representative); Jon Saline (White Mountain Campus Representative); Cara Dukepoo (Hopi Center Representative); David Wright (Painted Desert Campus Representative); and Rebecca Hunt (NPC Volunteer).
- III. **Action Item: Approval of the Minutes of the October 16, 2023 meeting:** Wendy McVicker made a motion to approve the minutes; 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; Jon Saline seconded the motion. Wendy McVicker thanked Betsy for preparing the report and noted that November has been very strong for the markets. She also pointed out that some revenues from Pedal the Petrified continue to come in. Terry called for a vote on the motion. **All voted in favor; no abstentions.**

Financial Report – NPC Friends and Family – October 2023

a. Operational Checking Account Activity

Beginning Balance – 9/30/2023						\$40,839.86
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
AUTOPAY	10/2/2023	-	\$325.00	The Hartford	Special Event Insurance Policy for PtP 23	
TRANSFER	10/3/2023	-	\$118.59	RS Account	Paid Visa bill from RS account, then transferred this amount, which was a charge for one-night hotel stay for AACC Conference	
Ending Balance 10/31/2023						\$40,396.27

b. Restricted Scholarships (Money Market) Account

Beginning Balance – 9/30/2023						\$253,950.45
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
TRANSFER	10/2/2023	-	\$8,673.04	BankCard Center	Monthly Visa bill – approximately half of the September charges were from Food Pantry account for non-food items	
TRANSFER	10/3/2023	+	\$118.59	OC Account	Paid Visa bill from RS account, then transferred this amount, which was a charge for one-night hotel stay for AACC Conference	
TRANSFER	10/3/2023	+	\$4,243.19	US Account	Monthly Visa charges for PtP 23	
87	10/5/2023	-	\$800.00	A. Adakai	Taking Flight Scholarship 23-24	
Deposit	10/6/2023	+	\$11,000.00	Donor	To Mary Kay Smith Lindy Scholarship fund	
91	10/18/2023	-	\$1,000.00	NPC Business Office	FA 23 CASO Student Scholarships	
92	10/23/2023	-	\$500.00	M. Baldwin	Winslow Women's Club Scholarship	
TRANSFER	10/26/2023	+	\$1,000.00	Edward Jones	From AndyVon account for AV Transportation Grant	
93	10/26/2023	-	\$1,000.00	NPC Business Office	AndyVon Transportation Grant	
Interest	10/31/2023	+	\$275.14	Interest	APR 1.23%	
Ending Balance 10/31/2023						\$258,614.33

c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 9/30/2023						\$219,880.17
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
Direct Deposit	10/2/2023	+	\$97.10	JustGiving	Donations to PtP 23	
TRANSFER	10/3/2023	-	\$4,243.19	RS Account	September Visa charges for PtP 23	
100	10/5/2023	-	\$210.00	Nellie Owens	PtP Chocolate Milk	
Deposit	10/6/2023	+	\$60.00	Donors	Sale of PtP tee shirts	
Direct Deposit	10/10/2023	+	\$1,342.39	JustGiving	Donations to PtP 23	
Deposit	10/10/2023	+	\$100.00	Donors	Donations and sale of PtP tee shirts	

102	10/10/2023	-	\$20.00	NPC Business Office	Placement Testing Scholarship
Deposit	10/12/2023	+	\$90.00	Donors	Donations and sale of PtP tee shirts
Direct Deposit	10/23/2023	+	\$101.95	JustGiving	Donations to PtP 23
Direct Deposit	10/30/2023	+	\$19.42	JustGiving	Donations to PtP 23
Interest	10/31/2023	+	\$190.38	Interest	APR 1.0%
Ending Balance 10/31/2023	\$217,408.22				

d. Endowed Edward Jones – NPCFF Endowment

Beginning Balance – 9/30/2023			\$507,478.94
Activity	Date	Amount	Purpose
-	10/27/2023	\$15,101.02	Loss on Investment
-		\$560.30	Investment Fees
Ending Balance 10/27/2023		\$491,817.62	

e. Endowed Edward Jones – Smith Endowment

Beginning Balance – 9/30/2023			\$119,899.19
Activity	Date	Amount	Purpose
-	10/27/2023	\$3,562.12	Loss on Investment
-		\$132.36	Investment Fees
Ending Balance 10/27/2023		\$116,204.71	

f. Endowed Edward Jones – Lisitzky Endowment

Beginning Balance – 9/30/2023			\$48,357.32
Activity	Date	Amount	Purpose
-	10/27/2023	\$1,466.06	Loss on Investment
-		\$43.45	Investment Fees
Ending Balance 10/27/2023		\$46,847.81	

g. Endowed Edward Jones – Endfield Endowment

Beginning Balance – 9/30/2023			\$69,285.24
Activity	Date	Amount	Purpose

-	10/27/2023	\$2,118.49	Loss on Investment
-		\$76.61	Investment Fees
Ending Balance 10/27/2023		\$67,090.14	

Endowed Edward Jones – Pres Winslow Endowment

Beginning Balance – 9/30/2023		\$86,637.08	
Activity	Date	Amount	Purpose
-	10/27/2023	\$2,568.08	Loss on Investment
-		\$95.64	Investment Fees
Ending Balance 10/27/2023		\$83,973.36	

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

Beginning Balance – 9/30/2023		\$95,483.11	
Activity	Date	Amount	Purpose
-	10/27/2023	\$2,914.27	Loss on Investment
-		\$105.58	Investment Fees
Ending Balance 10/27/2023		\$92,463.26	

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

Beginning Balance – 9/30/2023		\$192,920.42	
Activity	Date	Amount	Purpose
-	10/27/2023	\$5,834.25	Loss on Investment
-		\$213.39	Investment Fees
Ending Balance 10/27/2023		\$186,872.78	

j. Taking Flight Scholarship

Beginning Balance – 9/30/2023		\$57,619.52	
Activity	Date	Amount	Purpose
-	10/27/2023	\$1,763.45	Loss on Investment
-		\$63.71	Investment Fees

Ending Balance 10/27/2023		\$55,792.36
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k. AndyVon Cash Account at Edward Jones – No report for August 2023

Beginning Balance – 9/30/2023			\$366,874.74
Activity	Date	Amount	Purpose
+	10/27/2023	\$301.82	Interest on Account
-		\$1,000.00	Assets withdrawn from account
Ending Balance 10/27/2023			\$366,176.56

l. Mary Kay Smith Lindy Endowment

Beginning Balance – 9/30/2023			\$18,008.37
Activity	Date	Amount	Purpose
-	10/27/2023	\$377.36	Loss on Investment
-		\$18.51	Investment Fees
Ending Balance 10/27/2023			\$17,612.50

Report of Endowed Funds as of 09/30/2023 –

Name of Account	*One Year Ago	Current	Change
Smith	\$114,040.30	\$116,204.71	+\$2,164.41 (+1.9%)
Lisitzky	\$45,633.08	\$46,847.81	+1,214.73 (+2.7%)
Endfield	\$65,902.05	\$67,090.14	+\$1,188.09 (+1.8%)
NPCFF	\$482,729.72	\$491,817.62	+\$9,087.90 (+1.9%)
Winslow	\$82,226.74	\$83,973.36	+\$1,746.62 (+2.1%)
Jon Graff	\$90,722.45	\$92,463.26	+\$1,740.81 (+1.9%)
Jennifer Witt	\$184,420.25	\$186,872.78	+\$2,452.53 (+1.3%)
Taking Flight	\$54,804.69	\$55,792.36	+\$987.67 (+1.8%)
AndyVon	\$420,075.56*	\$366,176.56	-\$53,899.00 (-12.8%)
Mary Kay Smith Lindy	\$17,147.92	\$17,612.50	+\$464.58 (+2.7%)
Total	\$1,557,702.76	\$1,524,851.10	-\$32,851.66 (2.1%)

*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 growth due to continued donations.

*Balance in October, 2022, when \$200,000 was donated to the fund. Per the donor's wishes, \$100,000 was designated for scholarships for the 22-23 academic year, and \$100,000 was designated for scholarships for the 23-24 academic year.

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

- A. Report on Scholarship Activity – Total SP 2024 NPCFF scholarship applications; Possible Spring 2024 NPCFF Scholarship awardees; New scholarship: The White Mountain Commissioned Officers' *In the Service of Health Scholarship*** – Betsy reported receiving 52 scholarship applications, with 24 coming from students in NPC's nursing program. Of the 52 applications received, 20 came in within 18 hours of the deadline. Betsy reported that students receive four reminder emails throughout the scholarship application period, telling them of the deadline and strongly encouraging them to apply early, so as not to miss it. She asked the group if they had other suggestions to reduce procrastination among the applicants. Reviewers' scores are due today, and as of the meeting time, several were still not in. Betsy will report on winners at the next NPCFF meeting; she anticipates being able to award most applicants at least one scholarship.

The White Mountain Commissioned Officers Association is a group of Public Health professionals, based out of the Indian Health Services hospital in Whiteriver. They have established a new scholarship for with NPCFF, which will provide the awardee – a Native American student in a Nursing or Allied Health program - with \$2,000.00 each year - \$1,000.00 per semester, with non-competitive second semester based on continued eligibility. Although just established in October, the group was anxious to identify a fall awardee, who would also receive the scholarship for Spring 2024. Betsy promoted the scholarship through the Nursing and Allied Health divisions, and received one qualified application. The inaugural winner is Melanie Francis, a student at the Little Colorado Campus in Winslow, who is in the Medical Assistant program. Melanie submitted an excellent application and essay, which included two very strong letters of recommendation from current and past instructors. She travels three times weekly from the Pinon area for classes, a round trip of 224 miles, so she also received the AndyVon Transportation Grant.

- B. Pedal the Petrified 2023 Report** – Betsy reported that she is still waiting for an invoice from Steve's High-Country Sanitation for the Porta-potties. She called them last week and was told they just had not prepared the invoice yet, but that it would be coming. Betsy also has not been able to meet with the park administration, as they are concerned with a possible government shutdown before the end of the calendar year. Betsy will pursue a meeting as soon as the park folks are able to have one.
- C. Update on Development Coordinator position and the general work load of NPCFF** – Betsy remarked that several board members had expressed concern over Betsy's work load, since the person who was hired to be the Development Coordinator did not remain in

the position. Betsy noted that the combining of the Development Director duties with those of the Executive Director of NPC Friends and Family required a significant front load of work, but as processes are developed, the work load should streamline and ease up. Betsy assured the group she continues to receive strong support from Dr. Judy Yip-Reyes, Director of Institutional Effectiveness, who plays a significant ongoing role in development activities, and Katie Matott, Director of Communications, who is also instrumental in helping communicate about development efforts and processes across the college. Katie is assisting with the creation of a SharePoint site that will house development documents, as well as grant-related documents, to facilitate accurate and timely completion of grant activities and reporting. As these processes and tools become familiar to users, Betsy's role will become more facilitative, and her schedule will be more manageable. In the meantime, Betsy has chose not to seek a new Development Coordinator, because that process takes so much time and effort away from the work that must be done.

VI. New Business

- A. Action Item: Should NPCFF take on the management of two new restricted scholarships from Northland Pioneer College? Background:** The NPC Business Office uncovered two scholarship funds that have been on their books since the 1990s, but that were never awarded. The Michael T. Mariner Scholarship was established by the parents of Michael Mariner, a former NPC student in Computer Information Systems, at the time of his death. It is intended for students in the college's CIS program. NPC notes a total of \$11,164.02 in the fund. The Real Estate Scholarship fund (provenance unknown) totals \$12,414.13. NPC no longer has a real estate program or classes, so criteria for this scholarship would have to be modified. If NPCFF takes on these scholarship funds, they will be held in the NPCFF Restricted Scholarships account at National Bank of Arizona, and managed as separate NPCFF restricted scholarships, just as we manage scholarships such as the Jeanne Swarthout Presidential Excellence Scholarship.

Wendy asked if Betsy had any reservations. Betsy did not. David suggested the winner of the Mariner write an open letter of thanks that could be published in the newspapers.

Terry called for a motion; Pat made a motion that NPCFF should take on the management of the two restricted scholarships from NPC; Betsy noted that the group will have to decide what to do with the Real Estate scholarship; Wendy seconded the motion. **All voted in favor; no abstentions.** Betsy will bring a report to the next meeting regarding how she proposes to manage the funds.

- VII. Board Development Presentation – NPC Friends and Family Scholarships and application process** – Betsy shared the web page that was developed by Lia Keenan, NPC Media Relations Coordinator, and demonstrated where students can find information about NPCFF scholarships, and how they can apply.
- VIII. Next Meeting:**– The next regular meeting will take place Monday, January 22 at the Silver Creek Campus from 3:30-5:00 – Room number TBA.

- IX. Adjournment:** Terry adjourned the meeting at 4:27 p.m.