

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, August 19 – 3:30 p.m.- 5:00 p.m. – Silver Creek Campus, Student Center Conference Room with WebEx option

- I. **Call to Order** – President Terry Shove called the meeting to order at 3:35 p.m.
- II. **Roll Call and Introductions – Members present in person** included Terry Shove (President – Apache County Representative); Jon Saline (Vice President – White Mountain Campus Representative); Pat Ceballos (Little Colorado Campus representative); Karen Zimmerman (Development Coordinator); Betsyann Wilson (Executive Director); **Members present on WebEx included** Claude Endfield (Secretary – Whiteriver Representative); David Wright (Painted Desert Campus Representative) **Absent:** Wendy McVicker (Treasurer – Silver Creek Campus Representative); Cara Dukepoo (Hopi Center Representative). **VACANT:** Kayenta Center Representative
- III. **Action Item: Approval of the Minutes of the June 28, 2024 meeting:** Pat Ceballos made a motion to approve the minutes as presented; David Wright seconded the motion - No discussion. All voted in favor; no abstentions.
- IV. **Action Item: Approval of Financial Report Report for June and July, 2024 – NPC Friends and Family Treasurer Wendy McVicker:** (Balance Sheet for 7-1-2024 through 8-6-2024 - Attachment) Betsy noted the reports from two months, since we did not meet in July. She also noted the gains in the endowed scholarship funds. She reported that the balance sheet will be included as an attachment in future financial reports. Betsy commented that, while it will not show until next month's financial report, she and Wendy conferred on the transfer of funds from the US account to the NPCFF Corporate Endowment. We have not transferred funds in the past couple of years, due to the extreme market volatility, but a balance of over \$100,000.00 in surplus had built up in the US account, where it was earning only 1.25% APR. While there was a drop of almost 1,000 points in the Dow a couple of weeks ago, and the Fear and Greed Index was vacillating between 24 and 27 (the financial policy prescribed moving funds only if the index falls between 25 and 75) Betsy and Wendy agreed it was best to move the funds, since we are purchasing shares. The amount of \$100,000.00 was transferred from US to the NPCFF endowment last week and will show on the August financial report at the September meeting. **Jon Saline made a motion to approve the financial report; Pat Ceballos seconded the motion. There was no further discussion. All voted in favor; no abstentions.**

Financial Statement – NPC Friends and Family – June, 2024

a. Operational Checking Account Activity

Beginning Balance – 5/31/2024						\$40,208.71
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
No operational checking transactions for June 2024.						
Ending Balance 6/28/2024						\$40,208.71

b. Restricted Scholarships (Money Market) Account

Beginning Balance – 5/31/2024						\$383,405.35
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
118	6/17/2024	-	\$4,000.00	NPC Bus Office	Four (4) Summit Healthcare Nursing scholarships for FA 24	
	6/24/24	+	\$1,157.52	Blackbaud Giving Fund	Donation on behalf of Boeing Corp Employee Match Fund – designated for Martin Lucas scholarship fund	
TRANSFER	6/27/2024	+	\$3,105.00	Edward Jones AV	To cover Fall 2024 AV Baccalaureate Bound scholarship award	
119	6/28/2024	-	\$1,500.00	Awardee	FA 24 Taking Flight Memorial Scholarship in Memory of Dr. Eric B. Henderson	
Interest	6/28/2024	+	\$365.49	Interest	APR 1.25%	
Ending Balance 6/28/2024						\$382,533.36

c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 5/31/2024						\$295,184.97
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
AutoDeposit	6/3/2024	+	\$0.17	UK Online Giving	Test donation	
AutoDeposit	6/3/2024	+	\$23.30	AM Online Giving	Unspecified donation	
AutoDeposit	6/5/2024	+	\$50.00	AZ Gives	Donation made after AZ Gives Day	
118	6/17/2024	-	\$2,000.00	NPC Bus Office	Two first-semester 24-25 BAS-ECE scholarships	
Deposit	6/18/2024	+	\$173.60	Active.com	Proceeds from registrations, and donations made through registration for PtP 2024	
Deposit	6/24/2024	+	\$1,300.60	Active.com	Proceeds from registrations, and donations made through registration for PtP 2024	
Interest	6/28/2024	+	\$281.89	Interest	APR 1.25%	
Ending Balance 6/28/2024						\$295,014.53

d. NPCFF Endowment

Beginning Balance – 6/1/2024			\$565,679.88
Activity	Date	Amount	Purpose
+	6/28/2024	\$4,763.47	Gain on Investment
-		\$618.74	Investment Fees
Ending Balance 6/28/2024			\$569,824.61

e. Smith Endowment

Beginning Balance – 6/1/2024			\$134,856.30
Activity	Date	Amount	Purpose
+	6/28/2024	\$1,182.60	Gain on Investment
-		\$147.50	Investment Fees
Ending Balance 6/28/2024		\$135,891.40	

f. Lisitzky Endowment

Beginning Balance – 6/1/2024			\$54,261.63
Activity	Date	Amount	Purpose
+	6/28/2024	\$456.54	Gain on Investment
-		\$48.48	Investment Fees
Ending Balance 6/28/2024		\$54,669.69	

g. Endfield Endowment

Beginning Balance – 6/1/2024			\$77,881.28
Activity	Date	Amount	Purpose
+	6/28/2024	\$621.30	Gain on Investment
+		\$1,000.00	Assets Added to Account
-		\$85.40	Investment Fees
Ending Balance 6/28/2024		\$79,417.18	

h. Pres Winslow Endowment

Beginning Balance – 6/1/2024			\$97,413.71
Activity	Date	Amount	Purpose
+	6/28/2024	\$838.08	Gain on Investment
+		\$35.00	Assets Added to Account
-		\$106.54	Investment Fees

Ending Balance 6/28/2024		\$98,180.25
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i. Jon Graff, Ph.D. Endowment

Beginning Balance – 6/1/2024		\$112,330.00	
Activity	Date	Amount	Purpose
+	6/28/2024	\$903.00	Gain on Investment
-		\$123.17	Investment Fees
Ending Balance 6/28/2024		\$113,109.83	

j. Jennifer Lee Witt Memorial Scholarship Endowment

Beginning Balance – 6/1/2024		\$209,557.92	
Activity	Date	Amount	Purpose
+	6/28/2024	\$1,589.88	Gain on Investment
-		\$230.69	Investment Fees
Ending Balance 6/28/2024		\$210,917.11	

k. Taking Flight Scholarship in Memory of Dr. Eric B. Henderson Endowment

Beginning Balance – 6/1/2024		\$65,252.59	
Activity	Date	Amount	Purpose
+	6/28/2024	\$534.58	Gain on Investment

-		\$71.54	Investment Fees
Ending Balance 6/28/2024			\$65,715.63

I. AndyVon Cash Account

Beginning Balance – 6/1/2024			\$446,484.95
Activity	Date	Amount	Purpose
-	6/28/2024	\$3,105.00	Assets withdrawn from account (FA 24 AVBB)
+		\$1,952.35	Interest
Ending Balance 6/28/2024			\$445,332.30

m. Mary Kay Smith Lindy Endowment

Beginning Balance – 6/1/2024			\$19,909.49
Activity	Date	Amount	Purpose
+	6/28/2024	\$23.55	Gain on Investment
-		\$20.44	Investment Fees
Ending Balance 6/28/2024			\$19,912.60

Financial Statement – NPC Friends and Family – July, 2024

b. Operational Checking Account Activity

Beginning Balance – 6/28/2024	\$40,208.71				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
AUTO PAY	7/1/2024	-	\$911.00	The Hartford	FY 24-25 General Liability Insurance Policy
ONLINE PMT	7/2/2024	-	\$689.37	BankCard Center	June Visa statement
AUTO PAY	7/30/2024	-	\$338.00	The Hartford	FY 24-25 Directors and Officers Liability Insurance Policy
Ending Balance 7/31/2024	\$38,270.34				

g. Restricted Scholarships (Money Market) Account

Beginning Balance – 6/28/2024	\$382,533.36				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
120	7/1/2024	-	\$500.00	Awardee	Taking Flight Scholarship in Memory of Dr. Eric B. Henderson – Supplemental award with approval from Amy Henderson
TRANSFER	7/2/2024	+	\$1,220.00	US to RS	PayPal donations to RS for last quarter of FY 23-24
DEPOSIT	7/9/2024	+	\$50.00	Donation	Designated for new Therapeutic Massage scholarship
TRANSFER	7/18/2024	+	\$1,000.00	US to RS	11 th SHRMC Nursing Scholarship, funded by NPCFF with board approval
DEPOSIT	7/22/2024	+	\$500.00	Donation	White River Lodge #62 for Fall 2024 CTE Scholarship
122	7/22/2024	-	\$7,000.00	NPC Business Office	Round 2 – 7 awards of the 2024 SHRMC Nursing Scholarship
123	7/24/2024	-	\$1,000.00	NPC Business Office	Two (2) CME-ECD scholarships – 1 st semester, FA 24
Interest	7/31/2024	+	\$430.11	Interest	APR 1.25%

Ending Balance 7/31/2024	\$377,233.47
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h. Unrestricted Scholarships (Money Market) Account

Beginning Balance 6/28/2024	\$295,014.53				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
AUTO DEP	7/1/2024	+	\$46.60	America Online	Donation
TRANSFER	7/2/2024	-	\$1,220.00	US to RS	PayPal donations to RS for last quarter of FY 23-24
TRANSFER	7/3/2024	+	\$1,452.12	PayPal to US	PayPal donations made in last quarter of FY 23-24
DEPOSIT	7/9/2024	+	\$19.30	Active.com	Donations made to PtP through registrations
DEPOSIT	7/15/2024	+	\$1,439.55	Active.com	Revenue from PtP registrations
TRANSFER	7/18/2024	-	\$1,000.00	US to RS	11 th SHRMC Nursing Scholarship, funded by NPCFF with board approval
DEPOSIT	7/19/2024	+	\$519.30	Active.com	Revenue from PtP registrations
DEPOSIT	7/23/2024	+	\$1,722.25	Active.com	Revenue from PtP registrations
INTEREST	7/31/2024	+	\$333.92	Interest	1.25% APR
Ending Balance 7/31/2024	\$298,327.57				

i. NPCFF Endowment

Beginning Balance – 6/29/2024		\$569,824.61	
Activity	Date	Amount	Purpose
+	7/26/2024	\$9,446.64	Gain on Investment
-		\$585.48	Investment Fees
Ending Balance 7/26/2024		\$578,685.77	

j. Smith Endowment

Beginning Balance – 6/29/2024		\$135,891.40	
Activity	Date	Amount	Purpose
+	7/26/2024	\$2,214.62	Gain on Investment
-		\$139.60	Investment Fees
Ending Balance 7/26/2024		\$137,966.42	

k. Lisitzky Endowment

Beginning Balance – 6/29/2024		\$54,669.69	
Activity	Date	Amount	Purpose
+	7/26/2024	\$823.16	Gain on Investment
-		\$45.34	Investment Fees
Ending Balance 7/26/2024		\$55,447.51	

n. Endfield Endowment

Beginning Balance – 6/29/2024		\$79,417.18	
Activity	Date	Amount	Purpose

+	7/26/2024	\$1,374.05	Gain on Investment
-		\$80.82	Investment Fees
Ending Balance 7/26/2024		\$80,710.41	

o. Pres Winslow Endowment

Beginning Balance – 6/29/2024		\$98,180.25	
Activity	Date	Amount	Purpose
+	7/26/2024	\$1,620.07	Gain on Investment
-		\$100.83	Investment Fees
Ending Balance 7/26/2024		\$99,699.49	

p. Jon Graff, Ph.D. Endowment

Beginning Balance – 6/29/2024		\$113,109.83	
Activity	Date	Amount	Purpose
+	7/26/2024	\$1,969.87	Gain on Investment
-		\$116.28	Investment Fees
Ending Balance 7/26/2024		\$114,963.42	

q. Jennifer Lee Witt Memorial Scholarship Endowment

Beginning Balance – 6/29/2024		\$210,917.11	
Activity	Date	Amount	Purpose
+	7/26/2024	\$3,385.42	Gain on Investment
-		\$217.05	Investment Fees

Ending Balance 7/26/2024		\$214,085.48
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r. Taking Flight Scholarship in Memory of Dr. Eric B. Henderson Endowment

Beginning Balance – 6/29/2024		\$65,715.63	
Activity	Date	Amount	Purpose
+	7/26/2024	\$1,119.41	Gain on Investment
-		\$67.54	Investment Fees
Ending Balance 7/26/2024		\$66,767.50	

s. AndyVon Cash Account

Beginning Balance – 6/29/2024		\$445,332.30	
Activity	Date	Amount	Purpose
+	7/26/2024	\$1,894.98	Interest
Ending Balance 7/26/2024		\$447,227.28	

t. Mary Kay Smith Lindy Endowment

Beginning Balance – 6/29/2024		\$19,912.60	
Activity	Date	Amount	Purpose
+	7/26/2024	\$539.99	Gain on Investment
-		\$20.40	Investment Fees
Ending Balance		\$20,432.19	

Report of Endowed Funds as of 7/26/2024 –

Name of Account	*One Year Ago	Current	Change
Smith	\$126,215.28	\$137,966.42	+\$11,751.14 (+9.31%)
Lisitzky	\$50,938.13	\$55,447.51	+\$4,509.38 (+8.85%)
Endfield	\$73,032.29	\$80,710.41	+\$7,678.12 (+10.51%)
NPCFF	\$534,241.12	\$578,685.77	+\$44,444.65 (+8.32%)
Winslow	\$91,191.19	\$99,699.49	+\$8,508.30 (+9.33%)
Jon Graff	\$100,645.74	\$114,963.42	+\$14,317.68 (+14.22%)
Jennifer Witt	\$203,265.89	\$214,085.48	+\$10,819.59 (+5.32%)
Taking Flight	\$60,740.17	\$66,767.50	+\$6,027.33 (+9.92%)
AndyVon	\$378,731.96	\$447,227.28	+\$68,495.37 (+18.09%)
Mary Kay Smith Lindy	\$18,802.08	\$20,432.19	+\$1,630.11 (+8.67%)
Total	\$1,637,803.85	\$1,815,985.47	+\$178,181.62 (+10.88%)

*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

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

- A. Report on additional NPCFF Scholarships awarded for FA 24: Summit Healthcare Nursing Scholarship; Claude Millet Endfield ECD Scholarships; BAS-ECE Scholarships** – Betsy reported that a total of eleven students received the Fall 2024 SHRMC Nursing Scholarship, thanks to the board approval of one additional scholarship funded by NPCFF. Every qualified applicant received a scholarship.

After reopening the application, and leaving it “open until filled”, five students have been awarded the Fall 2024 semester Claude Millet Endfield Early Childhood Development Scholarship, leaving one more scholarship available for award for the 24-25 academic year. Each awardee has received the first \$500, with the second being awarded non-competitively in the Spring 2025 semester, as long as the awardee continues to meet the award criteria. Betsy noted she still struggles to get applicants for this scholarship, despite promoting it to and working directly with ECD students.

Three students were awarded the first semester of the BAS-ECE scholarship for the 24-25 academic year, in the amount of \$1,000.00. Only three applications were received. The four students who received the first semester award in Spring 2024 (when the program officially began) were awarded the second semester. One of these students had to withdraw from classes, due to extenuating medical circumstances. Betsy told her she would hold her scholarship award, in the hope that she can return to NPC and finish the BAS-ECE program. This student was a previous NPCFF awardee of several scholarships, including the Claude Millet Endfield Early Childhood Development Scholarship.

- B. Report on pending scholarships for FA 24: Mariner Scholarship; EIT/ITT Scholarship; CASO Student Scholarship; White River Lodge #62 Scholarship; AndyVon Transportation Grant (Karen)** Karen noted the Michael T. Mariner Scholarship, which NPCFF “inherited” from Northland Pioneer College, has been awarded to a student in Computer Information Systems. The awardee is studying cybersecurity and is excited and enthusiastic about the scholarship. He is enrolled in several classes. NPCFF will be preparing a news release for the papers. Hopefully some family who might still be in the area will see the story.

The EIT/ITT Scholarships (Two @ \$1,000 each) are still pending, although we have been working with faculty and the advisor who works with this program to get students to apply. Students must be enrolled in six credits, and there is only one evening section (non-NAVIT) with three potential students. Karen has provided them with the information to apply and will follow up with them. The program is just now getting started.

We will be advertising the CASO Student Scholarship, as well as the White River Lodge #62 CTE scholarship will be promoted to students directly through email, now that classes

have started. CASO held an auction during the All-College Convocation for fall, raising over \$2,300 for their scholarship, which is managed by NPCFF.

We will also be promoting the AndyVon Transportation Scholarship for students who live on tribal lands and must travel 30+ miles, each way, to attend a class. Terry asked if students who won it last year could reapply, and Karen confirmed that they can.

C. Report on new requirement for NPCFF scholarships – Classes must align with degree plan (Karen)

Karen noted, in revamping the flyers to advertise scholarships, we opted to be sure to note that the classes the students are enrolled in must apply to their degree plan. Karen will assist with checking enrollment. Terry asked: If a full-time student wanted to take an art class, just for interest, would we reduce the award amount? Betsy noted that only a very small percentage of students are full-time, and that should not affect them. The main issue is not having students taking classes that do not advance their degree plan, just to get the scholarships. This does not happen often, but we do see it from time to time. It is also helpful to students to point out them when a class does not apply to their degree plan. Despite that students are urged by the college to work with academic advisors in course selection, many still self-advise, which results in their taking classes they do not need.

Betsy noted that Karen's expertise as a former advisor is very valuable in helping identify these students, so she and Karen can intervene and be sure they are making progress toward their degree plans.

D. Pedal the Petrified 2024 – Involvement with scholarship awardees coordinated by Student Government Association

Betsy reported that 180 riders have registered to date, and six have cancelled, so the field stands at 175. Betsy and Karen promoted the ride through the distribution of scholarship flyers at bike shops in Scottsdale, Phoenix, Mesa, and Tempe. NPC Marketing and Communications has also upped the presence of online ads and social media posts, which has resulted in an upsurge of registrations in the past two weeks.

The NPC Student Government Association has made it a project to try to recruit past scholarship winners to talk to registrants during the pre-ride check-in event about how much their scholarships helped them. SGA will also be staffing the Tiponi Point sag stop on Ride Day.

E. Fourth Quarter Report FY 23-24 (Attachment) – Betsy asked if there were any questions related to the outcomes for the fourth quarter.

VI. New Business

A. Action Item – Approval of the 2023-2024 Audit Report by BDR Richards, CPAs, PLC (Attachment) Pat Ceballos made a motion to approve the audit report; Jon Saline

seconded the motion. There was no discussion. All voted in favor; there were no abstentions.

- B. Action Item – Approval of the 2023-2024 Form 990 Tax Return prepared by BDR Richards, CPAs PLC (Attachment)** David Wright made a motion to approve the Form 990; Jon Saline seconded the motion. There was no discussion. All voted in favor; no abstentions.

- C. Board Professional Development: Working with the financial industry to promote donations to NPCFF - Karen**

Karen explained that Betsy shared with her what she (Betsy) liked least about being a nonprofit director was asking people to engage in planned giving. Karen's bachelor's degree is in business management, and included a minor in portfolio management. She said she did not work in the field of portfolio management, but she did work in the office of a CPA. Karen noted that she understood how Betsy has worked with Hyrum Cottrell at Edward Jones to disseminate information about NPCFF to his clients. Karen suggested taking that a step further to developing a brochure about NPCFF, including what we do, statistics, and student success stories. In the CPA office, Karen experienced preparation of tax returns, and saw that the CPA acted as somewhat of a financial advisor to his clients. Karen asked the thoughts of the board in creating the pamphlet/brochure to share with investment managers, CPAs, etc.

- D. Discussion – Assistance from board in connecting with financial advisors, financial managers, CPAs/tax preparers in distributing new NPCFF donor brochure**

Karen asked: Would you (board members) be willing to share the pamphlet with your own tax professionals or financial advisors, on behalf of NPCFF? Karen thought that if we could educate professionals in our communities, as board members and employees of NPCFF, the professionals might be more likely to promote us. The pamphlet/brochure would include contact information for NPCFF.

David asked if the brochure would be targeted at the financial professionals, or if it would be a document they could share with their clients. Karen asked David what his preference would be. David liked the idea of a document for a broader audience, so the professionals could share with their clients. He liked the idea of links and student stories. David would like to talk to a business person in town, who might create a scholarship in the name of his late wife. A generic document, such as the one Karen suggested/described might help him start that conversation.

Karen noted that, as we had the conversation with the donors to the new nursing scholarship, they specifically mentioned a story they read about an NPCFF student in a newsletter. That student's story/testimonial really solidified their decision to offer a scholarship to NPCFF. Karen agreed with David that the brochure for the general audience would probably be most effective. David added that for the donors to be able to see the student telling their story was a more valuable connection than just reading the words.

Jon suggested a QR code on the brochure that could take potential donors to student stories and videos online. Jon suggested also distributing the brochure to estate planning attorneys. Anyone could use the brochure.

Karen said she thought it would be powerful to share the brochure in a personal way, with individuals known to us, as well as leaving copies for people to pick up.

Betsy asked if the board would be comfortable sharing such a brochure with their own tax preparers, financial advisors, etc. They all thought it was a good idea.

Karen noted she will prepare a draft and bring it to a future meeting for approval. She thanked the group for their input.

VII. **Next Meeting:**— Monday, September 16, PDC. 3:30 – 5:00 Room TBA

(Good of the Order) Karen noted that we have been working with the Del E. Webb grant. She is excited to work with the grant and excited to see what it results in. We've orchestrated hotel rooms, transportation, fingerprint clearances, purchase of apparel and supplies. There is talk among the faculty of a completion ceremony for the students on December 9.

Claude asked Betsy to send her the names of the students who won the Claude Endfield ECD scholarship. Claude said some students had told her they had to retake classes they had already taken, and First Things First would not pay for them again. Betsy thanked Claude for the heads up and said she and Karen would tell applicants to explain that situation in their scholarship essays to clarify their need for the Claude Endfield ECD and other scholarships. Betsy will send Claude the students' names.

IX. **Adjournment – Terry called adjournment at 4:35 p.m.**