

## MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

**Monday, August 10, 2020 – 3:30 p.m. – Location TBA + Zoom option**

- I. **Call to Order** – President Mary Koury called the meeting to order on Zoom at 3:35 p.m.
- II. **Roll Call and Introductions** – Present included Mary Koury, President – PDC; Terry Shove, Vice-President – Apache County; Claude Endfield, Secretary – Whiteriver; Wendy McVicker, Treasurer – SCC; Myrtle Dayzie-Grey – Kayenta; Cara Dukepoo– Hopi; Rich Chanick – WMC; Betsy Wilson, Executive Director
- III. **Action Item: Approval of the Minutes of the June 23, 2020 meeting and the June 23, 2020 Annual Board Retreat: Claude Endfield made a motion to approve the minutes as presented; Myrtle Dayzie-Grey seconded the motion. No discussion. All voted in favor.**
- IV. **Action Item: Approval of Treasurer’s Report – NPC Friends and Family Treasurer Wendy McVicker:** Wendy pointed out that the report covers two months of activity, since we skipped the July meeting. She noted the addition of the \$10,000 gift to the Endfield endowment and also called attention to the recovery of the endowed accounts, reflecting upswing in the markets since the pandemic began. She asked if Betsy had anything to add. Betsy pointed out the checks that went to students for the COVID-19 Emergency Fund. Claude asked if her birthday fundraiser, which she posted on Facebook, had been received yet. Betsy noted that those funds will probably come from Network for Good in the form of a check, and it usually takes a month to six weeks from the time the fundraiser is completed until the funds are received. Betsy pointed out the Network for Good check deposited on 6/24/2020 into the Unrestricted Scholarships account and explained that this was from a Pedal the Petrified fundraiser who received donations on Facebook. Betsy also pointed out that she had transferred funds from the Endfield, Winslow and Graff endowments to cover scholarships for the upcoming academic year, in keeping with our financial policy of reviewing market performance in July of each year, and deciding whether investments had sufficient return, both in interest and additional donations, to justify awarding of scholarships without invading the principal. The Lisitzky account did not receive significant donations in the past fiscal year, and the interest gained in the first two quarters of the year was impacted significantly by the downturn of the

markets, due to the pandemic. Since July 1, however, all the accounts are recovering, with significant gains in interest. Betsy asked the group if they would like her to put the Lisitzky scholarship on the agenda for the September meeting, since this is an unprecedented year with regard to market activity, and since the purpose of an endowed scholarship is to preserve the memory of the person for whom it is named. The group agreed that they would like to consider activity on the Lisitzky account in the upcoming month, and then vote on whether or not to move funds into the Restricted Scholarships account to provide the Charles Lisitzky Memorial Scholarship in 2021.

**Terry Shove made a motion to approve the Treasurer’s Report as presented; Claude Endfield seconded the motion. No further discussion. All voted in favor.**

**a. Operational Checking Account Activity**

<b>Beginning Balance – 05/29/2020</b>						<b>\$28,425.87</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
1282	6/26/2020	-	\$100.00	The Baker’s Basket	Catering for 2020 NPCFF Annual Board Retreat	
	6/30/2020	-	\$672.00	The Hartford	Annual D&O Liability Insurance Policy	
<b>Ending Balance 06/30/2020</b>						<b>\$27,653.87</b>
<b>Beginning Balance – 06/30/2020</b>						<b>\$27,653.87</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
1283	07/07/2020	-	\$433.00	S Tsinniginnie	COVID-19 Emergency Fund	
	0730//2020	-	\$313.00	The Hartford	Annual Business Liability Insurance Policy	

<b>Ending Balance 07/31/2020</b>	<b>\$26,907.87</b>
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**b. Restricted Scholarships (Money Market) Account**

<b>Beginning Balance – 05/29/2020</b>						<b>\$39,763.51</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
0061	06/01/2020	-	\$6,000.00	NPC Business Office	FA 20 Restricted Scholarships	
	06/11/2020	+	\$4,000.00	Donation	Check # 1005 in the amount of \$2,000 from Beehive Homes of Snowflake for Beehive Homes NUR scholarships + Check #2829 in the amount of \$2,000 from Warriors, Inc. for Beehive Homes NUR Scholarship.	
0062	06/11/2020	-	\$4,000.00	NPC Business Office	FA 202 Beehive Homes Nursing Scholarships	
	06/30/2020	+	\$0.60	Interest	Interest	
<b>Ending Balance 06/30/2020</b>						<b>\$33,764.11</b>
<b>Beginning Balance – 06/30/2020</b>						<b>\$33,764.11</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	

Transfer	07/02/2020	+	\$1,000.00	Edward Jones-Endfield	Transfer for 2020-21 Endfield scholarships
0064	07/08/2020	-	\$500.00	NPC Business Office	FA 20 Endfield Scholarship Awardee A. Truax
Transfer	07/14/2020	+	\$2,000.00	Edward Jones	Transfer for 2020-21 Pres Winslow scholarships
Transfer	07/14/2020	+	\$500.00	Edward Jones	Transfer for 2020-21 Jon Graff scholarship
	07/31/2020	+	\$0.61	Interest	Interest
<b>Ending Balance 07/31/2020</b>	<b>\$36,764.72</b>				

**c. Unrestricted Scholarships (Money Market) Account**

<b>Beginning Balance – 05/29/2020</b>	<b>\$105,062.99</b>				
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>
0061	06/01/2020	-	\$2,500.00	NPC Business Office	FA 2020 Leg Up and Fill the Gaps scholarships
	06/03/2020	-	\$270.39	Bankcard Center	Online Visa payment
	06/11/2020	+	\$392.25	Active.com	Check # 3016513 from active.com for PtP registrations
0062	06/15/2020	-	\$500.00	NPC Business Office	FA 2020 Leg Up scholarship
	06/24/2020	+	\$200.00	Donation	Check #3223165 from Network for Good for donations

					made through Facebook fundraiser
	06/30/2020	+	\$3.58	Interest	Interest
<b>Ending Balance 06/30/2020</b>	<b>\$102,388.43</b>				
<b>Beginning Balance – 07/31/2020</b>	<b>\$102,388.43</b>				
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>
0064	07/08/2020	-	\$500.00	NPC Business Office	FA 20 FTG awardee J Czech
	07/22/2020	+	\$500.00	Donation	Check #9849 for Pedal the Petrified
	07/31/2020	+	\$3.46	Interest	Interest
<b>Ending Balance 07/31/2020</b>	<b>\$102,391.89</b>				

**d. Endowed Edward Jones – NPCFF Endowment**

<b>Beginning Balance – 5/29/2020</b>			<b>\$377,417.39</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	06/26/2020	\$969.95	Gain on Investment
-	06/26/2020	\$435.95	Investment Fees
<b>Ending Balance</b>	<b>06/26/2020</b>	<b>\$377,951.39</b>	
<b>Beginning Balance – 06/27/2020</b>			<b>\$377,951.39</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	07/31/2020	\$17,721.56	Gain on Investment
-	07/31/2020	\$441.39	Investment Fees
<b>Ending Balance</b>	<b>07/31/2020</b>	<b>\$395,231.56</b>	

**e. Endowed Edward Jones – Smith Endowment**

<b>Beginning Balance –05/29/2020</b>			<b>\$115,667.18</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	06/26/2020	\$516.27	Gain on Investment
-	06/26/2020	\$133.61	Investment Fees
<b>Ending Balance</b>	<b>06/26/2020</b>		<b>\$116,049.84</b>
<b>Beginning Balance –06/27/2020</b>			<b>\$116,049.84</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	07/31/2020	\$5,167.47	Gain on Investment
-	07/31/2020	\$135.32	Investment Fees
<b>Ending Balance</b>	<b>07/31/2020</b>		<b>\$121,081.99</b>

**f. Endowed Edward Jones – Lisitzky Endowment – No May statement for Lisitzky**

<b>Beginning Balance – 04/24/2020</b>			<b>\$43,620.33</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	06/26/2020	\$2,641.70	Gain on Investment
<b>Ending Balance</b>	<b>06/26/2020</b>		<b>\$46,262.03</b>
<b>Beginning Balance – 06/27/2020</b>			<b>\$46,262.03</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	07/31/2020	\$2,175.50	Gain on Investment
<b>Ending Balance</b>	<b>07/31/2020</b>		<b>\$48,437.53</b>

**g. Endowed Edward Jones – Endfield Endowment – No May statement for Endfield**

<b>Beginning Balance –04/24/2020</b>			<b>\$42,549.60</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	06/26/2020	\$10,000.00	Assets added to Investment
+	06/26/2020	\$2,576.85	Gain on Investment

<b>Ending Balance</b>	<b>06/26/2020</b>		<b>\$55,126.45</b>
<b>Beginning Balance –06/27/2020</b>			<b>\$55,126.45</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	07/31/2020	\$1,420.75	Gain on Investment
<b>Ending Balance</b>	<b>07/31/2020</b>		<b>\$56,547.20</b>

**h. Endowed Edward Jones – Pres Winslow Endowment**

<b>Beginning Balance – 05/29/2020</b>			<b>\$82,907.88</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	06/26/2020	\$209.93	Gain on Investment
+	06/26/2020	\$30.00	Assets added to Investment
-	06/26/2020	\$95.53	Investment Fees
<b>Ending Balance</b>	<b>06/26/2020</b>		<b>\$83,052.28</b>
<b>Beginning Balance – 06/27/2020</b>			<b>\$83,052.28</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	07/31/2020	\$3,867.07	Gain on Investment
-	07/31/2020	\$2,000.00	Assets withdrawn from account and transferred to NBAZ Restricted Scholarships
-	07/31/2020	\$96.98	Investment Fees
<b>Ending Balance</b>	<b>07/31/2020</b>		<b>\$84,822.37</b>

**i. Endowed Edward Jones – Jon Graff, Ph.D. Fund**

<b>Beginning Balance – 05/29/2020</b>			<b>\$11,796.56</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	06/26/2020	\$156.89	Loss on Investment
<b>Ending Balance</b>	<b>06/26/2020</b>		<b>\$11,639.67</b>

<b>Beginning Balance – 06/27/2020</b>			<b>\$11,639.67</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	07/31/2020	\$500.00	Assets withdrawn from account and transferred to NBAZ Restricted Scholarships
+	07/31/2020	\$517.52	Gain on Investment
<b>Ending Balance</b>	<b>07/31/2020</b>		<b>\$11,657.19</b>

**Report of Endowed Funds as of 07/31/2020 –**

<b>Name of Account</b>	<b>One Year Ago</b>	<b>Current</b>	<b>Change</b>
<a href="#">Smith</a> (Advisory Solutions)	\$115,455.67	\$121,081.99	+\$5,626.32(+4.87%)
<a href="#">Lisitzky</a>	\$45,200.03	\$48,437.53	+\$3,237.50 (+7.16%)
<a href="#">Endfield</a>	\$43,601.61	\$56,547.20	+\$12,945.59 (+29.69%)
<a href="#">NPCFF</a> (Advisory Solutions)	\$327,319.86	\$395,231.56	+\$67,911.70 (+20.75%)
Winslow	\$76,428.82	\$84,822.37	+\$8,393.55 (+10.98%)
Jon Graff	\$3,437.41	\$11,657.19	+\$8,219.78 (+239.12%)
<b>Total</b>	<b>\$611,443.40</b>	<b>\$717,777.84</b>	<b>+\$106,334.44 (+17.39%)</b>

\*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.

**V. Director’s Report/Old Business – Betsyann Wilson –**

**A. Action Item – Approval of the FY 2020-2021 budget presented as a first-read at the June 23, 2020 meeting. (We are approving the budget two months later than we usually do, because of the delay of the annual meeting/board retreat being postponed due to the pandemic.)** Betsy pulled the budget up on her screen and shared the screen with the group, noting that it was the same document she had sent them via email with the agenda. She pointed out that she already had some activity on the 20-21 budget, noting checks to students for COVID-19 Emergency Funds. She also sent Summit Healthcare Foundation a \$1500.00 sponsorship, per the NPCFF board’s direction at the June retreat, to support them in lieu of the table we usually purchase at their annual gala,



which had to be cancelled due to COVID-19. **Terry Shove made a motion to approve the 2020-2021 budget as presented; Wendy McVicker seconded the motion. There was no further discussion. All voted in favor.**

**B. Disc Golf Tournament** – Betsy noted that she and tournament director Steve Johnston made the decision to cancel the tournament, that was scheduled for August 1, in early July. At that time, COVID-19 cases in Arizona were running at around 4,000 new per day, and Betsy and Steve felt there was no way they could keep players safe. They will look forward to next year. Betsy notified the towns of Taylor and Snowflake, both of whom had pledged \$1,000.00 sponsorships.

**C. Pedal the Petrified – The Virtual Tour!** Betsy reminded the board of the email she copied all of them on that went out to the 183 riders who were registered for PtP at the time the pandemic hit. Registrants were given the unprecedented option to take a refund of their rider fees – minus the processing charges from active.com and credit cards. They were also invited to join Pedal the Petrified 2020 – The Virtual Tour! in which they could ride anywhere, at any distance, between August 15 and September 19, and post photos and stories of their rides on a special Pedal the Petrified Facebook Group page. Of the 183 riders, 74 opted for the virtual tour, (two new riders also registered for it!) and 77 donated their rider fees in full for student scholarships! Only 25 riders requested donations. Betsy explained that she will handle processing of refunds as follows: She sent a list of riders who requested refunds to active.com, and active.com invoiced her for those rider fees, since active.com has already paid NPCFF for all registrations. Betsy sent a check for the amount of all refunds to active.com. As soon as it clears, she will go into the active.com site, cancel the riders, and process their refunds, so that the refund amount will simply be applied to the credit card they used to register for the ride. This eliminates the need for Betsy to issue multiple checks, and makes the refund cleaner from an accounting and auditing perspective. Betsy will also be riding her own Virtual Tour, TBA.

**D. NPCFF COVID-19 Emergency Fund** – Betsy explained that the college has received three grants from the US Department of Education for CARES Act funding to help students defray the costs of taking college classes online, due to the pandemic. Dr. Jess Clark, the college's Vice President for Learning and Student Services, has also established a Technology Scholarship to help students purchase laptops. Betsy has asked the college's student services departments to FIRST direct students to those funding sources, so she can preserve the NPCFF Emergency Fund for those students who do not qualify

for the CARES Act or Technology scholarship. She is also working with Cellular One to activate service plans for the 38 WiFi hotspots that were purchased by the NPC Technology Advancement and Support division in April, so they can be used by students in the fall semester. Betsy will pay for activation of the plans with the NPCFF Emergency Fund and coordinate distribution of the hotspots to students in need.

## **VI. New Business**

**A. Del E Webb Foundation Grant Proposal 2020** – Betsy reported that she received a call from Dr. John Lees of the Del E. Webb Foundation, asking if NPCFF would be interested in applying for another grant, similar to the one that benefitted the Construction Technology students in Whiteriver. This time, the DEWF is interested in helping students who want to enter the health care field. Betsy worked with Associate Dean of College and Career Prep Gail Campbell and Director of Nursing Ruth Zimmerman to write a Letter of Interest for a similar project to support students in the college's Nursing Assistant program. This provides completers with qualifications for gainful employment as Certified Nursing Assistants, and also serves as the first prerequisite for the students to apply for the college's Associate Degree in Nursing program. Betsy will email the group if she is invited to submit a full application. She has a Zoom meeting scheduled with the DEWF board on Wednesday, which is something new the board is working with to learn about their awardees. She will have 5 minutes to tell about the Letter of Interest, followed by 10 minutes of Q&A with the board.

Betsy welcomed new board member Rich Chanick to his first regular meeting and invited him to speak. Rich shared that he appreciates the NPCFF board's position of not pursuing sponsorships and financial support from the area's small businesses, especially now that they have been so hard-hit by the pandemic. He expressed that he feels there are great opportunities to build recognition for the college and foundation among those in the area business community, and he wants to work on strategies to help the businesses recognize all the college and foundation have to offer. Betsy noted that she has met with Rich and that she is also excited about this idea and working on strategies.

**VII. Next Meeting:** Mary asked if everyone was still comfortable with the third Monday schedule, so the next meeting will be Monday, September 21 at 3:30 on Zoom.

**VIII. Adjournment:** Mary called for adjournment at 4:36 p.m.