



Western Nevada College

**FOUNDATION**

*~ Choose to make a difference ~*

**WNC FOUNDATION BOARD OF TRUSTEES**

Quarterly Meeting Summary

Western Nevada College

Carson City, Nevada

Thursday, November 09, 2017

8:00 a.m. – 10:00 a.m.

**Board Members Present:** Amy Clemens Carol McIntosh  
Kathy Halbardier Jamie DeVega  
Darcy Houghton Laura Carrion  
Lisa Granahan Jeff Brigger  
Daphne DeLeon Sean Davison  
Michelle Ketten Kerstin Plemel  
Larry Goodnight Rochelle Tisdale

**WNC Staff Present:** Niki Gladys April Flynt

**Guests Present:** Mark Ghan, Acting WNC President  
J.W. Lazzari, Director of Financial Aid  
Denise Frohlich, Director of Library & Media Services  
Michel Aurnague, Pangborn & Co., Ltd  
Tonya Champa  
Barbara D'Anneo

**Board Members Absent:** Robert Ramsdell Tara Alto  
Cheri Glockner

**1. Introductions and Welcome (Amy Clemens)**

Amy Clemens called the meeting to order at 8:04 a.m.; all present introduced themselves.

**2. Public Comment**

Ms. Clemens opened the meeting to public comment; no public comments were made.

### **3. July 27, 2017: Board Retreat Minutes Approval**

Ms. Clemens presented the July 27, 2017 Board Retreat meeting minutes. Darcy Houghton motioned to approve the minutes as written; Jamie DeVega seconded the motion. The motion passed unanimously.

### **4. Approval of New Board Members**

Niki Gladys introduced Tonya Champa. Ms. Champa gave a brief history of her career history, as well as her involvement with the WNC Foundation. Kathy Halbardier moved to approve Ms. Champa as a new Board member; Carol McIntosh seconded the motion. The motion passed unanimously.

Ms. Gladys introduced Barbara D'Anne as a possible new Board member, and advised the committee that her application has been sent to the Board for review. Ms. D'Anne provided a brief summary of her career history and involvement in the committee.

### **5. Nevada Promise Scholarship Update (J.W. Lazzari)**

J.W. Lazzari presented the details of the Nevada Promise Scholarship. Mr. Lazzari provided a summary of the program, including the criteria that students are required to meet, in order to qualify for the scholarship, as well as the deadlines for the program. Mr. Lazzari explained that there are three parts to the program, which include mentors, community service, and training. Mr. Lazzari invited the WNC Foundation board members to participate in the program as mentors to the student applicants.

### **6. Finance Committee Report (Sean Davison)**

Sean Davison reviewed the details of the profit and loss statement, as well as the balance sheet, from the previous fiscal year. Mr. Davison highlighted some year-over-year adjustments, and he discussed changes, regarding how income and expenses were recorded in FY2017.

Mr. Davison detailed the upcoming changes to the balance sheet, and explained that, in FY2018, unrestricted income will be recognized when it is received; restricted income will be recognized as it is spent and recorded as a liability when it is received.

Michel Aurnague's CPA provided a summary of the review that was completed on the FY2017 financial statements for the Foundation. Mr. Aurnague advised the members of the Board that, based on the review, Pangborn & Co. is not aware of any needed material modifications to the financial statements, in order for them to be in accordance with

accounting principles, that are generally acceptable in the United States of America.

Mr. Aurnague advised the Board, further, that they did not require a management letter as a result of the review; however, a management letter was issued as part of the FY2016 audit. As a result, Mr. Aurnague stated that he supported the accounting changes (as described above) that the foundation is making and they have renewed their recommendation, asserting that the Foundation implement the use of unexpended contribution accounts, that are similar to differed revenues. This will better match revenue with expenses, and simplify the cash reconciliation process, while also the tracking of unspent contributions.

In addition, Mr. Aurnague advised the Board that they are in the process of preparing the 990 Form, which will be completed, soon.

#### **7. Foundation and WNC Memo of Understanding (MOU)**

Ms. Gladys presented the M.O.U. to the Board. Acting President Mark Ghan explained the intent of document. Ms. Gladys explained that a committee was developed during the last Board. The committee consisted of the following Board members: Amy Clemens, Sean Davison, Jamie DeVega, and Cheri Glockner. Larry Goodnight motioned to approve as written; Darcy Houghton seconded the motion. The motion passed unanimously.

#### **8. College Update (Mark Ghan)**

Acting President Mark Ghan provided a college update, and noted that overall enrollment is up, as of the current semester, including a significant increase in online enrollment. In addition, Acting President Ghan provided an update on the strategic and master planning processes. Acting President Ghan noted that the master plan was last updated in 2001. Acting President Ghan encouraged the Board members to participate in a survey, regarding the Strategic and Master Plan, on the WNC website. Ms. Gladys, Mr. Goodnight, and Mr. Brigger volunteered participate in the Master Planning Committee.

Acting President Ghan advised the Board that the first meeting for the WNC Presidential Search will begin on November 21, 2018; members of the Foundation will be included in this pursuit.

#### **9. Library and Media Center (Denise Frohlich)**

Ms. Clemens introduced Denise Frohlich, Director of Library and Media Services. Ms. Frohlich presented the vision of the new media center and the process, in which the committee is taking, to finalize the design.

Ms. Gladys advised the Board that a pre-proposal has been submitted to the William N. Pennington Foundation to fund half of the funds, as well as a grant request to the Nevada State Library, Archives, and Public Records. The remaining balance will need to be

raised by the Foundation from community funds. Ms. Gladys requested that the Foundation becomes involved in fundraising.

#### **10. Events Update (Niki Gladys)**

Ms. Gladys provided an update for the “Reach for The Stars” event, as well as the “Golf Classic” events. Ms. Gladys also advised the Board that the profit and loss statements are available for both events and will be sent out at a later time. Ms. Gladys, further, noted that the planning process for the 2018 gala will start next week for those who would like to participate in the committee.

Ms. Gladys presented the event schedule for 2018 and reminded the committee of the upcoming grand opening of the Pennington Science Lab. Ms. Gladys requested volunteers for each of the scheduled events.

#### **11. Gratitude Committee (Niki Gladys)**

Ms. Gladys proposed reinstating a committee to write thank you notes to donors and requested volunteers to be on the committee. Ms. DeLeon, Mr. Brigger, Ms. Halbardier, Ms. Clemens, Ms. DeVega, and Ms. Tisdale volunteered to participate.

#### **12. New Business**

Ms. Clemens announced that she has business conflicts and must step down as Chair. Carol McIntosh is in line for the position; this will be voted on at the next meeting.

#### **13. Birthday Acknowledgements**

Ms. Clemens recognized Board members whose birthdays passed in October and November.

#### **14. WNC Quick Facts**

Ms. Clemens presented the WNC Quick Facts document to the Board. These facts are provided as reference points for the Board members.

#### **15. Public Comment**

Ms. Clemens opened the meeting for public comment; no comments were made. The meeting was adjourned at 9:53 a.m., and the next WNC Quarterly meeting is scheduled for: Thursday, February 8, 2018 from 8:00 a.m. to 10:00 a.m.; the location is yet to be determined.