

NOTICE OF PUBLIC MEETING

GREAT BASIN COLLEGE FOUNDATION
Finance Committee Meeting
1500 College Parkway
Elko, Nevada 89801
McMullen Hall 102 Conference Room

Thursday, May 5, 2016, at 12:15 p.m.

Video Conference from the Meeting Site to:

GBC – Ely Center
2115 Bobcat Dr., GBC 105
Ely, Nevada

MINUTES

The Great Basin College Foundation Finance Committee meeting was called to order by James Glennon at 12:15 p.m.

Committee Members Present: James Glennon, Tana Gallagher, Jim Kelley, John Pryor

Committee Members Absent: Mark Laffoon

GBC Staff Present: Mark Curtis, Greg Brorby, Mardell Wilkins

1. **Public Comment** (*see foregoing notation regarding public comment*) **Information only**
None.

2. **Approval of Minutes – James Glennon** **Information/Action**

GBC Foundation Finance Committee will review the minutes of the GBCF Finance Committee meeting on March 3, 2016. **MOTION:** by John Pryor to approve the minutes; motion seconded by Jim Kelley; the motion was **APPROVED**.

3. **Finance and Accounting Information /Action Items – James Glennon** **Information/Action**
 - A. The GBCF Finance Committee reviewed the record of expenditures/check register for the months of February and March 2016. **MOTION:** by Tana Gallagher to approve the expenditures and check register; seconded by Jim Kelley; the motion was **APPROVED**.
 - B. The GBCF Finance Committee reviewed the income/deposits for the months of February and March 2016. Of mention was a lady in Lovelock who left her estate to GBC. Greg is working with them to potentially create an endowment. **MOTION:** by Tana Gallagher to approve the income and deposits; seconded by John Pryor; the motion was **APPROVED**.

- C. The GBCF Finance Committee reviewed and discussed the pledge receivables and aging report. Greg Brorby talked about 106 pledges in the report that have been on hold from 1996 to 2001. On nearly all of these pledges there is a note in the system that they were meant to be canceled. These pledges are not on the books but were in the CRM system, and were not on the last audit. The recommendation is to void these 106 pledges. **MOTION:** by Jim Kelley to void these 106 pledges; motion seconded by John Pryor; the motion was **APPROVED**. It was recommended to look at the policy on pledges and to think about bringing forward a change that if no payment is made within three years the pledge should be voided. There are 20 active pledges currently totaling \$1.7 million. The balance of the pledges is \$1.14 million and \$135,000 is past due from 12 accounts. We do not have a policy on allowances. Non-profit accounting is more stringent on whether or not you think they have the ability to pay. Then you put the allowance on it. AR is so important for this reason. **MOTION:** by Tana Gallagher to write off \$9,750; motion seconded by Jim Kelley; the motion was **APPROVED**.
- D. The GBCF Finance Committee will review the CD transfers/purchases from Morgan Stanley. Greg Brorby said the penalties are small if cashing in before maturity.

4. NEH Grant Fulfillment Update – Greg Brorby **Information/Action**

Greg Brorby reported he has been working on identifying funds that could potentially be used for the NEH Grant match. The funds must be dollars raised after September 1, 2012. The most that can be used in the unrestricted dollars is \$500,000. Any funds that we use from operating would be reimbursed. Greg went over some accounts that portions can be used as unrestricted account. #555 Endowment for New Programs has almost \$2 million. The FY14/15 audit states that the \$621,644 in unrestricted amounts that were designated by the Board of Trustees as part of the Endowment for New Programs must be considered unrestricted net positions and must be managed separately. Greg went over the summary of each account in unrestricted dollars. The Foundation has raised \$800,000 and we have certified \$610,000 so far. Greg recommends using \$290,000 from some mix of this table to present as certification to the NEH grant and to move \$611,000 to #702 and then replenish it from the Endowment for New Programs. Greg has talked in depth with Mark Laffoon about this and they agree this is the best possible scenario to work our way out of this. Greg will continue to try to raise funds past the deadline of the Aug. 1st. **MOTION:** by Tana Gallagher to transfer the restricted and unrestricted contributions to meet the \$298,000; seconded by John Pryor; the motion was **APPROVED**.

5. Director's Report – Greg Brorby **Information/Action**

- A. Alumni Association Update – Greg Brorby reported we are on track for the launch of the Alumni Association at the GBC Commencement on May 22, 2016. There will be 235 students walking in the ceremony. The website will be launched on this date as well. The Alumni Association will have a booth at graduation and will be handing out packets of information.
- B. Donor Appreciation Event Update – Greg Brorby reported that we have received \$1,000 in donations so far from this event. There were 346 invitations sent out with only 62 people attending. It was a very low attendance. We will scrutinize how we do the event in the future and what is the purpose. People had mixed messages on what to expect. It was built as a donor appreciation event yet donors were not recognized. Perhaps this is the event where

we reveal the donor wall and acknowledge the Legacy Society. All of the information on the event is in the database and will be compared with the fall event.

- C. The Finance Committee discussed the potential criteria of the recipients for the upcoming Annual Campaign letter/request. The current list of top 50 donors of all time is dated and many are deceased or haven't donated recently. The Finance Committee also discussed the best time of year for an annual campaign letter. Businesses are preparing their budgets for next the following year usually in November. The annual Foundation Newsletter will be a joint mailer with the Alumni Association.

6. **Discuss and/or approve the recommendation to use Alumni Association Funds for mailer – Greg Brorby** **Information/Action**
Greg Brorby is requesting \$4,080 for Alumni Association projects from the alumni association account. We continue to receive about \$600 per month from Liberty Mutual. **MOTION:** by Tana Gallagher to approved \$4,080 for Alumni Association projects; motion seconded by Jim Kelley; the motion was **APPROVED**.
7. **Fiscal Year 2016/2017 Budget Preparation – Greg Brorby** **Information/Action**
Greg Brorby presented the budget framework for FY 16/17 for discussion. Greg reported we haven't dipped into the reserves yet as we are spending less than anticipated. We have convened the Development Committee to create a signature event that will fund the rest of the budget. The more successful non-profits have that signature event. Greg would like to see more diversity on the contributions. Zach and Travis Gerber are giving a planned giving seminar next week. The Foundation will conduct its own planned giving workshop sometime in July. The donor walls will need to be updated as it hasn't been updated in a couple of years. We can unveil the new wall at a donor appreciation event. Greg will put numbers to the budget if the budget framework is approved. **MOTION:** by Jim Kelley to approve budget framework; motion seconded by John Pryor; the motion was **APPROVED**.
8. **Endowment for New Programs – Greg Brorby** **Information/Action**
The GBCF Finance committee discussed separating the board designated funds and the donor funds within the Endowment for New Programs. Greg reported if we transfer Board-designated funds to the state we lose the restricted. It is not in our best interest to do that. We should withhold this amount from the transfer and keep it in Common Fund and give Greg flexibility to withhold other pieces of endowments for transfer to the state; **MOTION:** by John Pryor separate the board designated funds from the endowment for new programs and other funds as determined by Greg Brorby from the NSHE transfer; motion was seconded by Jim Kelley; **DISCUSSION** on the diversification of the fund. Greg also has the documentation of the funds that will be transferred. The motion was **APPROVED**.
9. **Controller's Office Update – Sonja Sibert** **Information**
No report.
10. **Items from committee members** **Information only**

Nothing from committee members.

- 11. Public Comment** *(see foregoing notation regarding public comment)*
None.

Information only

- 12. Adjourn**
Meeting was adjourned at 1:45 pm.