



## Foundation Board of Trustees Meeting

### MINUTES

July 10, 2020 - 10:00 AM

**Call to Order:** 10:03 AM by Oscar Bean, President.

**Attendees:** Oscar Bean, Della Davis, Janet Frye, Anne Jones, Charles Maddy, Dr. Steven Taylor, Lindsey Teets, and Angie Zirk. Absent –Jim Cookman, and Lori Wilson. Ex-officio - Greg Greenwalt and Charles Terrell. Staff - John Galatic, Dr. Megan Webb, and Charles Bolyard.

**Approval of Minutes:** May 8, 2020 - A motion to approve the May 8th Meeting Minutes was by Janet Frye and seconded by Anne Jones. All in favor, the minutes were approved.

**Introductions:** Cody Brooks from Franklin was introduced as a potential board member. Mr. Brooks was born and raised in Southcentral Kentucky and is no stranger to small towns. He graduated from Southcentral Kentucky Community and Technical College and then from Western Kentucky University with a BS in Health Administration and a Long Term Care Administration certificate. Mr. Brooks has served as the Administrator for Pendleton Manor since August 2019.

Anne Jones made a motion to accept Mr. Brooks as a Foundation Board Member. Jonathan Brill seconded the motion. All in favor, Mr. Brooks was approved.

**Financials:** John Galatic presented an overview E WVCTC Foundation Financial Reports. As of May 31, 2020, the total Assets are \$213,534.90. The Annual Compilation Reports will be shared once received.

Dr. Steven Taylor questioned since In-Person Commencement has been canceled for now, is there a plan to repurpose or use the donated commencement funds elsewhere. Dr. Terrell responded that some of the funds had been utilized for acquiring tassels for each graduate. We are also looking at our next strategy for recognizing our graduates.

Dr. Steven Taylor made a motion to approve the financial reports. Anne Jones seconded the motion. All in favor, the Financial Reports were approved.

### Updates

**Foundation Website Update:** Mr. Bolyard shared we have been working on the website redesign efforts since the project was approved at the last meeting. We have signed a contract with our webmaster and have completed the text and are currently working on the graphics.

**Hampshire County Library Fund Use Update:** Dr. Webb reported that the Foundation received a follow up from the Hampshire County Library Funds Disbursement. The funds donated to the Hampshire County Libraries were used to install sneeze guards at the checkout counters and between computers, the printing of safety signage, and hand sanitizing stations. They were very appreciative.

**AP 2.1 Processing Gifts and Disbursements Policy:** Mr. Bolyard reported that there was some discussion about the Board of Trustees approving purchases of \$1,000 or more at our last meeting. The item was tabled, and a request to develop a policy was made. Upon developing the policy, the AP 2.1 policy was discovered, approved in 2004, revised in 2005, and still followed. The policy did not include credit card use and Board approval of purchases over \$1,000. The revision outlined includes the addition of these items.

Anne Jones made a motion to ratify the AP 2.1 Processing Gifts and Disbursements Policy. Angie Zirk seconded the motion. All in favor, the motion passed.

**Credit Card Review Discussion:** Mr. Bolyard asked if the Treasurer or other Board Members would want to review and approve the credit card statement before the payment is processed. Following a similar process as the check process, where two Board Members sign and approve the check. Since the College President approves all Foundation purchases, there is no need for additional oversight from the Board during the purchasing process. The Board can review and question purchase and expenditures through the financial reports. No action was taken.

**Non-Profit Board Development Training Series: Making the Ask Training:** Mr. Bolyard shared a collaborative training opportunity between the Eastern Foundation and the Hardy and Hampshire Counties Community Foundation to offer Non-Profit Board Training. The training will be open to other area non-profit organizations. The first training will be Making the Ask on August 19th at 1:00 PM with Dr. John Rainone, President of Dabney S. Lancaster Community College. The training will be provided through Zoom and will cost \$15 per person. The Foundation will cover the cost for any Board Member who is interested in attending. A headcount will be taken in early August through email.

### **Fundraising**

**Board of Governors Challenge:** Mr. Bolyard shared at the last Board of Trustees Meeting a challenge was announced to encourage the Board of Governors to raise \$1,000. To date, we have received three donations totaling \$325 toward the \$1,000 challenge.

**Nursing Program Update:** Mr. Bolyard shared a Nursing Program Update. Since our May Nursing Program Reception was canceled due to COVID-19 Health Concerns, we decided to pivot by developing a formal donation solicitation letter. The timing will be in August to coincide with the beginning of our new Nursing Cohort.

Nursing Staff and Board Members are asked to supply names and addresses of potential donors. If you could help by providing 5 contacts.

Cody Brooks asked about the nursing program needs. Dr. Terrell shared that he would be happy to share details, but basically, while we are producing outstanding graduates, by having outstanding faculty, but are limited by 20 students' revenue.

Dr. Steven Taylor suggested that we look at the health care institutions where our graduates supply. Janet Frye suggested that we look at Grant Memorial Hospital has support the Nursing Program. Oscar Bean also requested some social media posting resources and talking points to assist Board Members as they share the need.

Mr. Galatic shared that the break-even analysis shows tuition covers half of the program costs.

**Farm to Table Update:** Dr. Webb shared that we have officially decided to postpone the September Mountaintop Farm to Table Dinner. We plan to conduct an email campaign to previous attendees and interested persons highlighting our scholarship programs. Since our local producers were such a big part of the Farm to Table Dinner, we are developing videos highlighting our local agricultural products.

**President's Report:**

**Reopening Plan:** Dr. Terrell reported on our return to operations efforts. Looking to begin Phase 1 on Monday, July 13th. We will practice social distancing and will require individuals to wear a mask. The CARES Act provided \$211,888 in funding. Half of the amount had to go to students who were impacted by the virus. Disbursements have been going out to students.

**Fall Enrollment/Spring Enrollment:** Dr. Terrell reported the college is working on Fall enrollment to meet budgeted headcount numbers. He will be monitoring what impact the COVID-19 Pandemic may have on the Fall and Spring Enrollment.

**Presidential Search Update:** Greg Greenwalt provided an update on the Presidential Search Activities. The top candidates will be on campus on July 21st - 22nd. Several public forums are being planned.

**Next Meeting:** January 10th at 10:00 AM

**Adjournment:** 11:25 AM with a motion by Anne Jones and seconded by Janet Frey. All approved, and the meeting adjourned.

A Board Member Orientation was conducted at the conclusion of the Board Meeting.

Respectfully submitted:  
Charles Bolyard, recorder.

Signature on File  
Oscar Bean, President

10/9/2020  
Date