

NDSCS Foundation Full Board Meeting Minutes

Pursuant to due call and notice thereof, as a regular meeting of the Foundation Full Board of NDSCS, Wahpeton, North Dakota, was duly called and held virtually on Friday, May 8, 2020, at 8:30 a.m.

The following members were present: Josh Dozak, Thomas Dryburgh, Bob Gette, Jeff Hilgemann, Kelly Hubrig, Chris Johnson, James Kapitan, Megan Kummer, Jeff Leinen, Annette Loken, Perry Miller, Kim Nelson, Michelle Nelson, Justin Nepl, Roger Richels, Dr. John Richman, Trudy Tischer, Hugh Veit, Margaret Wall, Melissa Wynn and Dr. Jane Vangsness Frisch.

Absent: Art Grochow, Linda Hopkins, Joel Kaczynski, Harvey Link, Andrew Mauch, Mike Nepl, and Mike Worner.

Margaret Wall, Board President, opened the meeting and thanked everyone for attending virtually. Approval of Minutes – ***A motion to approve the minutes was made by James Kapitan and was seconded by Bob Gette, motion carried.***

Annette Loken shared the market has started to bounce back after the effects of the Covid19 pandemic. We are likely to see several ups and downs in the recovery period. The NDSCS May Portfolio Snapshot showed the Alumni Foundation's balance as of May 4, 2020 was \$17,864,972. The Madge Vertin Fund was at \$3,089,453. Included in the Board packet was an Equity and Fixed Income Outlook report, April 2020, provided by Greg Sweeney, CFA of Bell Bank Wealth Management.

Kim gave the Annual Operating Budget report. She put in expected numbers for May and June for the revenue and expense areas, they are highlighted in yellow. These numbers transfer over to the FY20 YTD Actual numbers in purple representing anticipated year-end totals. We qualified for the PPP Loan and should receive \$57,000, it will be tracked in a separate account and is not reflected on the current Operating Budget report.

Kim also shared a final recap of the 2020 DREAMS Auction. Over 300 on-line bidders participated and 41% made purchases. We were very pleased with the results and are discussing plans for next year's DREAMS Auction on April 9, 2021.

Next Kim presented the proposed Foundation Operating Budget for FY21. The FY21 Budget items to highlight included salaries, travel, printing, postage and legal fees. The salary amount includes the DDM position and annual raises. The Professional Legal Fees are split into three line-items: Audit Services, Contracted Fees, and Legal Fees. This will allow us to better track these expenses. Perry Miller is willing to continue in his current position another year and we contract his services.

FY21 Budget Approval - ***Jeff Hilgemann made a motion to approve the FY21 Foundation Budget, James Kapitan seconded, motion carried.***

A recent Challenge Grant meeting was held, and the program is slated to continue at the same funding level. The Foundation staff will be aggressively moving forward on the Challenge Grant fundraising to utilize the remainder of the allotted state match.

Kim gave an update on the Donor Development Manager position. The Search Committee posted, interviewed and selected a candidate for the position. The person slated to start June 15 has changed their mind about taking the job. Kim plans to re-evaluate the DDM position description and skill sets needed to move the Alumni Foundation Office forward and meet future goals.

Chris Johnson shared an update on the NDSCS Kosel Family Ag Land Lab. The new planter is getting ready to go, and we hope to see wheat planted soon. The plan also includes planting a cover crop allowing opportunities to address drainage issues. The Ag students are scheduled to return for some field days in July and August.

Melissa Wynn gave a status report on the Alumni Annual Giving Campaign. Being down a couple of staff members during the campaign, the goal became to raise as much as we did last year. This goal is well within reach and we are so encouraged by the gifts we have received, even during the pandemic. The current amount raised in the FY20 Campaign is \$98,773.

Kim thanked the Foundation Board for their support this past year. She thanked Annette Loken for her 9 years of service and contributions to the Foundation. Kim also expressed appreciation to Margaret Wall for serving as Board President this past year. Kim shared that Mike Worner recently had a successful surgery and was now home to recover.

Foundation Board member terms up for renewal include: Josh Dozak and Mike Worner to serve 2nd terms; Jeff Hilgemann, Linda Hopkins and Roger Richels to serve a 3rd term. Board Officers for 2020-2021 to be approved include Megan Kummer as a member of the Executive Board, Roger Richels as Chair of the Investment Committee, and Josh Dozak to serve as the Vice President of the Foundation Board. Joel Kaczynski will serve as the next Foundation Board President. Nominations for new board members include Adam Wahler, Laurie Yaggie Christianson, Mark Beyer, and Chad Wehri. Approval of Board member terms, Board Officers, and new Board members – ***James Kapitan made a motion to approve the renewals, officers and new Board member candidates. Bob Gette seconded, and the motion carried.***

An update on the Madge Vertin Loans progress was shared. Michelle and Kim have been working with Kelly Bisek, Director of the Student Loan Finance Center in Fargo, to evaluate the current status of student loans from the Madge Vertin Loan program. Kim presented a report showing four categories to work with. Roger Richels, Margaret Wall, Kim and Michelle plan to meet and come up with proposed recommendations to clean up these loans within a 3-5-year period.

Thomas Dryburgh gave the NDSCS Athletics update. When the pandemic hit the NDSCS Women's Basketball Team was preparing to head to the NJCAA National Tournament and the Women's Softball Team was ready to start their season. Now we wait to see what will happen next. The Athletic Car Raffle drawing was postponed to the Wildcat Golf Open on July 23. The gaming permit expires in June requiring the application for a new one. The Athletic Department is working on the details of the Golf Open and expectations for social distancing. Fall sports will wait and see what guidelines are put in place to proceed with their seasons.

Dr. Vangsness Frisch shared the results of the Giving Hearts Day fundraiser held on Feb. 13, 2020 for the Wildcats Care Emergency Grant Fund. The goal was to raise \$5,000 and provide an outreach experience for the NDSCS Ambassador students. Jane thanked the Foundation Board for their generous support in raising a total of \$9,170.

Kim discussed the plans for upcoming Alumni events. The Alumni staff are hoping to hold summer events but will follow state and college guidelines. The Otter Tail Lake Area Meet-n-Greet is slated for July 11, 2020 at The Otter. The Bismarck Meet-n-Greet has been moved to July 30, 2020. Smaller gatherings are also being considered. The NDSCS Homecoming is scheduled for the week of September 21 and preparations are moving forward.

President Richman shared information on the Career Academy. An executive committee is working together on meeting goals and desired outcomes. Two sub-committees have been formed, one to address program design and another for operational budget details. The RFP process to select and architectural firm is underway, and we are in the negotiation phase with the highest ranked firm. Hugh Veit is serving as the Foundation Board representative on this search group. The preferred model has the NDSCS Foundation as the owners of this workforce development center, much like the agreement we currently have with the Fargo NDSCS campus facilities. We have the opportunity to apply for a Federal Grant. President Richman indicated a signed pledge agreement from the Foundation will be needed for the grant application. The grant application will be submitted in July of 2020.

President Richman's Report:

- The Covid19 pandemic hit in March forcing campus to switch to distance and online learning and operate with minimal staff on campus. A Covid Response Team was formed and meets regularly to keep the College update with federal, state and ND health department guidelines.
- President Richman is planning a re-start of NDSCS activities on June 26, 2020 with an on-campus registration and orientation for new students. The second summer session will proceed with some face-to-face classes.
- A Skills Sessions scheduled in August will bring back around 200 students to complete the hands-on skills the students need in their respective programs. Graduation for the 2019-2020 students will be held on August 21, at 4 p.m.
- Governor Burgum has requested a 90% budget. We now wait for the State Board of Higher Education and the ND State Legislators input.
- The College is working on new protocols to protect faculty, staff and students. These will vary by department and require a certain level of personal responsibility by everyone.

Margaret Wall thanked all the Board members for serving this past year and expressed appreciation of everyone's support as she served as the Foundation Board President.

Meeting Adjournment - ***A motion to adjourn was made by James Kapitan and seconded by Jeff Hilgemann. The motion passed.***

Respectfully submitted by Melissa Wynn

Approved 6.11.2020