

**WSC FOUNDATION
BOARD OF DIRECTORS
MINUTES OF A REGULAR MEETING
Foundation Office
June 21, 2016
11:30 a.m.**

Members Present: Pete Furuseth, Kim Hennessy, Brett Vibeto, Larry Grondahl, Ward Koeser, Myron Lee, Rick Medalen, Charlotte Schilke and via phone, Tammy Sogard

Members Absent: Nate Jepsen and Dean Aafedt

Others Present: Acting President Dr. John Miller, Foundation Executive Director Terry Olson and Foundation Associate Director Carmin Klein

Pete Furuseth called the meeting to order.

Old Business

- A. Director Lee motioned to approve the May 17, 2016 meeting minutes; seconded by Director Medalen. Motion Carried.
- B. Bank Transaction Report – Motion to approve made by Director Schilke, seconded by Director Koeser. Motion Carried.
- C. Profit and Loss Statement – Motion to approve made by Director Lee, seconded by Director Medalen. Motion Carried.

New Business

- A. WSC Updates – Dr. Miller updated the Board on enrollment numbers, staffing and budget concerns. Terry informed the Board that Dr. Miller is the acting WSC President.
- B. Gaming – Rosie Marquez gave a gaming report concerning Epping and Ray sites. Motion made by Director Koeser, seconded by Director Medalen for the Foundation to pull the gaming out of Epping. Motion carried. A letter will be drafted to Epping Bar informing them of this decision.
- C. Fine Arts Center – Director Olson updated the Board about the feasibility study on the Fine Arts Center. This project has been tabled indefinitely.
- D. Challenge Funds – Executive Director Olson is concerned the Challenge Funds will not be available in the next legislative session due to the downturn in the oil economy. Therefore:
 - a. Terry is planning to meet with the Alva J. Field Board to secure more funds and will be asking them for an additional \$800,000.00 which would meet the 2 million obligation by the December 2016 deadline along with:
 - b. The Herman Family Trust Board members will be donating an additional \$75,000 for a naming opportunity on a Science Lab.
 - c. Donation from the Susan (Sandvik) Golliver family of \$100,000.00
- E. HIF Funding – Executive Director Olson informed the Board the ND Housing Finance Agency has committed \$2 million in funding (\$1.9 in cash and \$100,000 for fees) also the Foundation must meet the following conditions:
 - a. Funds go towards the principal on the Phase I loan
 - b. HIF is requesting a few reports from the Foundation
 - c. Foundation must raise \$557,000 tax dollars designated to Phase I (WSC Housing LLC) by year's end, 12/31/16 – To date Director Olson has secured American State Bank and has met with Triangle Electric and has visited with SM Energy and Gate City Bank.
 - d. The WSC Housing, LLC reserve fund should be increased to \$100,000.00 from \$60,000.00. Motion made by Director Medalen, seconded by Director Hennessy to move \$40,000.00 to the WSC Housing, LLC reserve fund. Motion carried.
- F. Hunter Berg – Foundation Executive Director Olson informed the Board that Hunter Berg's new start date is July 18, 2016
- G. Landscape between Apartment Buildings – Director Olson has met with Dr. Miller, Kit Anderson and Vince Pachuiilo to discuss this space, possibly adding a dog run, picnic area etc. Terry will continue to explore improving this space and will keep the Board informed with any prices etc.
- H. Concrete work/Railings/Office Space – Director Olson presented the Board with Edman Builders estimate for the steps on the south side of the building. After discussion it was decided to go forward with the steps. Director Olson will keep the Board informed about the space next to DMV for Carmin's new office.

- I. Weatherford Complex – Discussion. Tabled for now.
- J. Apartment Naming – keep on agenda
- K. Mowing – Executive Director Olson asked for permission to approach the City about mowing around the Foundation.
- L. Clarification of Housing Scholarship – There was some confusion on how the college interpreted this scholarship. Clarified with the Board this \$80,000 was for housing scholarships only and **NOT** to be used for student RAs.
- M. David Njos Display – Terry presented a drawing of how and where the Lewis and Clark metal artwork will be displayed. David is donating the item and the welding students will be erecting the gazebo. Director Olson is securing bids on the stamped concrete and will report back to the Board on his findings.
- N. President’s House – Dr. Nadolny plans to vacate by July 1st. After much discussion motion made by Director Grondal to put the house on the market, seconded by Director Koeser. Motion carried. Terry will contact realtor, Tate Cymbaluk and will keep the Board informed.
- O. Alphabet Academy – It was brought to the Board’s attention that the renter who was approved to rent the main floor has also been using the basement at 501 18th St. E. Terry will visit with Jocelyn Lynch to let her know the Foundation uses the basement for storage.
- P. Telemasters Phone Bid – A bid for a new phone system for the Foundation was presented to the Board. Motion to approve the new telephone system installation made by Director Schilke, seconded by Director Hennessy. Motion carried.
- Q. Investment Committee – Director Olson updated the Board on the Committees decisions:
 - a. Herman Family Trust – Will continue to invest with Wells Fargo
 - b. Herman Schmitz Donation – Will keep the \$93,000 in cash for now
 - c. Jane Nelson Donation – Will visit with 1st National Bank and Trust about investing
 - d. Scholarship Endowments – Will invest \$186,000 with Raymond James
 - e. Alva J. Field – Leave as is for now until after meeting with Alva J. Field Trustees on 6/24/16
 - f. Pergande funds – Will invest \$100,000 with both Jerry Zunich and Raymond James
 - g. Teton Bus funds – Terry will visit with both Zunich and Raymond James about suggestions for investing these funds (\$127,000.00)
 - h. Vern Owan – If the 2016, \$25,000.00 pledge made by Vern Owan is not received by 8/1/16, \$25,000 will be moved from Herman Schmitz funds to cover this pledge.
 - i. Doris Marcoux – Director Olson was instructed to visit with our auditors about turning this back to the Marcoux Trustees or how the Foundation can get the Trustees to turn the funds over to the Foundation. As of now, we have no control as everything is decided by the Doris Marcoux Trust, trustees.
 - j. Susan Golliver – Director Olson is to contact her to see if she has a preference as to where the money is invested. If she has no preference, Director Olson will secure quotes from different brokers.
 - k. Palmer Nelson - \$22,000.00 will be invested with 1st International Bank & Trust.
 Director Olson is instructed to visit with our auditors about adding an addendum to our investment policy about the ratio of cash etc.
- R. Director Medalen brought up the \$250,000.00 loan to Bethel Lutheran Home indicating he would like to see this paid off using unrestricted dollars. After some discussion it was decided to have Director Olson come to the August 2016 meeting with recommendations on how to pay off this loan.
- S. FY17 Budget – Terry Olson, Carmin Klein and Kim Gratz left the meeting for the Board to vote on the FY17 budget. Motion to approve the budget was made by Director Vibeto, seconded by Director Medalen. Motion carried.
- T. Salary Increases for FY17 – With Olson, Klein and Gratz gone from the meeting, Director Koeser moved to approve the salary increases, seconded by Director Grondahl. Motion carried. The Board did have a few suggestions:
 - a. Evaluations done annually on each employee by Director Olson
 - b. Evaluation done on Executive Director Olson
 - c. Formation of a Personnel Committee

The next Board meeting will be August 16, 2016.

Motion to adjourn.

Respectfully submitted,

**Terry Olson
Executive Director
TO/kjg**