

NWFSC Foundation Finance Committee Meeting
April 30, 2024 at 8:00 a.m.
Room 308, Building 400

Members Present:

Christie Austin	Jonathan Ochs
Cindy Frakes - Remote	Brian Pennington
Todd Grisoff	Steve Rhodes
Fran Hendricks	Hu Ross
Bernard Johnson - Remote	Chris Stowers
Don Litke	Alan Wood
Vince Mayfield	
Wendy McAdams Dorr	

Staff Present:

Pinar Archangel	Conner Rogers
Jennifer Bernich	Tara Thomson

Others Present:

Cristie Kedroski
Shane O'Dell

Absent:

James Bagby
Destin Cobb
Heather Kilbey

Call to Order:

Mr. Ochs called the meeting to order at 8:01 a.m.

Approval of Cindy Frakes & Bernard Johnson Attending Remotely:

Motion to approve Ms. Frakes & Mr. Johnson attending the meeting via teleconference. Motion carried unanimously.

Approval of Meeting Minutes:

The minutes from the January 30, 2024 Finance Committee meeting, the March 28, 2024 Investment Services RFP Evaluation meeting, the April 19, 2024 Investment Services RFP Oral Presentation meeting were approved as presented.

Motion to approve the meeting minutes, Mr. Wood; Second, Mr. Ross. Motion carried unanimously.

Finance and Investment Reports:

Ms. Thomson presented the Statement of Financial Position, Statement of Activities, Investment Report, and Operating Budget Review as of March 31, 2024. Total Assets are \$67,206,411 and Total Liabilities are \$1,928, bringing the Total Fund Balance to \$67,204,482. For the previous fiscal year as of March 31, 2023, the Total Fund Balance was \$59,111,461. Total Revenues were \$8,532,564 and Total Expenses were \$2,641,876 for a Net Increase in Fund balance of \$5,890,688. A Statement of Activities from the

previous fiscal year from July 1, 2022, through March 31, 2023, shows Total Revenues of \$4,470,275 and Total Expenses of \$2,715,030 for a Net Increase in Fund balance of \$1,755,246. The Net Increase to the Merrill Lynch EMA account since July 1, 2023, was \$6,672,787 bringing the Total Market Value to \$66,164,800 on March 31, 2024. The Net Increase to the Vanguard Wellington Account (Science Development Fund and First Responders Fund) since July 1, 2023, was \$55,588, bringing the Total Market Value to \$512,686 as of the last statement date of March 31, 2024. Combined total holdings of the Merrill Lynch EMA and Vanguard Wellington accounts were \$66,677,486. The portfolio allocation was 3.11% Cash & Cash Equivalents, 65.11% Equity, 8.68% Alternative Investments and 23.09% Fixed Income. Operating Budget Review: As of March 31, 2024, Total Operating Expenditures were \$365,160, leaving 27% of the budget available for the fiscal year. Raider Village Loan Investment Report: As of March 31, 2024, The Jay Odom Group had withdrawn \$1,921,591 of the \$2,091,885, representing the developer's 20% equity. The remaining balance of the developer's funds is \$170,295. The initial draw from the Foundation's portion of the construction loan will occur in April 2024.

Motion to approve the March 31, 2024 financial reports for presentation to the Board Gen. Hendricks; Second, Mr. Pennington carried unanimously.

Selection of Foundation Investment Firm:

Mr. Rhodes presented that based on the Investment Services Contract Review Schedule, Investment Services are scheduled to be rebid before June 2024. An RFP was created and distributed in February 2024 with fifteen firms submitting proposals. Notice of Recommended Award to Merrill Lynch/McGovern, O'Dell and Associates was posted on April 22, 2024, at 1:45 PM (CDT).

Motion to select the investment firm Merrill Lynch /McGovern, O'Dell and Associates for investment services related to the investment needs of the Foundation, beginning July 1, 2024, for presentation to the Board, Mr. Grisoff; Second, Mr. Ross. Motion carried unanimously.

FY 2025 Operating Budget:

Mr. Stowers presented the operating budget for FY25. Mr. Stowers made note of five items for FY25; 1) \$307,910 in Internal Support Services is to reimburse the College for Foundation salary expenses. This represents 75% of Foundation staff's salary & benefits expenses. 2) \$65,000 for Consultants to support continued legislative services for NWFSC, which the institution is unable to pay from state appropriations. 3) Expenses in Bank Card/Credit Card Fees and Bank Service Fees have been realigned to provide better transparency of all fees. Bank Card/Credit Card Fees now include processing charges for online giving (previously in Service Contracts/Agreements). Bank Fees [new expense label] contain monthly fees from bank for high interest checking account. 4) Service Contracts/Agreements includes online giving platform (Give Campus), Board communication platform (OnBoard), and subscription to wealth indicator software platform (Donor Search). 5) Support to College includes \$25,000 for Faculty Grants for FY25 along with \$15,000 to support the Annual President's VIP Reception at the Holiday Pops Concert (no change).

Motion to approve the FY2025 Foundation Operating Budget for presentation to the Board, Mr. Wood; Second, Mr. Ross. Motion carried unanimously.

Underwriting of Mattie Kelly Arts Center Series 2024-2025:

Mr. Stowers presented the 2024-2025 Mattie Kelly Arts Center Series. He noted that the college is

prohibited from undertaking debt for events; therefore, the Foundation is annually asked to underwrite the upcoming Mattie Kelly Arts Center season.

Motion to approve underwriting the 2024-2025 Arts Center season at a cost not to exceed \$598,500.00 for presentation to the Board, Mr. Mayfield; Second, Mr. Rhodes. Motion carried unanimously.

Approval of GiveCampus Contract:

Mr. Stowers informed the committee that the current contract with GiveCampus who collects and processes all online gift transactions since 2019, expires on July 1, 2024. The new 3-year contract with GiveCampus is presented for the Board's review and approval. Foundation policy requires board approval for contracts above \$20,000.

Motion to approve online giving provider contract with GiveCampus for presentation to the Board, Mr. Mayfield; Second, Mr. Pennington. Motion carried unanimously.

FY2025 Foundation/College MOU:

Ms. Thomson presented the Foundation/College MOU. Ms. Thomson noted Expenses associated with the Foundation's FY 2025 operating budget will be updated in accordance with the final, board-approved budget.

Motion to approve the Northwest Florida State College and NWFSC Foundation MOU for Fiscal Year 2025 for presentation to the Board, Mr. Ross; Second, Mr. Ochs. Motion carried unanimously.

Checks over \$5,000:

Ms. Thomson presented a listing of checks over \$5,000 from January 1, 2024 to March 31, 2024.

Motion to approve the checks over \$5000 as presented Ms. Austin; Second, Mr. Grisoff. Motion carried unanimously.

Investment Report by McGovern, O'Dell & Associates/Merrill Lynch:

Mr. O'Dell presented a portfolio review as of March 31, 2024 and provided an overview of current market conditions. He presented the custom benchmark report from Blackrock, which reflected a market value of \$58,150,953 as of March 31, 2024. The Merrill Lynch report shows investment allocations stand at 66.82% Equity, 21.37% Fixed Income, 3.06% Cash, and 8.76% Alternative Investments which are all within the expected parameters.

Executive Director's Report:

Mr. Stowers informed that the Sale of the EBS License is finalized. He noted the upcoming commencement will take place on May 4 and Board attendance is always encouraged. He closed with mentioning the upcoming social event for the Board Members on May 17 at 3rd Planet.

Adjournment:

There being no further business, the meeting adjourned at 9:22 a.m.

Steve Rhodes, Chair

Date

Chris Stowers, Secretary

Date