

NWF MG Management Committee Meeting

June 20, 2019, 11:30 a.m.

Arpke President's Conference Room, SSC, President's Suite, Niceville Campus

**Members Present:**

Pend Armistead

Jeff McInnis

Laura Coale

Carla Reinlie

Perry Hammock

Devin Stephenson

Cristie Kedroski

Melissa Wolf-Bates

Don Litke

Alan Wood

**Absent:**

Chad Hamilton, Ken Wampler

**Call to Order:**

Mr. McInnis called the meeting to order at 11:41 a.m.

**Welcome Board Members and Guests:**

Mr. McInnis welcomed board members, consultants, and staff members.

**Approval of Minutes:**

The minutes of the May 30, 2019, Management Committee Meeting were approved. **Motion to approve minutes as presented, Mr. Wood; Second, Maj Gen Litke; Motion carried unanimously.**

**Master Schedule Review:**

Dr. Armistead noted that the changes provided definition to the associated phases of the campaign. He also reviewed the phases and what happens during each phase. He explained that the schedule is a tracking mechanism.

**Board Division Update:**

Ms. Reinlie reviewed the Board Division goal of 100%. She noted of the thirty-three Board members eighteen have given their gift/made their pledge to date (54.5%). The current total is \$482,500 in gifts and pledges. She also mentioned that there are ten Board members currently working on their gifts leaving only five members remaining. The Board of Trustees is at 100% participation. There was discussion on how to meet the 100% participation goal. It was decided to wait for a couple of weeks to see what the current cultivation brings. After that time send out an update letter to let members know of current participation and to encourage 100% participation.

**Stakeholder Awareness Meetings:**

Dr. Stephenson gave a review of the twenty-eight meetings he has had so far. Eleven additional meetings are scheduled through July 25, 2019. He mentioned how insightful these meetings have been

building relationships for the College. He also shared his post meeting report process that has resulted in additional connectors and tours of the College.

**Campaign Support Materials:**

Ms. Reinlie presented a mock-up of the Case for Support with the Collaterals in the back pocket. She noted that a campaign video and letterhead are in production.

**Campaign Finance Report:**

Ms. Kedroski presented internal guidelines for counting gifts towards the campaign goal. The guidelines include: evaluating each gift on an individual basis; gifts/pledges received from July 1, 2018 through December 31, 2024; all gifts/pledges for scholarships; gifts/pledges outside of initiatives but are direct result of a "contact" will have a separate reporting line; grants/sponsorships with direct relationship to an initiative. She reviewed the updated tracking chart for the campaign based on the internal guidelines. Ms. Kedroski gave a rough estimate of \$750,000 towards the goal at this time. Dr. Armistead added that the campaign goal will be set during phase two of the campaign.

**Next Priorities:**

Dr. Armistead reviewed the upcoming events in the campaign timeline: completion of the stakeholder awareness meetings; prospect research and evaluation; implementation of the leadership awareness events; kickoff. He noted the employee campaign is also going to need a number of chairs and volunteers. Mr. Hammock reviewed the duties of the leadership awareness events. Dr. Armistead added that there will be a debriefing after each event to seek insights learned from each event. Ms. Reinlie opened discussion for possible chairs for the leadership awareness events noting that the orientation for hosts would happen in August with events beginning mid-September. Mr. Wood volunteered to be a co-chair. Ms. Reinlie will follow up with the other possible co-chair discussed.

**New Business:**

Ms. Kedroski addressed the Foundation meeting schedule for the coming year and the additional meetings necessary during the major gifts campaign. There was discussion about the need for the amount of meetings currently scheduled. It was decided to present the amended schedule at the upcoming committee meetings for additional discussion. It was also recommended that if the amended meeting schedule is approved, update emails/newsletters be sent out to Board members in lieu of the meetings. Maj Gen Litke recommended to add all of the Trustees to the stakeholder awareness sessions.

**Announcements:**

Next Meeting:

Thursday, July 18, 2019; 11:30 a.m.; Students Services, 3rd Floor, Arpke President's Conference Room

**Adjournment:** There being no further business, the meeting was adjourned at 1:08 p.m.



Carla Reinlie, Director of Development



Date