# Board of Directors Meeting Minutes

## September 30, 2025 | 4:30- 6:00 PM

**Attendees:** Nicole Galipeau, Oliver Whitehead, Sherri Anderson, Libby Lewis, Brian Donaldson, Linda Krese, Bob Terwilliger, Doug Fair, Jeff King, John Pribble

**Staff:** Lillian Sherman, Ryan Davis, Ciela Valle-Olguin, Monique Wiesmuller-Kaneyasu, Karen Magarelli

**Guests:** Dr. Amit B Singh, Nayara Nasution, Adrianne Wagner

### Meeting called to order at 4:34 pm.

### 4:35 pm

Approval of May 20, 2025 board meeting minutes. Libby Lewis moved to approve, Oliver Whitehead seconded. Approved with none opposed and no abstentions.

### 4:38 pm

Doug Fair moved to approve the March 11, 2025 minutes, the College Agreement, and the 25-26 budget. These items were approved in May, but there was no quorum at the meeting. Bob Terwilliger seconded the motion. Linda Krese asked for the agreement and budget to be shared again. Approved with none opposed. Linda Krese abstained.

### 4:41 pm

Brian Donaldson introduced Karen Magarelli, the VP of Marketing, Grants, and Foundation. Also introduced Lillian Sherman, the new Executive Director.

### Board Chair's Report 4:47 pm - Brian Donaldson

- Ty Reed has stepped down from the Board.

- Board members need to sign Conflict of Interest and Confidentiality forms annually. These were provided for 25-26 in the board packet and printed for Board convenience. Board policy B003 goes into detail about the Conflict of Interest policies.
- Members were asked to review the contact information sheet and make us aware of any updates.
- The Foundation has a liability and insurance policy that covers volunteers.
- There is a fundraising effort to put up a statue in honor of Mike Meeks in downtown Edmonds. ECF has been asked to make a contribution. The Foundation board members would like to make a donation on behalf of the ECF, but will do so by “passing the hat” with individual contributions which can be pooled into one Foundation donation.

## President’s Update 4:50 pm - Dr. Amit B Singh

- Enrollment is the highest it has been since before COVID.
- International student enrollment is still down.
- Next academic year, The College will be offering an RN degree and a 4-year Behavioral Health degree.

## ASEC Update 5:02pm - Nayara Nasution

- Outreach for scholarships is good, there are a high number of applicants, and many workshops around campus. The application being online is very helpful.
- Students would like to discuss other ways to improve the application process and continue making it more accessible to students.

## Executive Director’s Report 5:08 pm - Lillian Sherman

- Lillian is working with community members to gather ideas and information about the priorities on campus in order to work on the next strategic plan set to expire in 2026.
- Working to make sure that committee and board meetings are mission driven and focused
- Analyzing the leadership giving campaign and what the goals are
- Determining what the advancement model looks like and the role the Foundation plays in it
- The Assistant Director of Development role will be posted soon and focused on the strategic plan and fundraising.

## Trustee’s Update 5:19pm - Adrianne Wagner

- The Trustees had their first meeting before classes started.
- Adrianne discussed the value of having student “mission moment” for this Board.

## Board Operations Committee 5:23 pm - Linda Krese

- The Committee has finished reviewing the Board Policies and presented F001-P002 for approval
- This is the final set of updates to approve. Most of the changes are small fixes rather than major policy changes.
- Doug Fair moved to approve the changes, Nicole Galipeau seconded. Approved with none opposed and no abstentions.
- Title II requires that all digital assets be accessible for those with visual impairments. The Board Policies and other Board documents online need to be updated to meet these requirements prior to April, 2026.
- An ad hoc committee has been formed to discuss creation of an AI policy in line with the College Policy.

## Development Committee 5:34 pm - Sherri Anderson

- Inspire 2026 theme: Black and White Gala
- SIP for Success was a successful evening. Attendance was lower than we hoped, but overall it was a low cost event to produce and to attend. Overall after expenses, we raised about $4,000. We also had over ten new donors and attendees.
- Special Fundraising planning meeting on October 15, 2025.
- d'Elaine Johnson, a major donor who has willed her estate to the Foundation, is having a gallery show at Charcoal Art Gallery on Dec. 6.

## Finance Committee 5:50 pm - Ryan Davis

- Total revenue in 2024-25 was down 2%, expenses were down 16% (from 23-24)
- Most decreases were in personnel and program support to the college - largely due to decrease in passthrough funds like grants.
- Finance will be reviewing what our administration fees are and if they should be increased.

## Program Committee 6:02 pm - Nicole Galipeau

- We awarded $330,000 in annual scholarships last year.
- Complete the Dream Application for Winter Quarter open October 27.
- We will continue making adjustments and improvements to our application and rubric.
- Kickstarter agreements have been signed and some have already been paid to their recipients.

## Meeting adjourned at 6:06 pm.