

CHC Foundation Executive Committee Meeting Notes

Tuesday, July 10, 2018
7:30 a.m.
Law Office of William Nassar

Attendees:

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| <input checked="" type="checkbox"/> Sam Irwin – Pres. | <input checked="" type="checkbox"/> David Raley |
| <input checked="" type="checkbox"/> Bill Nassar – VP | <input checked="" type="checkbox"/> Michelle Riggs |
| <input type="checkbox"/> Rebecca Warren-Marlatt – Sec. | <input checked="" type="checkbox"/> Carrie Audet - Note Taker |
| <input checked="" type="checkbox"/> Michael Strong - CFO | <input type="checkbox"/> Guest |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	<ul style="list-style-type: none"> Meeting called to order at 7:31am by Bill Nassar 	
Old Business	<ul style="list-style-type: none"> Minutes from 5/8/2018 approved unanimously. (Motion by David, 2nd by Sam). 	
Continuing Business	<p>MOU with the District (Sam Irwin)</p> <ul style="list-style-type: none"> No further update. Still no progress to report. MOU has not been finalized. Concern that it will be an audit finding again for the District. <p>By-Laws Update</p> <ul style="list-style-type: none"> Need to add an additional member to the committee. By-laws to be reviewed via e-mail by committee. Banking by-laws to be compliant with online changes to banking processes. Committee discussed process of reviewing and authorizing checks and the possibility of changing 2-signature system to review of checks by signers electronically and approving with an electronic signature. <p>Account Clerk II - update</p> <ul style="list-style-type: none"> Interviews soon, anticipating mid-September start date. <p>Community Bank Update</p> <ul style="list-style-type: none"> Community Bank is becoming Citizens Business Bank. This may be an opportunity to look into other banking options who may support the Foundation's mission with fundraisers, etc. Some suggestions were Citizens Business Bank, Bank of Hemet (L. Hanley), Alta Vista (S. Jarvis) and Wells Fargo (R. Parsons). We currently have about \$148,000 in checking account and \$60,000 in the money market account. 	<p>Michelle to ask Peter King if he would like to help with by-laws committee.</p> <p>Michelle to talk to Ray (auditor) about new proposed process and electronic signature.</p> <p>Carrie to add Bill Nassar as a check signer and take Sam Irwin off as a signer.</p> <p>Michelle to start looking into other banks.</p>
New Business	<p>Foundation "Workshop", Sept. 20 (New time: 4:00pm – 7:30pm)</p> <ul style="list-style-type: none"> Purpose – to educate the Board on purpose, expectations, and responsibilities of Foundation Directors. Would like Bill, Jose, Rebecca and Darren to make presentations. 	<p>Michelle to talk to Jose Marquez and Darren Diess.</p> <p>*Exec. Comm. To talk to Rebecca about presenting.</p>

	<ul style="list-style-type: none"> • Include a handout of each of the presentations. • Meeting to include a dinner. <p>Scholarship Reception – 8/30/18 from 5:00pm – 6:00pm</p> <ul style="list-style-type: none"> • Light refreshments to be served. • Attendance is encouraged <p>Gala 2019 – March 30, 2019</p> <ul style="list-style-type: none"> • Art Show to be added to the program, in an effort to offload some of the Foundation's art collection. Can either be Silent Auction or for sale on a separate table. Each collection to be featured. • Nascar experience was great! David R. really enjoyed it and felt welcomed and would buy it again! • Cherry Valley Nursery to help again this year and include an auction of some of the plants. 	<p>Michelle to talk to Dr. Nguyen about catering a dinner.</p> <p>Sam to bring in art pictures to next Exec. meeting for discussion.</p> <p>Michelle to talk to Ericka about getting the Nascar package again for next year.</p> <p>Michelle to follow up with Jim (CVN) about next year.</p>
Reports	<p>Budget/Investment Report - (Mike Strong)</p> <ul style="list-style-type: none"> • Review of Profit/Loss and Balance Sheet Statements • Accounts Receivable are charitable gift annuities and we will receive those funds when the donors are deceased. • Pledges are gift agreements that are active and not yet fulfilled. • Merrill Lynch investment is at \$2.1 million and has done well over the past year – this does include the \$85,000 that we moved from the checking account to earn interest while not using. • ISEEK Status Report • Scholarships – waiting for Community Foundation, usually received in September. <p>Crafton Hills College Update (Mike Strong)</p> <ul style="list-style-type: none"> • Presidential Search Update – Audre Levy to start 8/10/18 as interim President, until new President is appointed to start beginning of January. • In-Service Day – 8/10/18 – discuss Guided Pathways with campus and increasing college funding rate. Rob Johnstone will be a guest speaker. • Summer Enrollment – continues to climb, now 20% higher summer enrollment than last year. • PAC Renovation – minor repairs over the summer (upgrades to HVAC, electrical, backstage area, flooring, and classrooms). If bond passes, it is first priority for Crafton, and third on the District list. 	<p>Mike to invite Audre Levy to the August Exec. Comm. Mtg.</p>

	<ul style="list-style-type: none"> • Veterans Resource Center Grant – potential for \$100,000 to support the VRC and outreach. Was written by Carla Thornton and Gio Sosa and would potentially be run through the Foundation if received. • Non-Credit Courses – Redlands and Yucaipa Adult Schools beginning in Fall & Spring. <p>Resource Development Update (Michelle Riggs)</p> <ul style="list-style-type: none"> • Grants received: \$10k (Bank of America for VRC and First Responders); \$50k (Edison, extra \$25k to support Fire Academy – thanks to Donna Ferracone for making the connection), \$8k (United Way to support HS visitation and emergency funds), \$10k (City of Calimesa for student workers) • San Manuel Final Report – due 7/31/18. Will reapply mid-October for new grant. • AFP Philanthropist of the Year nomination submitted for Elaine Rosen on behalf of the CHC Foundation – luncheon to be held in November. 	Michelle to look into past winners for Philanthropist of the Year (Rochford?).
Adjourn	Meeting adjourned at 8:28am	
Next Meeting	Tuesday, August 14 th , 2018, 7:30am, Bill Nassar's office in Redlands.	