

CHC Foundation Executive Committee Meeting Notes

Tuesday, Aug. 14, 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 checked="" type="checkbox"/> Rebecca Warren-Marlatt – Sec. | <input checked="" type="checkbox"/> Carrie Audet - Note Taker |
| <input checked="" type="checkbox"/> Michael Strong - CFO | <input checked="" type="checkbox"/> Guest – Audre Levy, CHC President (Interim) |

| TOPIC | DISCUSSION | FURTHER ACTION |
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| Call to Order | <ul style="list-style-type: none"> Meeting called to order at 7:32am by Bill Nassar Welcome Interim President, Audre Levy and thank you for joining us. | |
| Old Business | <ul style="list-style-type: none"> Minutes from 7/10/2018 approved unanimously. (Motion by Sam, 2nd by David). | |
| Continuing Business | <p>MOU with the District (Sam Irwin)</p> <ul style="list-style-type: none"> Valley Foundation Retreat would like CHC Foundation leadership to meet with Jose Torres. <p>By-Law Committee Update</p> <ul style="list-style-type: none"> Bill is working with Gloria to coordinate a time to meet. Peter King not available to meet, but may be able to give his input and participate via e-mail. Peter has also volunteered his wife, Sue King, to help with the next gala. <p>Bank Update (Community Bank now Citizen's Business Bank)</p> <ul style="list-style-type: none"> Community Bank merged with Citizens Bank. Cal-West Bank (Mike Milian is contact), Bill has met with the President and says the bank is into community involvement. Bank of Hemet also very generous and supportive. Selection of new bank priorities (involvement and support of Crafton, ease of banking, deposits) | <p>MR to coordinate potential meeting dates with Valley and Jose.</p> <p>MR to contact Mike with Cal-West Bank.</p> <p>MR to make a recommendation to the Exec. Comm. Regarding bank choices for best options.</p> |
| New Business | <p>Bonds Project Priority List, Mike Strong</p> <ul style="list-style-type: none"> Mike reviewed presentation from District and list of Crafton priorities. Bond has been approved by the Board of Trustees. District employees have begun meeting with local officials. District is moving forward with the support of the bond. If passed, the bond will meet the facility needs of both campuses for the next 40 years. Crafton #4: Public Safety Training Center/Command Training Center – would be used by multiple public agencies. District priorities may move or be adjusted based on state funding that becomes available at a later date. | |

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| | <p>Review Agenda for Board Meeting/Workshop on 9/20/18</p> <ul style="list-style-type: none"> • Quick consent agenda, then begin workshop right away. Many new Board members, some training to do. • How/why to steer students toward attending Crafton. • Plan on how to raise more than just gala dollars. • Talking points for Directors to take back to the community. • Include gala in conversations during workshop. • Bill (welcome/open), Audre (establish the “why/importance” of Foundation’s mission), Bill to use examples/case studies/scenarios with Brent (few slides), Jose (Board role and responsibilities and how Foundation Directors can open doors), Darren (gala/fundraising) <p>Artwork</p> <ul style="list-style-type: none"> • Sam suggested selling some at the silent auction or a community event such as the Redlands Art Festival (May). • Frame a few of the sketches to display/sell/auction. • Consider 1 live auction item and 1 silent auction item on the artwork for next year’s gala. | <p>MR, Bill and Audre to meet and discuss workshop agenda.</p> <p>Audre and Bill to coordinate examples</p> <p>Rebecca and Keith to help Audre put together the “why”.</p> <p>Carrie to extend the time of the meeting to 7:30pm and update all invitees.</p> <p>MR to call re: LLU gala and art (contact from Bill)</p> <p>MR tt Donna about periodically posting Donor Card info on FB page.</p> <p>Carrie to update and select student cards for Donna.</p> |
| Reports | <p>Budget/Investment Report - (Mike Strong)</p> <ul style="list-style-type: none"> • Audit – Christine has been helping to get caught up with QuickBooks - hope to have updated information by Sept. 20 Board meeting, Ray will be invited to Sept. Exec. meeting. • Transferring \$83,500 to continue ISEEK funding • Amy (secondary Treasurer) has met with Michelle to review QuickBooks accounts and start to oversee them on a more regular basis. <p>Recent Gifts:</p> <ul style="list-style-type: none"> • \$18k Pepsi, \$5k Small Business Dvlp. Corp., \$5k Gas Co., \$5k Ed Jones (Alumni) <p>Crafton Hills College Update (Mike Strong/Rebecca Warren Marlatt)</p> <ul style="list-style-type: none"> • Banners update – City has installed banners along Sand Canyon Rd. near entrances. Goal is to continue along corridor from freeway to college campus. Thank you to | <p>MR to invite Ray to Sept. Exec. Comm. Meeting.</p> <p>Dave to talk to volunteer to help with QuickBooks.</p> |

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| | <p>President Circle. Intent is to also install a marquee sign at the corner of Yucaipa Blvd. and Sand Canyon Rd.</p> <ul style="list-style-type: none"> • Enrollment Update – 17/18 enrollment target was exceeded; 18/19 target is +1.5% growth (summer growth was 19%), so growth rate is looking good. Fall and Summer are biggest growth times. • Schedule had been revised to accommodate student needs and increase efficiency. Degrees/certificates increased by 22% in last 5 years. <p>Resource Development Update (Michelle Riggs)</p> <ul style="list-style-type: none"> • SBVC Foundation fundraiser on 9/27/18 at 5:00pm, Sam, Rebecca, Mike and Audre to attend. • Career Center request for lunches/open house funding. Rebecca stated that she has funding available with Student Services. • San Manuel report – final report done. 92% success rate compared to 75% non-ISEEK. • Philanthropist of the Year Award – Elaine Rosen came in close 2nd place. Tim Rochford has not received this award in the past and should be considered for next year. • Scholarship applications to be available 10/1/18. Will still have to do manually to ensure even distribution of scholarships awarded to students. • 4.0 medals to be distributed at commencement next year. | <p>MR to purchase sponsor/table for Valley Foundation fundraiser.</p> <p>MR send reminders to attendees</p> <p>Rebecca to talk to Trinette.</p> <p>MR to nominate Rochford next year.</p> <p>CA – 4.0 medals to be distributed at commencement next year.</p> |
| Adjourn | Meeting adjourned at 9:02am | |
| Next Meeting | Tuesday, Sept. 11 th , 2018, 7:30am, Bill Nassar's office in Redlands. | |