

# CHC Foundation Executive Committee Meeting Notes

**Tuesday, Sept. 11, 2018**  
**7:30 a.m.**  
**Law Office of William Nassar**

## Attendees:

- |   |   |
|---|---|
| <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
Call to Order	<ul style="list-style-type: none"> <li>Meeting called to order at 7:33am by Bill Nassar</li> </ul>	
Old Business	<p>Minutes from 8/14/2018.</p> <ul style="list-style-type: none"> <li>Motion by Sam, 2<sup>nd</sup> by Mike, approved unanimously</li> </ul> <p>Review of Bank Proposals, recommendations from Michelle</p> <ul style="list-style-type: none"> <li>Both Bank of Hemet (L. Hanley) and Cal-West (M. Milian) would be great to work with the Foundation.</li> <li>Bank of Hemet allows you to scan in deposits (Cal-West charges a fee); however, Cal-West offered the use of their credit card machine for transactions at the gala.</li> <li>The committee discussed pros and cons of both.</li> <li>David motioned to change banks to Cal-West, Bill seconded the motion and it was approved unanimously.</li> </ul> <p>Foundation Board Workshop</p> <ul style="list-style-type: none"> <li>The Executive Board would like the official business to be 30 minutes or less, with a quick consent agenda.</li> <li>New Board Member Application - Mark Snowwhite would like to join the Foundation Board and help the Foundation by writing grants. This will be placed under New Business</li> <li>Gloria Macías Harrison has been busy, but Michelle would like to request we keep her on the Board, and the Executive Committee agreed.</li> <li>Workshop to begin at approximately 4:30pm.</li> <li>Audit meeting: Ray Ashworth (auditor) would like to present the 990s to the Executive Board next Tuesday (9/18/18) so that it can be reviewed and presented to the Full Board at the 9/20/18 meeting.</li> <li>Acct. Clerk update – we are recruiting again, as the person we hired did not work out.</li> <li>Catering for workshop to be coordinated by Dr. Nguyen.</li> </ul>	<p>Michelle to start process to move bank accounts to Cal-West.</p> <p>Michelle to set up meeting for 9/18/18 with Exec. Comm. And Ray.</p> <p>MR to call Gloria to let her know the Board would like her to continue.</p> <p>Carrie to put in Facilities Request to clean kitchen.</p>
Continuing Business	<p>MOU with the District (Sam Irwin)</p> <ul style="list-style-type: none"> <li>Need to coordinate a date/time between Valley/Dist/CHC.</li> </ul> <p>Board Study Session (11/29/18 @ noon)</p>	<p>MR to follow up with Jose/Kelly to coordinate a date.</p>

	<ul style="list-style-type: none"> <li>Michelle received an invite to participate on behalf of Crafton.</li> <li>Committee discussed and recommended Michelle work with Ashley and Karen to parallel their presentations.</li> </ul> <p>By-Law Committee Update</p> <ul style="list-style-type: none"> <li>Michelle red-lined items in the current by-laws and incorporated the existing addendums.</li> <li>Michelle removed language regarding “Ex Officio Directors” as it no longer applies (4.18).</li> </ul>	<p>MR to contact Ashley and Karen.</p> <p>MR to add updated by-laws to the consent agenda for 9/20/18.</p>
New Business	<p>Copier Contract</p> <ul style="list-style-type: none"> <li>Kyocera lease is up, now month-to-month. Michelle met with sales rep. who gave a quote of \$264.70 to lease a new machine, which is less than the \$363.74 currently being paid.</li> <li>Mike suggested talking to Wayne Bogh (Dir. Of Tech.) to see if there is any additional leverage if the Foundation was to get the machine from the existing contract with the other college copiers.</li> </ul> <p>Brent’s Contract</p> <ul style="list-style-type: none"> <li>Brent’s available hours have changed, so he has submitted a new contract that will reflect the reduction in hours as well as pay.</li> <li>Working with Merrill Lynch to put together a Planned Giving investment series, where M.L. will invite their investors.</li> <li>Has been helping with the Fire Academy Alumni Association.</li> <li>Brent to start working with the Art Dept. faculty to develop a fundraising plan to help the Art. Dept. (“Friends of the Art Gallery”).</li> <li>Working with vendor relationships on campus to get sponsorships for gala.</li> <li>Committee would like to know if there is a possible replacement for Brent, if not available. Maybe Brent can recommend a replacement? Other options?</li> </ul>	<p>MR to send Mike Strong a copy of the Kyocera quote.</p> <p>Mike to contact Wayne to see if we could get the copier for less if bundled with existing college contract.</p> <p>MR working with Brent to revise contract. Will make a recommendation and bring to the committee.</p>
Reports	<p>Budget/Investment</p> <ul style="list-style-type: none"> <li>\$245k currently in bank accounts.</li> <li>\$2 million currently in investments.</li> <li>Between 7/1/18 – 9/10/18, \$106k in income; \$146k in expenses (ISEEK check to District to continue paying students), and \$38,200 in scholarships.</li> <li>Sam suggested the Foundation moves more funds (\$60k) from checking account to Merrill Lynch investment account, like we did for the \$83,500 earlier this year.</li> </ul> <p>College Update</p> <ul style="list-style-type: none"> <li>Overall college enrollment is on the rise at CHC.</li> </ul>	<p>MR to move \$60k to Merrill Lynch to hold and earn interest.</p>

	<ul style="list-style-type: none"> <li>• K-12 relationship is strong with local districts. Looking at broadening our dual credit program to help with enrollment.</li> <li>• Yucaipa City Council has approved the “Crafton Village” concept. Housing is a concern as to if children will be living there; however, students may have children and may be living there.</li> <li>• VP of Instruction and Presidential search are underway.</li> <li>• Presidential Forum scheduled for 11/13/18.</li> </ul> <p>Resource Development</p> <ul style="list-style-type: none"> <li>• Review of recent gifts (listed on report to the Full Board), including \$50,000 from Edison, \$18,080 from Pepsi to unrestricted, \$10,000 from City of Calimesa for student workers, \$8,000 from IEUW for Senior Day and Emergency Grants, \$5,000 Gas Co gala sponsorship, \$5,000 from Small Business Dvlp. Corp. for unrestricted, \$5,000 from Ed Jones for Paramedic Program.</li> <li>• Edison will be featuring the CHC Fire Academy in their charitable giving marketing package.</li> <li>• San Manuel application has been submitted for \$100k. Final report was submitted on 8/6/18. 97% of students in the program last year are continuing their education. Suggested using student workers as tutors, which aligns with new vision of San Manuel direction.</li> <li>• Fire Academy Alumni Membership Drive at Brewcaipa at 6PM.</li> </ul>	
Adjourn	Meeting adjourned at 8:49am	
Next Meeting	Tuesday, Oct. 9 <sup>th</sup> , 2018, 7:30am, Bill Nassar’s office in Redlands.	