

CHC Foundation Executive Committee Meeting Notes

Tuesday, Oct. 9, 2018
7:30 a.m.
Law Office of William Nassar

Attendees:

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| <input checked="" type="checkbox"/> Bill Nassar – Pres. | <input checked="" type="checkbox"/> David Raley |
| <input type="checkbox"/> Sam Irwin– 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 checked="" type="checkbox"/> Guest – Audre Levy, CHC President (Interim) |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	<ul style="list-style-type: none"> Opening Comments, Bill Nassar 	
Old Business	<ul style="list-style-type: none"> Meeting called to order at 7:32am by Bill Nassar Approval of Minutes fro 9/11/18 – Motioned by Mike, 2nd by Dave, unanimously approved. Mike Millian to arrive for signatures for new bank, CalWest 	
Continuing Business	<p>Part Time Account Clerk (Sub)</p> <ul style="list-style-type: none"> New sub to start today, Shaina Harwood-Modrak To work with Christine in understanding the process Postion currently posted, she will apply <p>MOU with District – 11/8/18</p> <ul style="list-style-type: none"> Bill, Sam, Mike and Michelle invited to meet with District <p>Copier Contract (Kyocera)</p> <ul style="list-style-type: none"> \$264/mo to include maintenance if go directly through Kyocera as we have been. \$185 if wait 20 months for contract renewal with District contract \$333/mo to keep the existing copier month-to-month Also option to buy outright for \$362.89, but then pay separately for maintenance contract. Committee suggested to do the buyout with a maintenance contract to use until contract renewal with District. <p>Friends Luncheon 11/30/18</p> <ul style="list-style-type: none"> 11:30am – 1:00pm Audre to give State of the Campus update, also an alumni, current student and Director. Please contact Michelle with any new “friends” to invite. <p>Brent’s Contract</p> <ul style="list-style-type: none"> Has been working with Merrill Lynch for “Planned Giving Series”, 3 sessions in next few months ML to sponsor catering at \$1200 for all 3 sessions. Sessions to be in Crafton Center Will be meeting Ahlborns for lunch 	<p>Michelle to research buyout of current with maintenance contract, then get new one with District in 20 months.</p>

	<ul style="list-style-type: none"> Needs new leads to follow up on Estate Planning Council Mixer @ Jennifer Daniels' office from 5-8pm. Brent should be there, should bring CHC info. Also a Community Foundation luncheon in October. 	Bill to send info to Michelle
New Business	<p>December Full Board Meeting</p> <ul style="list-style-type: none"> To be held at Bill Nassar's home Ask Dr. Nguyen to provide catering Icebreaker activity – so members can get to know each other: tell something about you, why you are involved in Foundation, something group may not know about you <p>Amazon Smile Update</p> <ul style="list-style-type: none"> Foundation needs to change type of 501(c)3 from SOUNK to SO to be eligible to participate. Will cost \$400 to change, but potential to raise additional dollars exists. When set up, Foundation will send out emails to notify friends (Directors, Donors and Alumni) to support. <p>CAPSBC – Food Bank</p> <ul style="list-style-type: none"> Bill to review agreement to support Foundation Partnership to support COACH and EOPS Will provide weekly deliveries when school is in session 	<p>Michelle to ask Dr. Nguyen to do catering for Dec. Board meeting</p> <p>Michelle to work with June and Amy for icebreaker ideas</p> <p>Michelle to move forward with setting up AmazonSmile</p> <p>Michelle to get more info from Janine on what items COACH can accept.</p> <p>MR to find out # of students being served</p>
Reports	<p>Budget Update</p> <ul style="list-style-type: none"> Profit & Loss Statement Review – Gain on investment July – Sept was @\$44k; Gross Profit \$159k; Expenses \$170k (majority is program support expenses). Balance Sheet – Total investment is \$2.142 million; a year ago we were under \$2 million, so the market has been good. Total checking and savings - \$176k, moved \$60k to investment with ML, so actually @\$80k Savings bonds: approx. \$31,000 David would like to continue focus of auctioning off artwork <p>College Update</p> <ul style="list-style-type: none"> Trustee Forum (Student Senate) – 10/18/18, all Trustee candidates to attend to answer questions Presidential Forum – 11/13/18, on campus, Sam is on the search committee VPI Search/Forum – 11/30/18, Has been meeting with the K-12 schools, primarily on partnerships with high schools 	Michelle get notes on bonds to determine when to cash in or reinvest.

	<ul style="list-style-type: none"> Bond Update (Mike) – District is moving forward with the Bond measure on the 11/6/18 ballot. Mike passed around a list of the project priorities for the District. <p>Resource Development Update</p> <ul style="list-style-type: none"> San Manuel - \$100k ISEEK Grant Yucaipa Rotary - \$3k for Fire Academy Veteran Cadets Submitted \$10k grant proposal to Wells Fargo Gala – Bill to provide 2 estate planning sessions for live auction; planning meetings have begun Big Hearts for Little Hearts <p>Other Items Discussed</p> <ul style="list-style-type: none"> Give BIG – 10/30/18 – encourage friends to give BIG! Taste & Tour at Valley – outcome? Raised over \$20k, \$12k through sponsorships alone, good participation, vendors good. David suggested incorporating more of these ideas into Herbivore Festival so guests can learn about the college while they are on Crafton campus. 	
Adjourn	Meeting adjourned at 8:35am	
Next Meeting	Tuesday, Nov. 13 th , 2018, 7:30am, Bill Nassar's office in Redlands.	