

**CHC Foundation Executive
Committee
Meeting Notes**

**Tuesday, June 11, 2019
7:30 a.m.
Law Office of William Nassar**

Attendees:

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

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	<ul style="list-style-type: none"> Meeting called to order at 7:37am by Sam Irwin Welcome, Sam Irwin 	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 4/9/19 – Motioned by Mike, 2nd by Kevin, David abstained, unanimously approved. 	
Continuing Business	<p>MOU with the District</p> <ul style="list-style-type: none"> No update provided Position consistency (R.D. Directors) may not be updated yet – updated draft has not been shared. <p>New Foundation Directors Recruitment Update - Michelle to follow up:</p> <ul style="list-style-type: none"> Toni Momberger – MR to meet with Toni next week, if interested, will add to full Board agenda for 6/18/19 Jeff Dains – MR has not been able to connect with Jeff yet. Luke Wooley – MR met with Luke and he is interested, but the Board meeting times conflict with his schedule. <p>How to Improve Engagement at Board Meetings</p> <ul style="list-style-type: none"> Current Board vacancies = approx. 5 David suggested getting members more involved in the committees and have each committee set a minimum # of times they will be meeting. David suggested there may be confusion as to which events on campus are important to the Foundation and which others are only opportunities for engagement with the campus. Full board meetings to be more meaningful as well. Some ideas from April meeting include updating elevator speech, importance of scholarship program, add Director photos/bios to binders/website, emphasize how the Board makes a difference to the college and how they help. 	<p>Kevin to request meeting with all parties to get the MOU finalized.</p> <p>Michelle to send out a survey to see what other times the Board is able to meet so that we can consider changing it for 2019-2020.</p> <p>Michelle to add discussion of campus events for 19/20 to the agenda.</p>
New Business	<p>Consultant Proposals/Development Committee</p> <ul style="list-style-type: none"> Michelle would like to hire a consultant to help with the Alumni database management, segmentation and outreach strategies, marketing, etc. With the 50th anniversary in 2022, it would be a great time to start reaching out and developing an alumni plan. Michelle would like to ask Dr. Nguyen to chair the committee. 	

	<ul style="list-style-type: none"> Michelle would like the Exec. Committee to recommend a budget that the Development Committee can move forward with in pursuing a consultant. Executive Board agreed to \$35,000 budget for a consultant to help with alumni outreach. <p>Review of Full Board Agenda</p> <ul style="list-style-type: none"> Exec. Committee agreed to have a photographer come in to take photos of Foundation Board. <p>Review Budget for 19/20</p> <ul style="list-style-type: none"> Michelle and Kevin attended meeting with San Manuel and both Crafton and Valley Foundations were told they may reapply for grants during the next funding cycle in November. Mike, Kevin and Michelle met to review the Foundation accounts and will be closing the ones which are not used and adding them to the endowment. Endowed scholarships – the committee discussed the lack of clarity when reflected in the budget, so Sam suggested a separate report that reflects the details of how much interest was earned vs. how much interest was distributed as scholarships. This will better demonstrate the performance of the scholarship endowments. Proposed 19/20 Budget to reflect only Projected Revenue, Projected Expenses and Beginning Balance. Current Budget Report format to be re-aligned so that the Revenue columns are together and the Expense columns are all together. Sam would like to be able to see: <ul style="list-style-type: none"> How did we do this year? Did anything change from what was anticipated? Do we anticipate any changes for next year? What did we do well? What didn't we do well? 	<p>Michelle to contact photographer (Coco) to take photos at Full Board meeting.</p> <p>Mike, Kevin and Michelle to meet and draft a separate report that reflects performance and distribution of scholarship endowment.</p>
<p>Reports</p>	<p>College Update, Kevin</p> <ul style="list-style-type: none"> <u>Promise Program Update</u> – Crafton has 290 students enrolled in the Promise Program now, and that number is expected to increase as we will not turn anyone who is eligible away. Approximately 50% of those already approved do not qualify for Financial Aid, so Promise grant will pay for 100% of those students' costs. This program is expected to increase full time enrollment, success rates and equity at the college. <u>Commencement</u> – Crafton had the largest commencement ceremony to date, over 670 degrees were awarded, it was very well attended, video of the event is being edited - to be shared soon. <u>Alumni</u> – Anthony Abate, a student who graduated this year, is interested in spearheading the alumni outreach effort. David requested an update on the status of the CTE programs. 	<p>Kevin to share commencement video at the Board meeting.</p> <p>Kevin to include update of CTE programs at Full Board meeting.</p>

	<p>Resource Development Update (Michelle)</p> <ul style="list-style-type: none"> • Cumulative Giving – The Legacy Wall (in Crafton Center) is to be updated so that it reflects the cumulative giving amounts by the donors over their lives. • Minimum amount to get a plaque will be \$10,000. • This will add approximately 30 plaques to the wall and be a better donor recognition feature on campus. • The other two donor walls (PSAH and LRC) will be removed so that there is just one recognition wall in the center of campus. 	
Adjourn	Meeting adjourned at 9:04am	
Next Meeting	Tuesday, July 9 th , 2019, 7:30am, Bill Nassar's office in Redlands.	