

# CHC Foundation Executive Committee Meeting Notes

Tuesday, Aug. 12, 2019  
7:30 a.m.  
Law Office of William Nassar

## Attendees:

- |  |   |
|--|---|
| <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 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"> <li>Meeting called to order at 7:37am by Bill Nassar</li> <li>Welcome, Sam Irwin</li> </ul>	
Old Business	<ul style="list-style-type: none"> <li>Approval of Minutes from 6/11/19 – Motioned by David 2<sup>nd</sup> by Kevin, unanimously approved.</li> </ul>	
Continuing Business	<p>MOU with the District</p> <ul style="list-style-type: none"> <li>Per Kevin, the MOU has been executed</li> </ul> <p>Review Full Board Agenda</p> <ul style="list-style-type: none"> <li>Development Committee – Educate and update the Board on the focus of the committee</li> <li>Gala Planning Update</li> <li>Endowment Challenge Update – educate with levels of employee giving, meeting with Directors to participate, Kevin meeting with known donors who have capacity, Kevin also reaching out to other people/organizations we don't have a relationship with, Kevin also met with Don Averill to see how he may be able to help reach out and build more relationships with Crafton.</li> <li>David suggested reaching out to retirees, former Board members, and older alumni to educate about the advantages of donating their minimum required IRA distributions.</li> <li>Darren to be invited to help get Directors motivated to help with the gala, getting auction items, selling tables, etc.</li> </ul>	<p>Michelle to verify when MOU was Board Approved and get a signed copy.</p> <p>Bill to introduce Kevin to Don Barry, a Crafton advocate at ESRI.</p> <p>Michelle to invite Darren.</p>
New Business	<p>Account Clerk Vacancy</p> <ul style="list-style-type: none"> <li>Considering outsourcing some of the duties (check requests, deposits, reporting, reconciling, etc.).</li> <li>Michelle has been working with auditor (Ray) to get recommendations and quotes from accounting firms</li> <li>Mike will be helping out until a resolution is found.</li> <li>A4CPT, John Hopkins, and others</li> <li>Kevin stated also looking at internal support structure to assist with other duties of the position. Looking at segmenting out the bookkeeping function and having internal support for other duties.</li> <li>Currently looking at Foundation to hire outside person for bookkeeping and District to cover a person to do other support duties of the position.</li> </ul>	<p>Michelle to work with Mike and Kevin to look at options.</p> <p>Bill will get a QB referral to MR for another quote.</p>

	<ul style="list-style-type: none"> <li>Currently creating a list of duties for this position to help decipher how to split up the duties.</li> </ul> <p>Requests for Funds</p> <ul style="list-style-type: none"> <li>Library has requested a button maker, Transfer Center request received for Transfer Fair in September.</li> <li>Exec. Committee agrees that Foundation should not be used as a way to go around existing budget processes at the college/district.</li> <li>Exec. Committee agreed to create a mini budget for Michelle to handle small requests without Exec approval.</li> </ul>	MR to bring to Pres. Cabinet meeting
Budget Report, Mike Strong	<p>Accounting Function</p> <ul style="list-style-type: none"> <li>Mike is learning the role and working on getting the office caught up.</li> </ul> <p>Investment Report</p> <ul style="list-style-type: none"> <li>\$17,000+ increase in July.</li> <li>\$2.34 million in endowment</li> <li>Still trying to get more art off the books</li> <li>Interested distribution to be done soon.</li> <li>Ray Ashworth will be starting the audit of 18-19 books.</li> </ul>	Mike to report how much art is left that needs to be written off.
CHC Report, Kevin Horan	<p>CASE Conference, 1<sup>st</sup> week of October (Kevin, Michelle &amp; Carrie)</p> <ul style="list-style-type: none"> <li>Work on building our knowledge base for the Development Plan</li> <li>Carrie to focus on launch of the Alumni Association</li> <li>Anthony Abate has joined the President's Circle</li> </ul> <p>Promise Update</p> <ul style="list-style-type: none"> <li>Crafton goal was 300, unofficially at 400+ enrolled</li> <li>Crafton is meeting with District Foundations regarding focus of fundraising for the Promise Program</li> </ul> <p>Enrollment</p> <ul style="list-style-type: none"> <li>This summer had the highest summer enrollment in the history of Crafton</li> <li>Fall 2019 – currently up about 100 students from this time last year.(MS)</li> </ul>	
Res. Dev. Report, Michelle Riggs	<p>Edison Grant</p> <ul style="list-style-type: none"> <li>Final reports have been submitted</li> </ul> <p>Wells Fargo</p> <ul style="list-style-type: none"> <li>To re-apply for another grant</li> </ul> <p>San Manuel ISEEK</p> <ul style="list-style-type: none"> <li>We have until 10/31/19 to file final report.</li> <li>Will reapply for \$100 or \$300k - TBD</li> <li>San Manuel would like to see matching of their funds</li> </ul> <p>Jack Scott Fundraising Institute Update</p> <ul style="list-style-type: none"> <li>Focused on community college fundraising</li> <li>We need to demonstrate that we CAN raise money – need to get the Board on board with supporting. Need the movers-</li> </ul>	

	<p>and-shakers, people with capacity and an affinity for Crafton, organizations to support, etc.</p> <p>Legacy Wall – Unveiling 10/11/19</p> <ul style="list-style-type: none"> <li>We now have 36 donor plaques to represent cumulative giving.</li> </ul> <p>Gala Committee and Development Committee have started meeting</p> <p>Review of Upcoming Events</p> <p>*Discussed earlier in the meeting:</p> <p>Database Segmentation</p> <ul style="list-style-type: none"> <li>Development Committee to be focusing on segmenting data and reaching out to database in various ways, focusing on each group specifically based on their age, affinity, etc.</li> </ul>	<p>Michelle and Bill to review list of prospects developed when Cheryl was here and give to Kevin.</p>
Other	<p>Estate Planning</p> <ul style="list-style-type: none"> <li>Bill invited Michelle to join the meetings since Brent will no longer be attending them.</li> <li>San Bernardino Estate Planning Council – Bill recommends Crafton presence, can also attend as a guest of Bill or Mike Milian if preferred.</li> </ul>	<p>Bill to send council applications to Michelle</p> <p>Bill to get November invite at UofR to Kevin</p>
Adjourn	Meeting adjourned at 8:47am	
Next Meeting	Tuesday, September 9 <sup>th</sup> , 2019, 7:30am, Bill Nassar's office	