

CHC Foundation Executive Committee Meeting Notes

Tuesday, Oct. 8, 2019
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 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
New Time	<ul style="list-style-type: none"> Committee agreed to a new meeting start time of 7:45am 	Carrie to change calendar invite for all.
Call to Order	<ul style="list-style-type: none"> Meeting called to order at 7:37am by Bill Nassar 	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 9/10/19 – Motioned by Sam 2nd by David, unanimously approved. 	
Continuing Business	<p>Account Clerk Vacancy</p> <ul style="list-style-type: none"> Changes in the Resource Development office were discussed, including the need for administrative support, the intent to eventually move some of the accounting functions to the BURSAR Office, and pay Christine Beamer (consultant) to do some of the reporting functions. Scholarship disbursements to go through the Financial Aid office and fill full-time administrative support position. President's Cabinet will be looking at ways to use existing resources to support the administrative needs. Foundation would fund the outside, higher-level accounting work, estimated to be \$10,000 – \$15,000 per year. Additional resources are being given to the Foundation from the College and 	Kevin/Michelle/Mike to provide Executive committee with the short-term/current plan and the action we are taking and the timeline and details for the long-term plan for the Admin. support needed.
Budget Report, Mike Strong	<p>Budget</p> <ul style="list-style-type: none"> Current report not completely up to date, as we are working with Christine to get all the transactions input into QuickBooks. <p>Artwork</p> <ul style="list-style-type: none"> Committee discussed artwork and Mike said that he could get a few different scenarios from Ray on the different ways we can write it off the books. 	Mike to talk to Ray and get a few scenarios on how to write off the remaining artwork.
College Report, Kevin Horan	<p>V.P. of Student Services search update</p> <ul style="list-style-type: none"> Interviews are today and tomorrow. Promise Update – recruitment for 20/21 has begun with a few changes from the initial Promise. New cohort will not receive \$300 in cash aid or the chromebooks. 	
Resource Development	<p>Upcoming Events</p> <ul style="list-style-type: none"> All Directors are encouraged to attend the Donor Wall unveiling, Friends Luncheon and President's Circle event. 	

Report, Michelle Riggs	<ul style="list-style-type: none"> • #TeamCrafton Nights – all Directors are invited to get to know our employees who support the Foundation. • FSA Food Drive – optional to attend if would like to help out. <p>Other updates</p> <ul style="list-style-type: none"> • Scholarship applications opened October 1st. • Development Committee will meet with the consultant at the meeting this afternoon to start plan on reaching out to alumni. • Gala committee has started meeting and has chosen an Olympic theme for 2020. We are looking for live auction items/experiences. • San Manuel grant submitted yesterday for \$300k to support costs of the Promise Program (cash aid, textbooks, employment, scholarships). • Audit – Christine has been approved to make the final entries to Quickbooks so that Ray can begin the audit of FY18/19. 	Carrie to add Angels tickets to the list of gala auction items.
Adjourn	Meeting adjourned at 8:21am	
Next Meeting	Tuesday, November 8 th , 2019, 7:45am, Bill Nassar's office	