

# CHC Foundation Executive Committee Meeting Notes

Tuesday, Feb. 11, 2020  
7:30 a.m.  
Law Office of William Nassar

## Attendees:

- |  |   |
|--|---|
| <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
Call to Order	Meeting called to order at 7:36am by Bill Nassar	
Old Business	<ul style="list-style-type: none"> <li>Approval of Minutes from 11/12/19 – Motioned by Bill 2<sup>nd</sup> by David, unanimously approved.</li> </ul>	
Continuing Business	<p>Account Clerk Vacancy Update</p> <ul style="list-style-type: none"> <li>Mike reported that Account Clerk position is transitioning to an Accountant position. Kevin and Michelle have been working with HR to transition this position and also to make it a full time position. This will give expanded level of service to the Foundation Office. Will move forward with recruitment as soon as possible.</li> </ul>	.
New Business	<p>Review Full Board Agenda – March 5<sup>th</sup>, 2020</p> <ul style="list-style-type: none"> <li>Consent to include \$10k from Elaine Rosen for the Endowment Challenge</li> <li>\$300k from San Manuel, \$50k from Edison, \$20k from Wells Fargo, etc.</li> <li>\$10k scholarship endowment for Rad Tech program just came in from Sandra Legler for the Michael Scott Memorial Fund.</li> <li>1 new Director application submitted: Denise Allen-Hoyt. 1 new Director application expected and Linda Roberts-Ross</li> <li>Kevin has been meeting with Directors one-on-one.</li> <li>Rosaura to provide brief update on CARE Act</li> <li>Committee Updates to be presented (Development and Gala)</li> </ul> <p>President's Circle and #TeamCrafton Spring Events</p> <ul style="list-style-type: none"> <li>Would like to do one event for each per semester</li> <li>PC - Consider Burrage Mansion tour</li> <li>#TC – Consider Oak Glen pies to team members</li> </ul> <p>Audit Update</p> <ul style="list-style-type: none"> <li>Ray has the info he needs and has been coming into the office to do research and get additional information.</li> </ul> <p>Scholarships – Deadline 2/28</p> <ul style="list-style-type: none"> <li>Committee to start reviewing in March</li> </ul> <p>Scholarship Convocation/Reception</p> <ul style="list-style-type: none"> <li>Committee discussed elements lost from convocation and the support and opportunities of the families being involved/present. Due to the fact that there are other award ceremonies/events happening in the spring, this will not be the only opportunity for families to attend.</li> </ul>	<p>Michelle to update the consent agenda.</p> <p>Sam to contact Ellen at the Burrage Mansion to request event activity.</p> <p>Michelle to contact Precious – get contact info from Bill</p> <p>Michelle to send survey results to the Exec. Committee.</p> <p>Sam to ask for airline tickets to donate.</p>

	<ul style="list-style-type: none"> <li>• One combined event, looks like a reception in the spring.</li> <li>• Award envelopes to be presented at the reception.</li> <li>• Exec. Committee decided it was worth it to try the new proposed format for scholarship recognition.</li> </ul> <p>Development Committee Update</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> appeal scheduled to go out the beginning of March</li> <li>• Alumni Survey – 163 returned, most have never given before</li> <li>• Committee is determining what messaging goes to which groups of constituents</li> <li>• Peer Review results to be shared and discussed for next steps on reaching out to potential donors</li> </ul> <p>Gala Update – 4/18/20</p> <ul style="list-style-type: none"> <li>• Sam cannot attend</li> <li>• Committee is looking for more auction items</li> <li>• Kevin to donate a campfire dinner, and possibly a gelato making class</li> </ul> <p>Elections in June - Renewals</p> <ul style="list-style-type: none"> <li>• Donna Ferracone</li> <li>• David Raley</li> <li>• June Yamamoto</li> <li>• Mike Smith</li> <li>• Ray Casey</li> </ul> <p>Add to Agenda – Executive Cabinet recruitment</p> <ul style="list-style-type: none"> <li>• Directors who may be interested in more involvement - Ray Casey, Robert Visconti, Denise Allen-Hoyt, Dr. Nguyen, Rosaura Parsons</li> <li>• Recommendation to have a “President Elect” position. Not currently in the by-laws, but committee may want to consider.</li> </ul>	<p>Kevin to ask Bill Tynan for GHP summer camp spots for auction.</p> <p>Michelle to contact Linda at Laura's Travel</p> <p>Kevin talk to Gloria about another timeshare</p> <p>David to talk to Ray Quinto about a flight around Redlands.</p> <p>Bill to contact Jeep Rock Climbing at Johnson Valley.</p>
Budget Report, Mike Strong	<p>P&amp;L Statement</p> <ul style="list-style-type: none"> <li>• Income - \$300k San Manuel, \$20k Wells Fargo, etc.</li> <li>• Foundation has had a continuous flow of income/donations</li> <li>• Overall \$736k of income this fiscal year</li> <li>• Expenses – total of \$373k</li> <li>• Biggest expenses - \$74k in scholarships so far, \$195k for student employment, \$21k in direct student support.</li> </ul> <p>Balance Sheet</p> <ul style="list-style-type: none"> <li>• Checking account balance is \$334k</li> <li>• Committee asked that funds be moved from checking to investment account to keep checking account balance under \$150K.</li> </ul>	<p>Mike to move funds to investment account to keep check balance under \$150K</p>
College Report, Kevin Horan	<p>CHC Swim Team</p> <ul style="list-style-type: none"> <li>• 4-5 of our athletes won at a recent meet of 90+ participants. Great news for only being Crafton's 2<sup>nd</sup> season of swim</li> </ul> <p>CHC Athletics Update</p> <ul style="list-style-type: none"> <li>• Crafton will be starting a cross country team in the fall of 2021</li> </ul> <p>Chancellor Search Update</p> <ul style="list-style-type: none"> <li>• Board anticipates a new hire July/August</li> <li>• Committee being developed</li> <li>• Jose Torres will not be pursuing the Chancellor position</li> </ul> <p>Bond Project Update – Measure CC</p> <ul style="list-style-type: none"> <li>• Crafton is looking at the projects, reviewing critical needs, etc.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Working through scope of projects and closely with priorities of the Facilities Master Plan.</li> <li>• Working with the City of Yucaipa regarding best use of property on Sand Canyon/Yucaipa Blvd.</li> <li>• List of Crafton projects and scopes still to be finalized.</li> </ul>	
Resource Development Report, Michelle Riggs	RD updates were previously discussed in New Business.	Mike to donate cornhole boards and look into Topock Gorge float trip for gala auction.
Adjourn	Meeting adjourned at 8:45am	
Next Meeting	Tuesday, April 14 <sup>th</sup> , 2020, 7:45am, Bill Nassar's office	