

HC Foundation Executive Committee Meeting Notes

Tuesday, Mar. 9, 2021
8:00 a.m.
Zoom Conference Meeting

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 | <input type="checkbox"/> Cindy Calderon, Acct. Clerk |

| TOPIC | DISCUSSION | FURTHER ACTION |
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| Call to Order | Meeting called to order at 8:04am by Sam Irwin | |
| Old Business | <ul style="list-style-type: none"> Approval of Minutes from 1/12/2021 – *Motioned by Mike, seconded by Sam, unanimously approved. | |
| Continuing Business, Audit – Ray Ashworth | <p>Review of Audit and 990's for 6/30/2020</p> <p>Management Letter Review</p> <ul style="list-style-type: none"> No management issues Artwork value going down (good) Findings being corrected. Will work with Foundation to clean up statements (like Merrill Lynch and Community Foundation) that weren't tying in to the financial statements. <p>Moving forward...</p> <ul style="list-style-type: none"> Suggest enforcing monthly statement timelines to keep financial records up to date (ex: bank reconciliation, net asset report, etc.) Christine training Acct. Clerk to be a priority. All transfers and journal entries to be approved by Michelle. Proposal for 2021 audit will be reduced if the above suggestions are implemented. Also, need to get the IRS "type" issue resolved for both SOUNK and 509(a)3 as quickly as possible. Per Mike Strong, Foundation team already working together to resolve some of these issues and training needs. David Raley suggested moving Exec. meetings to later in the month after reports are prepared. Sam followed up on report template for net assets he shared with Michelle which may be helpful. <p>Charitable Gift Annuities</p> <ul style="list-style-type: none"> These are viewed as negative assets, but journal entries will take care of that. Per Ray, there is no real value in the CGAs. Need to focus on things that will bring in more value to org. | <p>Michelle to contact Bill for moving Exec Meeting to 4th Tuesday of each month moving forward.</p> |

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| New Business | <p>Audit and 990s for 2021</p> <ul style="list-style-type: none"> Michelle reached out to 6 CPAs and received 2 proposals. Both proposals (Ray Ashworth and Kenneth Pun) were similar in pricing. David and Sam suggested we continue with Ray one more year due to his understanding of the books while we move forward in cleaning up our processes. Sam would like to propose plan to change auditors for the 6/30/2022 audit so that we can get new ideas/perspective on our books. Michelle would like to have the audit completed in a timely manner so that the Annual Report can be completed on time with current numbers. <p>New Foundation Director Application</p> <ul style="list-style-type: none"> Michelle spoke with Damian Garcia and recommends him for a Director position. He is a Crafton alumnus, advocate of community college, seriously considered the time commitment and wants to help the Foundation, will be a good addition. Kevin motioned to recommend to the Board, David seconded, motion unanimously approved. <p>Review Full Board Agenda</p> <ul style="list-style-type: none"> Review of agenda and reports to the Board. Mike to provide an overview of the Facilities Master Plan. | <p>Michelle to add Exec. Comm. recommendation to Full Board agenda, with recommendation for new auditor next year.</p> <p>Michelle to add Damian to full agenda with Exec. recommendation to Board</p> <p>Michelle to encourage Director attendance for feedback with the FMP.</p> |
| Budget Report, Mike Strong | <p>Review of P&L Statement</p> <ul style="list-style-type: none"> Total gains at \$345k, compared to \$46k last year. Gross Profit at same amount as last year (\$660k), but considering this is pre-covid - this is a good sign. While program expenses have decreased due to the campus closure, the revenue for programs is still coming in. Net Operating Income is also higher (\$302k compared to \$268k last year). <p>Balance Sheet Review</p> <ul style="list-style-type: none"> Current bank account balance \$293k Sam proposed another \$34,500 to be moved to ML Since program expenses haven't been so high, we may want to look at depreciating the art at a higher rate. Mike to monitor and review at end of the year. Total investments up to \$2.9m from \$2.3m from interest and additional funds from checking being added. | <p>Michelle to request an additional \$34,500 to M.L. investments.</p> |
| College Report, Kevin Horan | <p>Fall Schedule</p> <ul style="list-style-type: none"> Continue with remote learning for the fall, possibly add more lab courses, keeping the class size small. OSHA requirements for social distancing and testing requirements for anyone who enters a building. Until these change, will be remaining remote. <p>Virtual Commencement planned for 2021</p> <p>POP-UP Vaccinations</p> | |

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| | <ul style="list-style-type: none"> • Many thanks to Dr. Nguyen for providing 100 doses of the vaccine to SBCCD and YCJUSD employees. Event was coordinated at Crafton campus. • Dr. Nguyen has another round of vaccines available – these are coordinated to SBCCD employees through his office in Redlands. <p>COVID Update</p> <ul style="list-style-type: none"> • Approximately 50 people or less on Crafton campus each day right now. • Currently we have an extensive COVID response plan managed through the District Office Safety Officer which includes contact tracing, reporting requirements, etc. | |
| Resource Development Report, Michelle Riggs/Carrie Audet | <p>Resource Development Updates</p> <ul style="list-style-type: none"> • San Manuel report filed 3/1/21, new application due 4/29/21. • San Manuel employer match program (1 of 25 selected) • Bank of America Grant submitted 2/19/21 (\$17,250) • Finish Line Grant submitted 2/11/21 (\$125k) • Gala to be a virtual event held on 5/6/21, 4p-5p. <p>Because of You Campaign</p> <ul style="list-style-type: none"> • Total raised to date: \$78,011.18 • 142 gifts / 122 donors • Working on calls to previous donors, next meeting next Tuesday, 3/16/21. <p>Scholarship Update</p> <ul style="list-style-type: none"> • 1 new memorial scholarship – Carla Thornton • 4 new endowed scholarships to award • 1 revived scholarship with new donor • Large scholarships (STEM, Pryke, and Campos) • Reviews to start this week. | |
| Adjourn | 9:03am meeting adjourned | |
| Next Meeting | Tuesday, April 27 th , 2021, 8:00am, Zoom Conference Meeting | |