

**CHC Foundation Executive
Committee
Meeting Notes**

**Tuesday, August 17, 2021
8:00 a.m.
Zoom Conference Meeting**

Attendees:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Dr. Phong Nguyen – Pres. | <input checked="" type="checkbox"/> Michelle Riggs |
| <input checked="" type="checkbox"/> Amy Minjares – VP | <input checked="" type="checkbox"/> Carrie Audet - Note Taker |
| <input checked="" type="checkbox"/> Kevin Horan – Sec. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Michael Strong – CFO | <input type="checkbox"/> |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	Meeting called to order at 8:04am by Dr. Nguyen	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 5/28/21 – *Motedioned by Kevin, seconded by Mike, unanimously approved. 	
New Business	<p>Advisory Services – Brent Hunter</p> <ul style="list-style-type: none"> Review proposal for services submitted by Brent Hunter Focus will be on cultivating retirees to give Will focus on new naming opportunities (buildings, theater rooms, individual seats) Scheduled donor visits <p>Review Full Board Agenda</p> <ul style="list-style-type: none"> Board retreat discussed and will be rescheduled– this will give the Exec. Comm. more time to plan for meaningful retreat. Suggested that a student attend to share their story More meaningful Director engagement opportunities discussed and explored. Misc. projects such as personal thank you notes would be great Amy suggested a teambuilding exercise via zoom Dr. Nguyen would like to know how many alumni are currently in the database and up to what grad year is included. <p>Review Events Planned for 21/22</p> <ul style="list-style-type: none"> Meet the Chancellor, #TC Appreciation, PC in October (Brett Waterman from “Restored”), Friends Luncheon, Gala Committee will continue to revisit upcoming events and assess based on COVID guidelines and social restrictions. 50th Anniversary kick-off to launch in the spring with the gala 	<p>Michelle to provide the total cost for Brent’s services last time vs. return on investment.</p> <p>MR to move retreat.</p> <p>CA to reschedule Sept board to 4-5:30pm.</p> <p>MR to schedule gala meeting</p> <p>MR to look into Alumni in database info</p>
Budget Report, Mike Strong	<p>Updates</p> <ul style="list-style-type: none"> Working with Pat Stafford to review accounting practices and QuickBooks entries, also helping to better prepare for audit. Ray to begin working on the audit soon. Moving forward we will begin to use the previous year’s revenue to budget for unrestricted expenses. This will also help with donor communications. <p>Balance Sheet Review</p> <ul style="list-style-type: none"> Currently have approx. \$400,000 in the checking account 	

	<ul style="list-style-type: none"> • Endowed Scholarships have increased from \$476k to \$539k <p>Investment Review</p> <ul style="list-style-type: none"> • Current value of investment in Merrill Lynch is \$3.4million, up \$29,395 in July • The unrestricted account is also earning interest, so we will need to determine how to best appropriate those funds. To be discussed further in future Exec. Comm. meetings. 	How to use the unrestricted interest earned?
College Report, Kevin Horan	<p>Fall Update</p> <ul style="list-style-type: none"> • Fall classes started yesterday. • Approx. 40% of classes offered on campus (60% remote) • Total enrollment is down 17% (statewide average is 20%) • Free Textbook rentals through Books+ program, ALL students are eligible for fall 21 and spring 22. 	
Resource Development Report, Michelle Riggs/Carrie Audet	<p>Resource Development Updates</p> <ul style="list-style-type: none"> • IRS issue is resolved – we have been further classified as a Type III supporting organization which allows us to participate in YourCause donations, AmazonSmile, and other large fundraising platforms. • San Manuel Update – San Manuel has requested that we re-structure our needs to fit the areas they are focused on supporting. Michelle will resubmit with new direction for grant proposal. <p>Committee Updates</p> <ul style="list-style-type: none"> • Development Committee – annual appeal mailing scheduled for 10/15/21 • Gala – will provide update at next Exec. meeting • Investment – Meeting scheduled to review investments with Merrill Lynch 9/1 • Scholarship – will be reviewing policies in the Fall • Alumni – Damian has some great ideas, will be scheduling a meeting soon. 	
Adjourn	8:59am meeting adjourned	
Next Meeting	Tuesday, Sept. 14 th , 2021, 8:00am, Zoom Conference Meeting	