

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

	<ul style="list-style-type: none"> <li>Endowed Scholarships have increased from \$476k to \$539k</li> </ul> <b>Investment Review</b> <ul style="list-style-type: none"> <li>Current value of investment in Merrill Lynch is \$3.4million, up \$29,395 in July</li> <li>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.</li> </ul>	<a href="#">How to use the unrestricted interest earned?</a>
College Report, Kevin Horan	<b>Fall Update</b> <ul style="list-style-type: none"> <li>Fall classes started yesterday.</li> <li>Approx. 40% of classes offered on campus (60% remote)</li> <li>Total enrollment is down 17% (statewide average is 20%)</li> <li>Free Textbook rentals through Books+ program, ALL students are eligible for fall 21 and spring 22.</li> </ul>	
Resource Development Report, Michelle Riggs/Carrie Audet	<b>Resource Development Updates</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <b>Committee Updates</b> <ul style="list-style-type: none"> <li>Development Committee – annual appeal mailing scheduled for 10/15/21</li> <li>Gala – will provide update at next Exec. meeting</li> <li>Investment – Meeting scheduled to review investments with Merrill Lynch 9/1</li> <li>Scholarship – will be reviewing policies in the Fall</li> <li>Alumni – Damian has some great ideas, will be scheduling a meeting soon.</li> </ul>	
Adjourn	8:59am meeting adjourned	
Next Meeting	Tuesday, Sept. 14 <sup>th</sup> , 2021, 8:00am, Zoom Conference Meeting	