

From: [Amy Minjares](#)
To: [Strong, Michael W](#); [Horan, Kevin](#)
Cc: [phongnguyenrymg@aol.com](#); [Audet, Carrie A](#); [wnassar@nassarlaw.com](#); [Riggs, Michelle A](#)
Subject: RE: Investment Committee Recommendations - Transfer of Funds to Investment Account
Date: Friday, January 7, 2022 8:10:36 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning –

My apologies for the delayed response.
I approve of the recommendation.

Thank you,

Amy Minjares | Manager/Owner
amy.minjares@payrollvault.com

From: Strong, Michael W <mstrong@craftonhills.edu>
Sent: Thursday, January 6, 2022 4:24 PM
To: Horan, Kevin <khoran@craftonhills.edu>
Cc: phongnguyenrymg@aol.com; Audet, Carrie A <caudet@craftonhills.edu>; Amy Minjares <Amy.Minjares@payrollvault.com>; wnassar@nassarlaw.com; Riggs, Michelle A <mriggs@craftonhills.edu>
Subject: Re: Investment Committee Recommendations - Transfer of Funds to Investment Account

I concur with recommendation #1.

Mike

On Jan 6, 2022, at 4:16 PM, Horan, Kevin <khoran@craftonhills.edu> wrote:

I 2nd Dr. Nguyen's motion, and approve recommendation #1.

Kevin

From: phongnguyenrymg@aol.com <phongnguyenrymg@aol.com>
Sent: Thursday, January 6, 2022 3:29 PM
To: Audet, Carrie A <caudet@craftonhills.edu>; amy.minjares@payrollvault.com;
Horan, Kevin <khoran@craftonhills.edu>; Strong, Michael W
<mstrong@craftonhills.edu>; wnassar@nassarlaw.com; Riggs, Michelle A

[<mriggs@craftonhills.edu>](mailto:mriggs@craftonhills.edu)

Subject: Re: Investment Committee Recommendations - Transfer of Funds to Investment Account

I agree with the Recommendation #1. Motion to approve.

Dr. Nguyen

-----Original Message-----

From: Audet, Carrie A <caudet@craftonhills.edu>

To: phongnguyenrymg@aol.com <phongnguyenrymg@aol.com>; Amy Minjares <amy.minjares@payrollvault.com>; Horan, Kevin <khoran@craftonhills.edu>; Strong, Michael W <mstrong@craftonhills.edu>; William Nassar <wnassar@nassarlaw.com>; Riggs, Michelle A <mriggs@craftonhills.edu>

Sent: Thu, Jan 6, 2022 1:30 pm

Subject: Investment Committee Recommendations - Transfer of Funds to Investment Account

Good afternoon Executive Committee,

On 12/22/21, the Investment Committee met with the Merrill Lynch representatives to discuss the best strategy in moving funds from the checking account into the investment fund with Merrill Lynch. After meeting with Merrill Lynch, the committee continued the discussion and would like to make the following recommendations:

Recommendation #1: Move \$420,000 from the checking account to the Merrill Lynch investment in three equal payments over 90 days. The committee will review the possibility of moving another \$100,000 to the investment around the 1st of March 2022.

Recommendation #2: The student senate desires to create an endowment to perpetually benefit students. They are depositing \$284,234 with the Foundation, likely in early 2022. Once received, feather those funds into the Merrill Lynch investment in three equal payments over 90 days.

*****We would like to make the first deposit of \$120,000 this month, which may be prior to our meeting on Jan. 18th. In order to move forward with that now, please REPLY ALL with a motion, second, and whether or not you approve for Recommendation #1.**

We can discuss the remaining 2 disbursements and Recommendation #2 at the next Executive Committee meeting.

Thank you,



Carrie Audet | Development
Coordinator
Institutional Advancement
caudet@craftonhills.edu
Office: 909-389-3245



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