

# CHC Foundation Executive Committee Meeting Notes

Tuesday, Mar. 15, 2022  
8:00 a.m.  
Zoom Conference Meeting

## Attendees:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Dr. Phong Nguyen – Pres. | <input checked="" type="checkbox"/> Michelle Riggs            |
| <input 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 / Welcome	Meeting called to order at 8:07am by Dr. Nguyen	
Old Business	<ul style="list-style-type: none"> <li>Approval of Minutes from 2-15-22 – <i>*Motioned by Kevin, seconded by Mike, unanimously approved.</i></li> </ul>	
New Business	<p><b>New Bank Account Update</b></p> <ul style="list-style-type: none"> <li>Exec. Committee to get personal info to Carrie to start setting up new account.</li> </ul> <p><b>Gala Update</b></p> <ul style="list-style-type: none"> <li>\$37,600 in sponsorships, 131 seats sold so far</li> <li>Sponsorship reminders sent out last Friday</li> <li>Expect ticket sales to increase as date gets closer</li> <li>Michelle provided an overview of the event and what guests can expect at the event.</li> </ul> <p><b>Scholarship Update</b></p> <ul style="list-style-type: none"> <li>44 Reviewers helping, 511 applicants submitted</li> <li>Approx. \$177k to award</li> <li>Deadline for reviews is 4/18/22.</li> </ul> <p><b>Ahlborn Naming Ceremony</b></p> <ul style="list-style-type: none"> <li>Dr. Nguyen to help with presentation.</li> <li>Encourage Directors to attend, Saturday, 4/9 at 10:30am</li> </ul>	Michelle to email Directors with gala program and what to expect. Also include how can help (ticket sales, sponsorships, auction items and alumni page).
Budget Report, Mike Strong	<p><b>Good Steward Accounting Services</b></p> <ul style="list-style-type: none"> <li>Currently transitioning to a new Chart of Accounts</li> <li>This will clear up the information on the financial statements and allow the Foundation to provide information more efficiently.</li> </ul>	
College Report, Kevin Horan	<p><b>COVID Update</b></p> <ul style="list-style-type: none"> <li>Masks will continue to be required indoors through the end of the semester.</li> <li>Student vaccination mandate in effect for summer/fall registrations.</li> </ul>	
Resource Development Report, Michelle Riggs	<p><b>Fire Academy Fundraising</b></p> <ul style="list-style-type: none"> <li>Received \$75,000 check on behalf of Mike Orland fund.</li> <li>Would like to use this as a naming opportunity in the PSAH to announce at ground breaking of the new training center.</li> </ul> <p><b>Alumni Employers</b></p>	

	<ul style="list-style-type: none"> <li>• Web page is up and increasing in participants.</li> <li>• Darren has been visiting local businesses to promote the gala</li> </ul> <b>Gala Donors</b> <ul style="list-style-type: none"> <li>• We need a donor to commit to a gift of \$5k-10k and raise their paddle at the gala – if anyone knows someone who may be willing to help, please let Michelle know.</li> </ul>	
Adjourn	8:28am	
Next Meeting	Tuesday, Mar. 15 <sup>th</sup> , 2022, 8:00am, Zoom Conference Meeting	