

# CHC Foundation Executive Committee Meeting Notes

**Tuesday, May 31, 2022  
8:00 a.m.  
Zoom Conference Meeting**

## Attendees:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Dr. Phong Nguyen – Pres. | <input type="checkbox"/> William Nassar – Past Pres.          |
| <input checked="" type="checkbox"/> Amy Minjares – 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"/>                                      |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order / Welcome	Meeting called to order at 8:10am by Amy Minjares	
Old Business	<ul style="list-style-type: none"> <li>Approval of Minutes from 3-15-22 – <i>*Motioned by Mike, seconded by Kevin, unanimously approved.</i></li> </ul>	
Continuing Business	<p><b>Gala Update</b></p> <ul style="list-style-type: none"> <li>\$205,397.00 = Total Receipts</li> <li>\$17,061.41 = Total Expenses</li> <li>\$188,335.59 = Net Proceeds</li> <li>Director Support = at least 32% of total funds raised from direct contributions and friends' contributions</li> </ul> <p><b>Scholarship Update</b></p> <ul style="list-style-type: none"> <li>\$180,151.00 = Total awards for 21/22</li> <li>Over 265 student recipients</li> <li>Collecting Thank you letters and photos</li> <li>Scheduling of the Scholarship Reception in the fall</li> </ul> <p><b>New Bank Account Update</b></p> <ul style="list-style-type: none"> <li>Kevin to complete signature card</li> <li>Goal is to be ready for use by 7/1/22.</li> </ul>	<p>Carrie to work with Amy to provide update.</p> <p>Carrie to work with Donna to provide update.</p> <p>Michelle to have Paul reach out to Kevin.</p>
New Business	<p><b>Review of Full Board Agenda</b></p> <ul style="list-style-type: none"> <li>Brent may provide report via zoom</li> <li>Update 22-23 Calendar of Events to distribute</li> <li>Collect Whistleblower/Conflict forms</li> <li>Update 22-23 Roster</li> <li>Michelle to update auditor quotes and Ex. Comm. to vote via email. Amy suggested getting quote from the Habitat auditor.</li> <li>Michelle and Kevin to update on San Manuel grant.</li> <li>Michelle to contact renewing Directors for continuation</li> <li>Michelle to confirm committee roles</li> </ul>	<p>Michelle to confirm with Brent</p> <p>Carrie to share roster</p>
Budget Report, Mike Strong	<p><b>Investment Update</b></p> <ul style="list-style-type: none"> <li>Net loss shows \$21,678.97, but only because of \$210k in contributions, or would have shown loss of (-\$232,677)</li> <li>Investment Committee meeting on 6/8 to discuss updates.</li> </ul>	<p>Mike to ask Raleigh what amount is</p>

	<b>Accounting Update</b> <ul style="list-style-type: none"> <li>• Transition to Chase Bank effective 7/1/22</li> <li>• Still in the process of QuickBooks updates to Chart of Accts.</li> </ul>	principal vs earnings.
College Report, Kevin Horan	<b>Commencement</b> <ul style="list-style-type: none"> <li>• Successful event!</li> <li>• Largest grad class ever (1100), despite overall enrollment numbers down.</li> <li>• Finished program in under 90 minutes – another success!</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>• State Budget is higher than anticipated, which is great news for 22/23 Fiscal Year.</li> </ul>	
Resource Development Report, Michelle Riggs	<b>Grants</b> <ul style="list-style-type: none"> <li>• Edison grant submitted for \$25k for Fire Academy</li> <li>• Finish Line Grant completed for \$50k in scholarships</li> </ul> <b>Alumni Employers</b> <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	