

# CHC Foundation Executive Committee Meeting Notes

**Tuesday, June 14, 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 8:03am by Dr. Nguyen	
Old Business	<ul style="list-style-type: none"> <li>Approval of Minutes from 5-31-2022 – <i>*Motioned by Mike, seconded by Kevin, unanimously approved.</i></li> </ul>	
New Business	<p><b>Budget Review before Board Meeting</b></p> <ul style="list-style-type: none"> <li>The budget is being revised to align with the new chart of accounts after the reorg in QuickBooks, so there are a few more changes that will occur in the next few months.</li> <li>Mike reviewed the new format of the revised budget and how it now aligns with our revised chart of accounts.</li> <li>Current Expenses: \$568,014</li> <li>Current Revenue: \$623,050</li> <li>*Note: the revenue will increase significantly due to the San Manuel grant, but expenses will still be accounted for accordingly.</li> </ul> <p><b>Artwork is now valued in the books at \$128k</b></p> <ul style="list-style-type: none"> <li>Mike Strong motioned to increase the write-off amount to \$64k for this year (21-22) and next year (22-23) so that the total amount will be written off sooner than originally planned.</li> <li>Amy Minjares motioned to approve and Kevin Horan seconded the motion. It was approved unanimously.</li> </ul> <p><b>Investment Report</b></p> <ul style="list-style-type: none"> <li>Review of Merrill Lynch investment report and unrealized gains/losses.</li> <li>Amy motioned to bring investment report to the full board and Kevin seconded. Motion was unanimously approved.</li> </ul>	
Continuing Business	<p><b>Review of Full Board Agenda - June</b></p> <ul style="list-style-type: none"> <li>Will be in person, but zoom available for those who are unable to attend.</li> <li>Review of Consent Agenda</li> <li>Review of sub-committees – all Directors need to be a member of at least one committee.</li> <li>Alumni Committee – to start meeting in the fall.</li> </ul>	<p>Carrie/Michelle to schedule first Alumni meeting in the fall.</p> <p>Carrie to coordinate</p>

	<ul style="list-style-type: none"> <li>Gala update to be provided by Amy; Scholarship update to be provided by Donna; Development update to be provided by Mark.</li> <li>Dr. Nguyen asked if there is a minimum number of meetings required to attend included in the by-laws.</li> </ul>	<p>presentations for committee updates.</p> <p>Michelle to check by-laws for meeting requirements.</p>
College Report, Kevin Horan	<p><b>Upcoming Community Engagement</b></p> <ul style="list-style-type: none"> <li>Please join us at the Fire Academy tonight from 5:30pm – 7:30pm for the multi-chamber mixer.</li> <li>Joint Issues dinner with elected officials to be attended by Kevin and Michelle on 6/16/22 after the Board meeting.</li> </ul> <p><b>District Update</b></p> <ul style="list-style-type: none"> <li>Aligning of the two campuses (Crafton and Valley) so that students can take classes at both more easily.</li> </ul> <p><b>Commencement Update</b></p> <ul style="list-style-type: none"> <li>Most graduates in a class to date!</li> <li>We have seen a 34% increase in the number of graduates since 2020.</li> </ul>	
Resource Development Report, Michelle Riggs	<p><b>Grants</b></p> <ul style="list-style-type: none"> <li>Finishing final reports for the Edison and Finish Line grants.</li> <li>Press announcement regarding San Manuel support to go out in August.</li> </ul> <p><b>50<sup>th</sup> Anniversary publication</b></p> <ul style="list-style-type: none"> <li>Still being developed. Working on adding more local history to the content including information about the land the campus is located on and who it used to belong to.</li> <li>Tony Papa (from KVCR) is helping to create a documentary on the history of the college as well.</li> </ul>	
Announcements	*Amy announced that KOLA radio has offered to advertise for non-profits for free! Something to keep in mind for future events.	
Adjourn	8:56am	
Next Meeting	Tuesday, July. 19 <sup>th</sup> , 2022, 8:00am, Zoom Conference Meeting	