

CHC Foundation Executive Committee Meeting Notes

Tuesday, July 19, 2022
8:00 a.m.
Zoom Conference Meeting

Attendees:

- | | |
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| <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 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 8:04am by Dr. Nguyen	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 6-14-2022 – <i>*Motioned by Mike, seconded by Amy, unanimously approved.</i> 	
New Business	<p>Board Retreat</p> <ul style="list-style-type: none"> The upcoming Board Retreat is scheduled for Thursday, Sept. 15th from 4pm – 8pm. Location – on campus We will conduct a short business meeting, followed by a teambuilding activity and then begin working on the strategic plan. <p>Committee Chairs</p> <ul style="list-style-type: none"> The committee chairs will be invited to the Exec. Comm. meetings this year. They will be asked to attend the Exec. meeting immediately preceeding the Board meetings and the Exec. Meetings the month prior to that. Schedule is: November/December (full Board meeting) February/March (full Board meeting) May/June (full Board meeting) We still need to assign a few of the committees a chairperson. <p>Interested New Directors</p> <ul style="list-style-type: none"> Dr. John Jones – A friend of Dr. Nguyen, PC member Celeste Reid – Alumnus, City of Calimesa Finance Director David Avila – Alumnus, Donor, PC member, not until Nov. 	<p>Michelle to meet with Dr. Nguyen to develop itinerary and goals for the retreat.</p> <p>Carrie to send out calendar invites to the Committee Chairs.</p>
College Report, Michelle and Mike for Kevin	<p>Enrollment Update – Enrollment still down</p> <ul style="list-style-type: none"> Finishing last half of final summer session. Classes start 8/15/22 Express Enrollment Event on 7/27 to help students enroll in fall courses <p>Construction Update</p> <ul style="list-style-type: none"> Approval is pending at the state level on plans for the Performing Arts Center and the Fire Training Center Other campus improvement projects happening throughout campus including roof on Child Development Center. 	

	<ul style="list-style-type: none"> Michelle reminded everyone that there will be naming opportunities at and after the groundbreaking ceremonies so Directors can share with anyone who may be interested. <p>Other</p> <ul style="list-style-type: none"> Last year of CARES funding, will help with things like no cost to students/staff/community for parking passes for the year Continue to ensure COVID safety measures are being met on campus with sanitizer, front desk shields, COVID tests, etc. 	
Budget, Mike Strong	<p>Budget Update</p> <ul style="list-style-type: none"> Implementing the new Chart of Account changes has begun and the FY transactions are almost all updated for the auditor as the books are almost closed out. Investments were down from \$3.68m to \$3.43m in June. We are taking a loss but hoping that purchasing new shares at the lower rate will benefit the long term investment strategies of the Foundation. P&L's – Incoming Contributions were \$1.4m and Expenses were \$1.19m on most recent P&L report. Balance Sheet – Checking account balance is \$588k and Unrestricted Endowment is currently at \$721,783.00 	
Resource Development Report, Michelle Riggs	<p>Grants</p> <ul style="list-style-type: none"> Edison – received approval to apply for \$25k for STEM scholarships to be awarded spring of 2023. Finish Line – wrapping up final report for 21-22. San Manuel Grant – will be meeting next week to finalize the recognition plan. 	
Announcements	<p>Mark your calendar for the following upcoming Foundation Events:</p> <ul style="list-style-type: none"> 8/5 – Scholarship Reception 9/9 – Legacy Wall Unveiling 9/13 – Executive Committee Meeting 9/15 – Board Retreat 	
Adjourn	8:28am	
Next Meeting	Tuesday, August 16 th , 2022, 8:00am, Zoom Conference Meeting	