

# CHC Foundation Executive Committee Meeting Notes

**Tuesday, August 16, 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 8:05am by Dr. Nguyen	
Old Business	<ul style="list-style-type: none"> <li>Approval of Exec Minutes from 7-19-2022 – <i>*Motioned by Kevin, seconded by Amy, unanimously approved.</i></li> </ul>	
New Business	<p><b>Legacy Wall Unveiling</b></p> <ul style="list-style-type: none"> <li>The date was discussed and changed to Friday, Oct. 14<sup>th</sup> at 2:30pm</li> <li>Michelle is preparing the Run of Show</li> <li>Donors who are close to the \$10k cumulative giving amount will be invited and contacted to see if they would like to join the wall this year.</li> </ul> <p><b>Feasibility Study</b></p> <ul style="list-style-type: none"> <li>The committee will be meeting with 3 consultants tomorrow (8/17) in person as they present their proposals.</li> <li>Michelle will prepare questions and send them out to the committee.</li> </ul> <p><b>Interest Distribution Policy Review and Update</b></p> <ul style="list-style-type: none"> <li>Mike proposed modifying the current Interest Distribution policy to change the 3-year average amount to the actual amount per fiscal year. This will simplify the process and help with reconciliation of the Merrill Lynch investment statements, as well as being able to monitor the growth/reduction of each fund annually.</li> <li>Carrie requested that the 3-year average balance also be changed to the time invested during the first year for new funds and the actual fund balance as of 6/30 annually for all other invested funds.</li> </ul> <p><i>Motion – Mike recommended changes from 3-year averages to annual amounts for both the interest distribution and the balance it is based on for each fund. Kevin moved and Amy provided the second. Motion was passed and will be presented at the September Board meeting.</i></p>	<p>Brent to contact the Greeks re: date change for Legacy.</p> <p>Carrie to update Board with new dates</p> <p>Carrie to confirm Tech Support is available 8/17.</p> <p>Add updated Interest Distribution Policy to Sept. Board consent agenda.</p>

Continuing Business	<b>Board Retreat – new date</b> <ul style="list-style-type: none"> <li>The date of the September Board meeting has been changed to Thursday, Sept. 29<sup>th</sup> from 4pm – 7pm since many Directors were not going to be able to attend on the 15th.</li> <li>Board retreat will consist of strategic planning activities and a dinner will be provided.</li> </ul> <b>New Foundation Directors</b> <ul style="list-style-type: none"> <li>John Jones – retired physician, would like to get more involved in his community, referred by Dr. Nguyen</li> <li>Celeste Reid – Finance Director at City of Calimesa, interested in supporting the Board, Crafton alum, has spoken to Michelle about joining.</li> <li>David Avila – Crafton alum, will have more time available in November and will submit his application then.</li> </ul> <i>Motion to add Jones and Reid to the September Board agenda made by Kevin, seconded by Mike.</i>	<p>Carrie to notify Directors of new date for the Sept. Board meeting/retreat.</p> <p>Michelle to add Jones and Reid to agenda and invite to the Sept. board meeting.</p>
College Report, Michelle and Mike for Kevin	<b>Enrollment Update – Enrollment still down</b> <ul style="list-style-type: none"> <li>Approx. 58% of classes are being offered in person.</li> <li>DE classes have increased significantly since the number that was offered pre-COVID.</li> <li>Overall enrollment down about 60 FTEs; expected to capture some of those with the late-start classes.</li> </ul>	
Budget, Mike Strong	<b>Budget Update</b> <ul style="list-style-type: none"> <li>Since 7/1/22, we have distributed over \$78k in scholarships to support students for the 22-23 year.</li> <li>We have received \$1 million of the San Manuel grant to support the Fire Academy.</li> <li>Net income so far since 7/1/22 is \$919,000.</li> <li>Per 21/22 Fiscal Year, total income reported was \$1.4million.</li> </ul>	
Resource Development Report, Michelle Riggs	<b>Alumni Committee</b> <ul style="list-style-type: none"> <li>1st meeting was 8/15/22</li> <li>Committee would like to have grad records from 2014-2022 imported</li> <li>Committee would like to segment and reach out to different groups for different events. For example, theater students for the PAC groundbreaking ceremony.</li> <li>Postcard campaign – “Pay It Forward”</li> <li>Partner with CE Day – when alumni come to campus for Amanda’s CE Day, speak to them then as well.</li> </ul>	Carrie pull past scholarship recipients.
Announcements	Mark your calendar for the following upcoming Foundation Events: <ul style="list-style-type: none"> <li>8/5 – Scholarship Reception</li> <li>9/13 – Executive Committee Meeting</li> <li>9/29 – Board Retreat</li> <li>10/14 – Legacy Wall Unveiling</li> </ul>	
Adjourn	8:58am	
Next Meeting	Tuesday, September 13 <sup>th</sup> , 2022, 8:00am, Zoom Conference Meeting	