

CHC Foundation Executive Committee Meeting Notes

Tuesday, Oct. 17, 2022
3:00 p.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 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 3:02pm by Dr. Nguyen *Legacy event went well, Forrest and Valorie presented a great story.	
Old Business	Approval of Minutes <ul style="list-style-type: none"> Approval of Exec Minutes from 9-22-2022 – <i>*Motioned by Kevin, seconded by Mike, unanimously approved.</i> 	
New Business	Review of Full Board/Planning Retreat Agenda <ul style="list-style-type: none"> Brent Hunter Contract – committee discussed how Brent has done this past year and agreed that his updated contract is worth the investment as the Foundation continues to grow. <i>**Motion to recommend Brent Hunter contract renewal to full board made by Kevin Horan and seconded by Amy Minjares.</i> Other recent donations reviewed for full board agenda. 	
Continuing Business	Feasibility Study <ul style="list-style-type: none"> Interviews will take place Nov. 14-18th, starting with current donors and then moving on to other community/campus interviews. Review of current case statement, etc. 	MR to change “radiation” to “radiologic technology” in write-up draft.
Reports	Kevin - Enrollment Update <ul style="list-style-type: none"> Outreach has been hard at work – our enrollment is up by 4 FTE from this time last year so we are no longer at a decline Nov. 18 – FCCC Conference in San Francisco will be honoring Crafton Alum, Ann Martgan who was selected as the Alumnus of the Year for the CCLC. Additional Crafton staff and supporters will be in attendance. PAC Groundbreaking Ceremony to be rescheduled – date TBD. Mike - Budget Update <ul style="list-style-type: none"> Current balance in checking account is \$1.2million, largely due to receiving the San Manuel grant which is being “feathered” into the investment account. New bank account with Chase – Foundation staff will be moving forward with switching banks from Friendly Hills to Chase. Decision was made due to a few fraud incidents, additional fees, issues with FHB internal communications. 	CA to cancel current calendar invite for PAC groundbreaking and reschedule at a later date.

	<p>Chase is able to provide a personal banker which has been a valued feature with FHB.</p> <ul style="list-style-type: none"> • Artwork is now has value of \$0.00 and has been fully depreciated in the books. • Investments are down \$87k last month, including the funds that have been feathered in. • Investment Committee to meet again soon with Merrill Lynch for an update on the market. • Audit Update – Ray has started reviewing the accounts and will contact Mike with any questions. • Michelle requested that Mike sent a copy of the draft to Celeste Reid and Greg Wessels <p>Michelle – Resource Development</p> <ul style="list-style-type: none"> • The Legacy Wall event went great – pics will be posted on the website soon! • 5K Event was wet, but still lots of fun for everyone. Event ended up with 129 registered runners and 33 volunteers and is close to breaking even. • Scholarship awarding process is • November – scholarship update letters will go out • January – tax letters will go out 	<p>CA to contact art department if would like anything from collection and remove from archive room.</p> <p>CA to set up Investment mtg. and coord. w/ M.L.</p> <p>Mike to share draft copy of audit when available.</p>
Announcements	<p>Mark your calendar for the following upcoming Foundation Events:</p> <ul style="list-style-type: none"> • Paramedic Graduation 12/9/22 6:00pm in PAC • Board Meeting 12/15/22 4:00 p.m. • Respiratory Graduation 12/15/22 5:00pm in PAC • Fire Academy Graduation 12/16/22 6:00pm in PAC • New Regional Training Center Groundbreaking Ceremony 1/20/23 1:00 p.m. 	
Adjourn	3:43am	
Next Meeting	Monday, November 21 st , 2022, 3:00 p.m., Zoom Conference Meeting	