

# CHC Foundation Executive Committee Meeting Notes

**Tuesday, Dec. 12, 2022  
3:00 p.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	3:01 – Welcome from Dr. Nguyen	
Old Business	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>Approval of Exec Minutes from 11-21-2022 – <i>*Motioned by Kevin, seconded by Mike, unanimously approved.</i></li> </ul>	
New Business	<b>Review of Audit and 990s – Ray Ashworth</b> <ul style="list-style-type: none"> <li>Review of Management Letter and findings from audit</li> <li>Overall chart of accounts has been cleaned up and removal of controlling accounts has helped with tracking the assets.</li> <li>Notice of correction of error in Statement of Activities</li> <li>More positive moves made this year in the structure of the accounts.</li> </ul>	Michelle to send updated 990s to Celeste and Greg for review of updates.
Continuing Business	<b>December Full Board Agenda Review</b> <ul style="list-style-type: none"> <li>Review audit and motion to approve.</li> <li>Review results from Retreat</li> <li>Finalize upcoming dates and move adjourn to last item.</li> <li>Mike to report the upcoming changes in the Investment Committee to a Finance committee for 2023. A new charge will be drafted and submitted for final approval at the March board meeting.</li> </ul> <b>Feasibility Study Update</b> <ul style="list-style-type: none"> <li>9 preliminary interviews conducted</li> <li>Results determined people not familiar with Crafton</li> <li>Will conduct 3-4 “leadership briefings” with key community members in Jan/Feb with 10-15 guests each.</li> </ul>	Michelle to send updated documents with reminder about meeting.  Michelle to make changes and finalize agenda.  Mike to draft new charge for Finance Committee.  Dr. Nguyen to ask Board for volunteers to host a leadership

		briefing for Feasibility Study.
Reports	<p><b>Kevin – Crafton Hills College</b></p> <ul style="list-style-type: none"> <li>Press Release went out about Respiratory Therapy Program approved for 4-year Bachelor's program.</li> <li>Kevin to expand on the significance of this at full board meeting.</li> </ul> <p><b>Mike - Budget Update</b></p> <ul style="list-style-type: none"> <li>Review of updated budget includes \$1.377million in total revenue to date; \$317k in expenses to date; approx \$1million in net income</li> <li>Investments have been up for this year – much needed with the hit from last year's investments.</li> </ul> <p><b>Michelle – Resource Development</b></p> <ul style="list-style-type: none"> <li>Add Greek Gift Agreement to the Board Agenda</li> <li>Finish Line Scholarship approved for \$100k next year.</li> <li>Annual Appeal letters went out today – 2 segments only</li> <li>Gala meeting scheduled for Friday, need more support for this committee</li> </ul>	<p>Michelle to add Greek Gift Agreement to Full Board agenda under new Business.</p> <p>Carrie to send Dr. Nguyen committee list.</p> <p>Dr. Nguyen to encourage more to join gala committee.</p>
Upcoming Events	<p>Mark your calendar for the following upcoming Foundation Events:</p> <ul style="list-style-type: none"> <li>Board Meeting 12/15/22 4:00 p.m.</li> <li>Respiratory Graduation 12/15/22 5:00pm in PAC</li> <li>Fire Academy Graduation 12/16/22 6:00pm in PAC</li> <li>New Regional Training Center Groundbreaking Ceremony 1/20/23 1:00 p.m.</li> <li>Paramedic Graduation 1/20/23 @ 6pm</li> <li>Greek Naming Ceremony in PSAH, 1/21/23 @ 1:00 pm</li> </ul>	
Adjourn	3:48pm – meeting adjourned	
Next Meeting	Monday, January 23 <sup>rd</sup> , 2022, 3:00 p.m., Zoom Conference Meeting	