

CHC Foundation Executive Committee Meeting Notes

**Tuesday, Feb. 28, 2023
2:00 p.m.
Zoom Conference Meeting**

Attendees:

- | | |
|--------------------------------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Dr. Phong Nguyen – Pres. | <input type="checkbox"/> William Nassar – Past Pres. |
| <input 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	<p>3:06 – Welcome from Dr. Nguyen</p> <p>Discussion – Cyndie St. Jean not getting calendar invites to Board meetings – Carrie to add.</p> <p>Discussion – Board meetings to only be held in person – no more option to do hybrid meetings as they do not work.</p> <p>Discussion – Board meetings are difficult for some of the Directors to hear. Request for microphone for those who are speaking during the meeting.</p>	<p>Carrie to invite St. Jean to Board meetings</p> <p>Carrie to cancel OWL</p> <p>Carrie to coord. Microphone for board meeting</p>
Old Business	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Approval of Exec Minutes from 12-12-2022 – <i>*Motioned by Kevin, seconded by Mike, unanimously approved.</i> 	
New Business	<p>March Full Board Agenda</p> <ul style="list-style-type: none"> Review Invite speakers from campus programs to share about what they do and latest accomplishments. Willie Blackmon to be asked to speak at March Board. Other future guest presenters from STEM, EOPS, Honors, etc. Move presenters to AFTER consent agenda. Invite Darren to March Board Meeting. Add update to By-Laws to the consent agenda. Finance Policies & Procedures to be added to the agenda Gala contracts to be added to consent agenda <p>MOU with SBCCD <i>*Kevin Horan moved to approve revised MOU with SBCCD</i> <i>*Phong Nguyen seconded, unanimously approved.</i></p> <p>Update to By-Laws <i>*Kevin Horan moved to approve revised update to the By-Laws</i> <i>*Mike Strong seconded, unanimously approved.</i></p> <p>Financial Policies and Procedures</p> <ul style="list-style-type: none"> Michelle to move for discussion in future agenda. 	<p>Michelle to schedule guest presenters.</p> <p>Michelle to invite Darren to March Board.</p> <p>Michelle to add By-Laws, gala expenses, Finance P&P to consent agenda</p> <p>*Michelle to add items not</p>

	Fundraiser Update <ul style="list-style-type: none"> Phong Nguyen to encourage Directors to help with sponsorships and live auction items for gala. Kevin Horan to help with requests for sponsorships. Michelle to work with Mike on suggested sponsor levels and provide to Kevin. 	discussed to future Ex. Comm. agenda(s). MR to send draft e-mail to Dr. Nguyen. Michelle/Kevin to send out additional email requests for sponsorships.
Continuing Business	Feasibility Study Update <ul style="list-style-type: none"> 9 preliminary interviews conducted Results determined people not familiar with Crafton Will conduct 3-4 “leadership briefings” with key community members in Jan/Feb with 10-15 guests each. 	
Reports	Kevin – Crafton Hills College Mike - Budget Update Michelle – Resource Development	
Upcoming Events	Mark your calendar for the following upcoming Foundation Events: <ul style="list-style-type: none"> Board Meeting 3/16/23 4:00 p.m. Fundraiser 4/6/23 5:30pm 	
Adjourn	2:35pm – meeting adjourned	
Next Meeting	Monday, March 13 th , 2022, 3:00 p.m., Zoom Conference Meeting	