

# CHC Foundation Executive Committee Meeting Notes

**Tuesday, April 17, 2023**  
**3:00 p.m.**  
**Zoom Conference Meeting**

## Attendees:

- |  |   |
|--|---|
| <input 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	3:09pm – Welcome from Amy Minjares	
Old Business	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>Approval of Exec Minutes from 2-27-23 –  <i>*Motioned by Mike Strong, seconded by Kevin Horan</i></li> </ul>	
New Business	<b>June Full Board Agenda</b> <ul style="list-style-type: none"> <li>Add additional members to the Executive Committee</li> <li>Determine roles/positions needed</li> <li>Consideration of possible new Directors (Markarian, Barich, Herr, etc.)</li> <li>Schedule Strategic Planning Session for Sept. Board Mtg.</li> <li>Include Board accomplishments/highlights and new directions/goals to the agenda</li> </ul> <b>Donor Recognition Process Revisions</b> <ul style="list-style-type: none"> <li>Discussed current donor recognition programs/processes and everyone agreed to recognize Ray and Margie Casey's previous in-kind gala contributions of the Big Bear cabin and will include with next Legacy Wall unveiling.</li> <li>In-Kind gifts will be included on a case-by-case basis based on the value of the gift(s) and the value they brought in.</li> <li>It was determined that the recognition policy should not be modified.</li> </ul>	<p>Michelle to research new positions and meet with Kevin</p> <p>Michelle to add update to September agenda</p> <p>Carrie to add the Caseys as Legacy Donors in BMG</p>
Continuing Business	<b>Update of By-Laws</b> <ul style="list-style-type: none"> <li>Create an ad-hoc committee to review By-laws</li> </ul>	Michelle to create a By-Law Review Committee
Reports	<b>Kevin – Crafton Hills College</b> <ul style="list-style-type: none"> <li>Remainder of COVID funds are being used for increasing enrollment efforts by offering (1) FREE summer '23 courses, (2) FREE textbook rentals for 23-24, and (3) student debt forgiveness for debt incurred from Spring 2020 through Fall 2022,</li> </ul> <b>Mike - Budget Update</b> <ul style="list-style-type: none"> <li>Current checking account balance is \$1,045,466.83.</li> </ul>	

	<ul style="list-style-type: none"> <li>Investment funds are scheduled to be moved to the investment accounts next month, decreasing the available checking account funds.</li> <li>Current investment balance is \$4.5 million.</li> </ul>	
Upcoming Events	<ul style="list-style-type: none"> <li>President's Circle Event 4/19/23 6:00 p.m.</li> <li>PAC Groundbreaking Event 5/31/23 2:00 p.m.</li> <li>Board Meeting 6/15/23 4:00 p.m.</li> <li>Retiree Brunch 6/22/23 9:00 a.m.</li> </ul>	
Adjourn	2:35pm – meeting adjourned	
Next Meeting	Monday, May 15, 2023, 3:00 p.m., Zoom Conference Meeting	