

CHC Foundation Executive Committee Meeting Notes

Monday, May 12, 2025 8:00 a.m. CCR-233

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Phong Nguyen | <input checked="" type="checkbox"/> Leslie Wessels | <input checked="" type="checkbox"/> Carrie Audet |
| <input checked="" type="checkbox"/> Amy Minjares | <input checked="" type="checkbox"/> June Yamamoto | <input checked="" type="checkbox"/> Michelle Riggs |
| <input checked="" type="checkbox"/> David Avila | <input checked="" type="checkbox"/> Kevin Horan | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Wynona Duvall | <input checked="" type="checkbox"/> Mike Strong | <input type="checkbox"/> |
| <input type="checkbox"/> Barbara Smith | <input type="checkbox"/> Bill Nassar | <input type="checkbox"/> |

Notes

Mission Statement: The Crafton Hills College Foundation is dedicated to cultivating meaningful relationships and raising funds that remove barriers, enhance opportunities, and empower students to strengthen our community.

| TOPIC | DISCUSSION | FURTHER ACTION |
|---------------|---|--|
| Call to Order | 8:02am - Opening comments - Phong Nguyen | |
| New Business | <p>A. Approval of Exec meeting notes 4-7-25 <i>*Motion to approve the minutes made by Wynona Duvall and seconded by June Yamamoto.</i></p> <p>B. Recommendation from Finance Committee for Audit/990 FYE June 30, 2025.</p> <p>C. Recommendation from Finance Committee for Budget Adoption of FY 25/26 <i>*Motion to approve BOTH the Finance Committee's recommendation for (B) audit and (C) Budget made by Amy Minjares and seconded by June Yamamoto.</i></p> <p>D. Review Brent Hunter contract continuation for July 1, 2025 – June 30, 2026. <i>*Motion to approve continuation of Brent Hunter contract made by Kevin Horan and seconded by Wynona Duvall.</i></p> <p>E. Review Foundation Director application for Brandy Gomez for consideration at full board meeting. <i>*After discussion, the motion to recommend Brandy Gomez for consideration as a new board member failed by majority vote. The motion to decline consideration was made by Kevin Horan and seconded by Phong Nguyen</i></p> <p>Committee discussed the concerns with a new director who has not otherwise been involved with the College or Foundation previously. Committee recommends that the applicant first get involved in other ways (become a</p> | Michelle to notify applicant that application is not being presented to the Full Board at this time and include other ways to start getting involved with the Foundation |

| | <p>President's Circle member, attend events, join a committee, etc.) before being considered for a Director position.</p> <p>Also, recommend to review the by-laws for future reference.</p> | before applying again. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|------------------------|---------------------|------------|------------------|-----------|------------|--------------|-------------|----|--------------|---|---------|--------------|-------------|---|-------------|----|----------|--------------|-------------|----|--------------|---|---------|--------------|-----------|---|-------------|----|---------|--------------|-----------|---|-------------|----|---------|--------------|-----------|---|------|----|----------|--------------|-----------|---|------|----|----------|--------------|-----------|---|------|----|----------|--------------|-----------|---|------|----|----------|--------------|-----------|---|-------------|---|-----|--------------|-----------|----|-------------|----|---------|--------------|-----------|---|-----------|----|---------|--------------|-----------|---|-----------|----|---------|----------------|--|-----------|---------------------|------------|------------------|---|
| Continuing Business | <p>A. Review Full Board Agenda / Retreat for June and Strategic Planning Activity</p> <ul style="list-style-type: none"> • 3:45pm – headshots and group photo • Discussion on proclamation or gift for Bill Nassar – no confirmation on what to do. Ideas included candy dishes, photo collage, certificate of gratitude and pic of the board. • Amy Minjares to be recommended for a promotion to President and Wynona Duvall recommended for position of 1st VP. Committee discussed other Directors and recommended asking Jamie Cortz to be a Vice President. Phong Nguyen will continue with Executive Committee but as Immediate Past President. • 25-26 Committee assignments TBD prior to full Bd. • Breakout groups will be pre-determined. <p>B. Sponsor-A-Seat Update</p> <table border="1"> <thead> <tr> <th></th><th>\$ per seat</th><th>reserved</th><th>total pledged</th><th># to sell</th><th>\$ to sell</th></tr> </thead> <tbody> <tr> <td>Row A</td><td>\$ 1,000.00</td><td>10</td><td>\$ 10,000.00</td><td>8</td><td>\$8,000</td></tr> <tr> <td>Row B</td><td>\$ 1,000.00</td><td>8</td><td>\$ 8,000.00</td><td>10</td><td>\$10,000</td></tr> <tr> <td>Row C</td><td>\$ 1,000.00</td><td>12</td><td>\$ 12,000.00</td><td>6</td><td>\$6,000</td></tr> <tr> <td>Row D</td><td>\$ 750.00</td><td>5</td><td>\$ 3,750.00</td><td>13</td><td>\$9,750</td></tr> <tr> <td>Row E</td><td>\$ 750.00</td><td>5</td><td>\$ 3,750.00</td><td>13</td><td>\$9,750</td></tr> <tr> <td>Row F</td><td>\$ 750.00</td><td>0</td><td>\$ -</td><td>18</td><td>\$13,500</td></tr> <tr> <td>Row G</td><td>\$ 750.00</td><td>0</td><td>\$ -</td><td>18</td><td>\$13,500</td></tr> <tr> <td>Row H</td><td>\$ 750.00</td><td>0</td><td>\$ -</td><td>18</td><td>\$13,500</td></tr> <tr> <td>Row J</td><td>\$ 750.00</td><td>0</td><td>\$ -</td><td>18</td><td>\$13,500</td></tr> <tr> <td>Row L</td><td>\$ 750.00</td><td>2</td><td>\$ 1,500.00</td><td>0</td><td>\$0</td></tr> <tr> <td>Row M</td><td>\$ 500.00</td><td>10</td><td>\$ 5,000.00</td><td>10</td><td>\$5,000</td></tr> <tr> <td>Row N</td><td>\$ 500.00</td><td>1</td><td>\$ 500.00</td><td>18</td><td>\$9,000</td></tr> <tr> <td>Row P</td><td>\$ 500.00</td><td>1</td><td>\$ 500.00</td><td>18</td><td>\$9,000</td></tr> <tr> <td>Totals:</td><td></td><td>54</td><td>\$ 45,000.00</td><td>168</td><td>\$120,500</td></tr> </tbody> </table> | | \$ per seat | reserved | total pledged | # to sell | \$ to sell | Row A | \$ 1,000.00 | 10 | \$ 10,000.00 | 8 | \$8,000 | Row B | \$ 1,000.00 | 8 | \$ 8,000.00 | 10 | \$10,000 | Row C | \$ 1,000.00 | 12 | \$ 12,000.00 | 6 | \$6,000 | Row D | \$ 750.00 | 5 | \$ 3,750.00 | 13 | \$9,750 | Row E | \$ 750.00 | 5 | \$ 3,750.00 | 13 | \$9,750 | Row F | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | Row G | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | Row H | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | Row J | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | Row L | \$ 750.00 | 2 | \$ 1,500.00 | 0 | \$0 | Row M | \$ 500.00 | 10 | \$ 5,000.00 | 10 | \$5,000 | Row N | \$ 500.00 | 1 | \$ 500.00 | 18 | \$9,000 | Row P | \$ 500.00 | 1 | \$ 500.00 | 18 | \$9,000 | Totals: | | 54 | \$ 45,000.00 | 168 | \$120,500 | Carrie to email Directors for their committee involvement. Carrie to bring sticky notes for activity. Carrie to email annual forms and start collecting prior to meeting. Also, bring extras. |
| | \$ per seat | reserved | total pledged | # to sell | \$ to sell | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row A | \$ 1,000.00 | 10 | \$ 10,000.00 | 8 | \$8,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row B | \$ 1,000.00 | 8 | \$ 8,000.00 | 10 | \$10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row C | \$ 1,000.00 | 12 | \$ 12,000.00 | 6 | \$6,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row D | \$ 750.00 | 5 | \$ 3,750.00 | 13 | \$9,750 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row E | \$ 750.00 | 5 | \$ 3,750.00 | 13 | \$9,750 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row F | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row G | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row H | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row J | \$ 750.00 | 0 | \$ - | 18 | \$13,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row L | \$ 750.00 | 2 | \$ 1,500.00 | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row M | \$ 500.00 | 10 | \$ 5,000.00 | 10 | \$5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row N | \$ 500.00 | 1 | \$ 500.00 | 18 | \$9,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row P | \$ 500.00 | 1 | \$ 500.00 | 18 | \$9,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals: | | 54 | \$ 45,000.00 | 168 | \$120,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports | <p>A. Crafton Hills College – Kevin Horan</p> <ul style="list-style-type: none"> • Thank you to Dr. Nguyen for his service as President. • Commencement highlights: Over 365 students will be walking at graduation; 7 grads of the new BS program | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|-----------------|--|--|
| | <p>for Respiratory Therapy; we have an 11-year old graduate.</p> <ul style="list-style-type: none"> • Run for the Hills – brought in \$2500 for Athletics; twice the amount we raised in 2023. • Instructional Building to be named Yuuhaviatam word for create. <p>B. Finance – Mike Strong</p> <ul style="list-style-type: none"> • Finance Committee RFP Update/timeline provided • Review Balance sheet (checking acct.: \$441k) • Chase short-term CDs have earned \$11k in interest. • Total Scholarship Revenue = \$304k • Current Total Assets = \$8,107,035 <p>C. Development – Michelle Riggs</p> <ul style="list-style-type: none"> • Highlight upcoming events/dates | |
| Upcoming Events | <p>A. Next Full Board Retreat– June 5, 2025 – 4:00 – 7:00 p.m.</p> <p>B. Next Executive Committee Meeting- August 4, 2025 – 8:00 a.m. CCR-233.</p> | |
| Adjourn | 9:07am – Dr. Nguyen | |