

CHC Foundation Executive Committee Notes

Monday, October 6, 2025 8:00 a.m. – Foundation Office

■ Amy Minjares	■ Leslie Wessels	■ Carrie Audet
■ Wynona Duvall	■ June Yamamoto	■ Michelle Riggs
■ David Avila	■ Kevin Horan	□
□ Jamie Cortz	■ Mike Strong	□
■ Barbara Smith	■ Phong Nguyen	□

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	8:04am - Opening comments – Amy Minjares	
New Business	<p>A. Approval of Exec meeting notes 8-4-24 <i>*Motion to approve minutes by Phong Nguyen, seconded by Barbara Smith, motion passed unanimously.</i></p> <p>B. Motion to approve Mike Strong as Assistant Secretary of the CHC Foundation Board of Directors. <i>*Motion to approve minutes by Phong Nguyen, seconded by David Avila, motion passed unanimously.</i></p> <p>Mike Strong explained that the CFO title is not recognized by Chase bank and making this change will allow him to continue as the Foundation representative to make changes when necessary.</p> <p>This is a second office and allowable per our bylaws. 6.1 <u>Officers</u>. The Officers of the Corporation shall be a President, a Vice President, a Secretary and a Chief Financial Officer. Officers need not be Directors of the Corporation. The Corporation may also have, at the discretion of the Board of Directors, a Chairman of the Board, a Past-President, one or more additional Vice-Presidents, <u>one or more Assistant Secretaries</u>, and such other Officers as may be appointed in accordance with the provisions of Section 6.3. <u>One person may hold two or more offices, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as either the President or the Chairman of the Board.</u></p>	

	<p>C. Review draft gift acceptance policy and procedures.</p> <p>D. Planning for December Board Meeting Meeting to be held in the Events Center from 4-7pm on Thursday, Dec. 4th and will host fundraiser for Honors Institute Program with a few students. Heavy appetizers and beverages to be provided. Gift exchange with a \$25 min. value for gifts.</p> <p>E. Gala Update / Auction Items 1 – Ducks tickets do not provide parking, but David will provide a \$100 gift card to help with parking and food expenses. 2 – Kimpton hotel includes dinner at Copley – Jenny to confirm</p>	<p>Michelle to provide updated draft at Nov. Exec so final draft may be voted on at Dec. Board.</p> <p>Jenny to confirm Kimpton with Copley.</p>																																																																																																
Continuing Business	<p>A. Sponsor-A-Seat Update</p> <table> <tr> <th></th> <th><i>\$ per seat</i></th> <th><i>reserved</i></th> <th><i>total pledged</i></th> <th><i># to sell</i></th> <th><i>\$ to sell</i></th> </tr> <tr> <td>Row A</td> <td>\$ 1,000.00</td> <td>13</td> <td>\$ 13,000.00</td> <td>5</td> <td>\$5,000</td> </tr> <tr> <td>Row B</td> <td>\$ 1,000.00</td> <td>16</td> <td>\$ 16,000.00</td> <td>2</td> <td>\$5,000</td> </tr> <tr> <td>Row C</td> <td>\$ 1,000.00</td> <td>18</td> <td>\$ 18,000.00</td> <td>0</td> <td>\$0</td> </tr> <tr> <td>Row D</td> <td>\$ 750.00</td> <td>10</td> <td>\$ 7,500.00</td> <td>8</td> <td>\$6,000</td> </tr> <tr> <td>Row E</td> <td>\$ 750.00</td> <td>6</td> <td>\$ 4,500.00</td> <td>12</td> <td>\$9,000</td> </tr> <tr> <td>Row F</td> <td>\$ 750.00</td> <td>3</td> <td>\$ 2,250.00</td> <td>15</td> <td>\$11,250</td> </tr> <tr> <td>Row G</td> <td>\$ 750.00</td> <td>2</td> <td>\$ 1,500.00</td> <td>16</td> <td>\$12,000</td> </tr> <tr> <td>Row H</td> <td>\$ 750.00</td> <td>1</td> <td>\$ 750.00</td> <td>17</td> <td>\$12,750</td> </tr> <tr> <td>Row J</td> <td>\$ 750.00</td> <td>1</td> <td>\$ 750.00</td> <td>17</td> <td>\$12,750</td> </tr> <tr> <td>Row L</td> <td>\$ 750.00</td> <td>3</td> <td>\$ 2,250.00</td> <td>15</td> <td>\$11,250</td> </tr> <tr> <td>Row M</td> <td>\$ 750.00</td> <td>2</td> <td>\$ 1,500.00</td> <td>16</td> <td>\$12,000</td> </tr> <tr> <td>Row N</td> <td>\$ 500.00</td> <td>13</td> <td>\$ 6,500.00</td> <td>6</td> <td>\$3,000</td> </tr> <tr> <td>Row P</td> <td>\$ 500.00</td> <td>7</td> <td>\$ 3,500.00</td> <td>12</td> <td>\$6,000</td> </tr> <tr> <td>Totals:</td> <td>\$ 500.00</td> <td>1</td> <td>\$ 500.00</td> <td>18</td> <td>\$9,000</td> </tr> <tr> <td>A.</td> <td></td> <td>97</td> <td>\$ 79,000.00</td> <td>142</td> <td>\$99,500</td> </tr> </table>		<i>\$ per seat</i>	<i>reserved</i>	<i>total pledged</i>	<i># to sell</i>	<i>\$ to sell</i>	Row A	\$ 1,000.00	13	\$ 13,000.00	5	\$5,000	Row B	\$ 1,000.00	16	\$ 16,000.00	2	\$5,000	Row C	\$ 1,000.00	18	\$ 18,000.00	0	\$0	Row D	\$ 750.00	10	\$ 7,500.00	8	\$6,000	Row E	\$ 750.00	6	\$ 4,500.00	12	\$9,000	Row F	\$ 750.00	3	\$ 2,250.00	15	\$11,250	Row G	\$ 750.00	2	\$ 1,500.00	16	\$12,000	Row H	\$ 750.00	1	\$ 750.00	17	\$12,750	Row J	\$ 750.00	1	\$ 750.00	17	\$12,750	Row L	\$ 750.00	3	\$ 2,250.00	15	\$11,250	Row M	\$ 750.00	2	\$ 1,500.00	16	\$12,000	Row N	\$ 500.00	13	\$ 6,500.00	6	\$3,000	Row P	\$ 500.00	7	\$ 3,500.00	12	\$6,000	Totals:	\$ 500.00	1	\$ 500.00	18	\$9,000	A.		97	\$ 79,000.00	142	\$99,500	
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Reports	<p>Crafton Hills College – Kevin Horan</p> <ul style="list-style-type: none"> April 2nd PC Event: Dinner and magic show with magician Danny Ray. January will begin dual enrollment with mountain communities in the Bear Valley school district and plans to include Rim of the World Unified school district in the near future, with a long-term plan to have a physical center in Big Bear (satellite campus). 																																																																																																	

	<ul style="list-style-type: none"> JPA Agreement – CHC to start a program for airport training for fire. Job posting for faculty position(s) to be posted soon and additional curriculum in development. <p>Finance – Mike Strong</p> <ul style="list-style-type: none"> Audit Update – finalizing the draft audit for 24-25. Auditor will present draft audit at Exec. Mtg. on 10/20/25. Balance Sheet – we are currently waiting for the investment funds from Merrill Lynch to be transferred to Composition Wealth (w/ Schwab). Once transfers are complete, the checking account balance will be brought down to \$250k and the \$750+k will be moved into Schwab investment accounts. Also, total interest earned on Fire Academy endowment fund is \$7,134 and will be used toward the match grant. We also received \$3,289.53 in earnings when another one of the CDs recently matured. Total current assets are \$2,144,379.59. Assets plus investments total \$9,233,368.89 as of 9/30/25. <p>Development – Michelle Riggs</p> <ul style="list-style-type: none"> Gala reminder – don't forget to raise your paddles at the level (or higher) for your PC pledges. You will NOT be charged that night and can continue with payments. All future Exec and Committee meetings to be held in the new Foundation Office. Special thank you to Cindy Calderon and Mike Strong for their work and dedication to getting the audit completed and continuing to do a great job. 	
Upcoming Events	<p>A. SPECIAL Executive Committee Meeting ONLINE – October 20, 2025 – 8:00 a.m. ZOOM – One agenda item -- Review audit.</p> <p>B. Next Executive Committee Meeting IN PERSON- November 3, 2025 – 8:00 a.m.</p> <p>C. Next Full Board Meeting – In Person – December 4, 2025 – 4:00 p.m.</p>	
Adjourn	Closing Comments – Amy Minjares; adjourn at 8:58am	

Other Dates:

Other Foundation Events/Meetings:

10/16/25 – 5:30 p.m. – Field of Dreams Fundraiser

10/28/25 – 4 p.m. – Alumni Committee Meeting

10/30/25 – 10 a.m. – CHC Gala Committee Meeting – **All Directors invited**. This will be a debrief of this year's event and when we select the date and theme for 2026.

Other Campus Events:

10/30/25 – 12 p.m. – Classified Senate Chili Cookoff