

# CHC Foundation Executive Committee Notes

Monday, November 3, 2025 8:00 a.m. Foundation Office

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

## Agenda

**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 10-6-25 and Zoom meeting 10-20-25</p> <p><i>*Motion to approve minutes by Phong Nguyen, seconded by David Avila, motion passed unanimously.</i></p> <p>B. Review Gala reports:</p> <ul style="list-style-type: none"> <li>This Gala was the most attended and raised the most funds, totaling \$219,816.27. With \$31,999.34 in expenses, there was an 85% return on investment.</li> <li>Michelle announced next year's gala – 10/1/26 – "Bright Nights, Brighter Futures! With a sunset fiesta theme.</li> </ul> <p>C. Review 990s</p> <ul style="list-style-type: none"> <li>The finance committee will review the 990s and then the Executive Board.</li> </ul>	Michelle to share 990 with Exec via email for recommendation to vote at Dec board mtg.
Continuing Business	<p>A. Review second draft gift acceptance policy and procedures. Legal opinion to change status from a supporting organization.</p> <ul style="list-style-type: none"> <li>Amy discussed how Foundation's current status of 509(a)(3) doesn't allow us to directly accept minimum qualified distributions. Funds are run through the District's Inland Futures Foundation first. Mike stated the IRS may require CHCF to reduce support from District funds.</li> </ul>	

	<ul style="list-style-type: none"> <li>• With the anticipated change to our tax status, Michelle requested to review and recommend a revised gift acceptance policy.</li> </ul> <p>B. Review December Board Agenda</p> <ul style="list-style-type: none"> <li>• Sponsor A Seat: 139 available for sponsorships</li> <li>• Gift exchange fundraiser for Honors program</li> <li>• June to coordinate ice breaker activity</li> </ul>	June to coordinate ice-breaker activity.
Reports	<p>A. Crafton Hills College – Kevin Horan</p> <ul style="list-style-type: none"> <li>• Construction – old PAC: finalized removal, shoring installed, raising Foundation by 12 feet = on schedule.</li> <li>• Facilities Master Plan: has been updated and approved. It looks ahead to 2037 and aims to build our allied health programs and certificate programs for fast-track, high paying jobs. Next priorities are Allied Health programs (LVN in the north complex) and Athletics (gym and soccer field desired, but no funding secured yet).</li> <li>• Performing Arts Center Theater to have opening created next to stage so that people can walk directly on to the stage. This is scheduled to be ready for the spring graduations.</li> </ul> <p>B. Finance – Mike Strong</p> <ul style="list-style-type: none"> <li>• Mike discussed CHC profit and loss, CD maturity and other investments, and the total assets.</li> <li>• Highlights as of Oct. 31: \$9.2 million in assets; Gross profit of \$778,026.49; Net operating income: \$557,826.</li> </ul> <p>C. Development – Michelle Riggs</p> <p>PEO Reciprocity Event on 10/11, @ 60 attendees</p> <ul style="list-style-type: none"> <li>• Michelle discussed P.E.O. event – one of the attendees (cadet-mom) donated \$1,000.00 in memory of her son.</li> <li>• Andy Glaze- will be a guest lecturer at an upcoming alumni event. He's a fire batallion chief, Crafton alumni, and a social-media incluencer and has joined the Fire Academy Alumni, supporting a monthly recurring gift.</li> </ul> <p>Grant – Stater Bros Charities</p> <ul style="list-style-type: none"> <li>• Stater Bros. donated a grant for \$2,500.00 to celebrate their grand re-opening and give back to a local charity. Store manager, Jon Lehman chose</li> </ul>	

	<p>Crafton, making this the 1<sup>st</sup> gift from Stater Bros. Charities for the Foundation.</p> <p>Endowed Scholarship – Redlands Professional Firefighters</p> <ul style="list-style-type: none"> <li>• Check presentation for \$12,500 to be coordinated in December, check expected this week.</li> </ul> <p>Annual Appeal</p> <ul style="list-style-type: none"> <li>• Last year - Dwight and Kathy Tate/Sabrina Salazar</li> <li>• This year – Forrest and Valerie Greek – Respiratory Care students to create a video for the annual appeal.</li> </ul>	
Closing Discussions	<ul style="list-style-type: none"> <li>• June suggested an multi-chamber event in Spring – check performances in new P.A.C.</li> <li>• Wynona asked about scholarship review training and trouble with access prior to starting reviews/training.</li> <li>• Mike mentioned a volunteer event on November 15<sup>th</sup> at 10am at Redlands Family Association – helping with a food drive.</li> <li>• Michelle announced that Bill Nassar’s wife Linda passed recently and will share the address with the Board for anyone who would like to send a card or flowers.</li> <li>• Upcoming Fire Academy car wash on November 15<sup>th</sup></li> </ul>	<p>Michelle to check theater availability for spring multi-chamber mixer for June Y. Possibly involve music students.</p> <p>Carrie to work with Gabby to coordinate reviewer access prior to training.</p>
Upcoming Events	<p>A. <b>Next Full Board Meeting and Social</b> – In Person – December 4, 2025 – 4:00 p.m. – 7:00 p.m.</p> <ul style="list-style-type: none"> <li>• 6-8 honor students will attend and participate in a gift exchange.</li> </ul> <p>B. <b>Next Executive Committee Meeting</b> – January 12, 2026 – 8:00 a.m.</p>	
Adjourn	8:56am - Closing Comments (Amy Minjares)	