

# CHC Foundation Executive Committee Meeting

Monday, February 2, 2026 8:00 a.m. Foundation Office

<input checked="" type="checkbox"/> Amy Minjares	<input checked="" type="checkbox"/> Leslie Wessels	<input checked="" type="checkbox"/> Carrie Audet
<input checked="" type="checkbox"/> Wynona Duvall	<input checked="" type="checkbox"/> June Yamamoto	<input checked="" type="checkbox"/> Cinthia Calderon-Cruz
<input checked="" type="checkbox"/> David Avila	<input checked="" type="checkbox"/> Kevin Horan	<input checked="" type="checkbox"/> Jenny Cunvong
<input checked="" type="checkbox"/> James Cortz	<input checked="" type="checkbox"/> Mike Strong	<input checked="" type="checkbox"/> Michelle Riggs
<input checked="" type="checkbox"/> Barbara Smith	<input type="checkbox"/> Phong Nguyen	<input checked="" type="checkbox"/>

## 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	8:04 am - Opening comments from Amy Minjares																			
New Business	<p>A. Approval of Exec meeting notes 1/12/26 meeting.  <i>*Motion to approve minutes by Wynona Duvall, seconded by David Avila</i>  <i>*Vote was unanimously approved.</i></p> <p>B. Review Updated Financial Policies and Procedures and motion to add to March Board Agenda.  <i>*Motioned by Barbi Smith, seconded by June Yamamoto</i>  <i>*Vote was unanimously approved.</i></p> <p>C. Review Revised Budget and motion to add to March Board Agenda.  <i>*Motioned by David Avila, seconded by Leslie Wessels</i>  <i>*Vote was unanimously approved.</i></p> <p>D. Review Contract with DEP and motion to add to consent agenda for March Board meeting.  <i>*Motioned by David Avila, seconded by Wynona Duvall</i>  <i>*Vote was unanimously approved.</i></p> <p>E. Review Calendar for 26-27</p>																			
Continuing Business	<p>A. Review March Board Agenda.</p> <ul style="list-style-type: none"> <li>• A \$21,000 grant to be approved at the March meeting</li> <li>• Currently there are 5 open positions for Board directors</li> <li>• June Yamamoto recommends Tim Evans for Board of Directors</li> </ul> <p>B. Sponsor-A-Seat Update</p> <table> <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><b>Row A</b></td> <td>\$ 1,000.00</td> <td>13</td> <td>\$14,000</td> <td>4</td> <td>\$4,000</td> </tr> <tr> <td><b>Row B</b></td> <td>\$ 1,000.00</td> <td>18</td> <td>\$18,000</td> <td>0</td> <td>\$0</td> </tr> </tbody> </table>		\$ per seat	reserved	total pledged	# to sell	\$ to sell	<b>Row A</b>	\$ 1,000.00	13	\$14,000	4	\$4,000	<b>Row B</b>	\$ 1,000.00	18	\$18,000	0	\$0	Michelle and Amy to coordinate meetings with directors whose terms expire in 2026.
	\$ per seat	reserved	total pledged	# to sell	\$ to sell															
<b>Row A</b>	\$ 1,000.00	13	\$14,000	4	\$4,000															
<b>Row B</b>	\$ 1,000.00	18	\$18,000	0	\$0															

<b>Row C</b>	\$ 1,000.00	18	\$18,000	0	\$0
<b>Row D</b>	\$ 750.00	10	\$7,500	8	\$6,000
<b>Row E</b>	\$ 750.00	10	\$7,500	8	\$6,000
<b>Row F</b>	\$ 750.00	3	\$ 2,250	15	\$11,250
<b>Row G</b>	\$ 750.00	3	\$2,250	16	\$11,250
<b>Row H</b>	\$ 750.00	1	\$750	17	\$12,750
<b>Row J</b>	\$ 750.00	1	\$750	17	\$12,750
<b>Row K</b>	\$ 750.00	5	\$3,750	13	\$9,750
<b>Row L</b>	\$ 750.00	2	\$1,500	16	\$12,000
<b>Row M</b>	\$ 500.00	13	\$6,500	6	\$3,000
<b>Row N</b>	\$ 500.00	8	\$ 4,000	11	\$5,500
<b>Row P</b>	\$ 500.00	1	\$500	18	\$9,000
<b>Totals:</b>		<b>107</b>	<b>\$87,250</b>	<b>132</b>	<b>\$91,250</b>

- Kevin Horan proposed using unrestricted funds, interest earned, and PC funds to purchase seats to honor legacy donors, effectively closing the long-running campaign.

	<p>A. Crafton Hills College – Kevin Horan</p> <ul style="list-style-type: none"> <li>• Kevin thanked Ken and Wynona Duvall for the their scholarship presented at the Paramedic Graduation on 1/30/26.</li> <li>• Reported that Crafton has met its quota for spring enrollment.</li> <li>• Reported Crafton now offers a Nursing Services program, which had a recent graduation.</li> <li>• Reported Board of Trustees to attend listening session on a presentation of a facilities bond to determine Crafton's needs.</li> </ul> <p>B. Finance – Mike Strong</p> <ul style="list-style-type: none"> <li>• Mike gave a brief recap of the 1/29/26 finance committee meeting; also reviewed proposed mid-year budget, balance sheet, and profit and loss.</li> <li>• Gave a brief review of the CHC Foundation Financial Policies and Procedures, outlining new division of job responsibilities for Asst. Director and Coordinator</li> </ul> <p>C. Development – Michelle Riggs</p> <ul style="list-style-type: none"> <li>• Michelle is recruiting a new marketing coordinator.</li> <li>• Reviewed 25/26 and 26/27 CHC Foundation calendar of meetings and events</li> <li>• Reported Orland Naming Ceremony was well attended and successfully executed on 1/31/26. Thanked staff.</li> <li>• Retiree Brunch (May 28) will include a campus update and will be a soft ask for estate planning.</li> </ul>	
Reports	<p>Michelle to ask David, June, and Wynona for help with with retiree brunch.</p> <p>Jenny to provide weekly team updates during alumni campaign.</p> <p>Barbi Smith to serve as 5<sup>th</sup> Team Captain in Roadrunner Roll Call.</p>	

	<ul style="list-style-type: none"> <li>• Alumni Roll Call Campaign April 1 – 30, 2026 will be headed by 5 Team Captains: Celeste, Rich, Mike Smith, David, and Barbi.</li> </ul>	
Upcoming Events	<p>A. <b>Next Full Board Meeting <del>and Social</del></b> – March 5, 2026 – 4:00 p.m. – 5:30 p.m.</p> <p>B. <b>Next Executive Committee Meeting</b> – April 6, 2026 – 8:00 a.m.</p>	
Adjourn	8:55 Closing Comments (Amy Minjares)	