

CHC Foundation Executive Committee - Notes

Meeting Details

Date: Monday, April 6, 2026

Time: 8:00 a.m. - 9:00 a.m.

Location: Foundation Office

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

Attendance (P/A)	Member	Role / Representation
P	Amy Minjares	President
P	Wynona Duvall	1 st Vice President
P	David Avila	Vice President
P	James Cortz	Vice President
A	Barbara Smith	Vice President
P	Leslie Wessels	Vice President
A	June Yamamoto	Vice President
P	Kevin Horan	Secretary
P	Mike Strong	Chief Financial Officer
P	Phong Nguyen	Immediate Past President
P	Carrie Audet	Asst. Director of Development
P	Cinthia Calderon-Cruz	Account Technician
P	Jenny Cunvong	Development Coordinator
P	Michelle Riggs	Director of Development

Item, presenter, time	Minutes	Proposed action / next steps
Call to Order, Amy Minjares, 8:07 a.m.	Opening Comments	Michelle and Amy will communicate with the directors up for re-election.

Item, presenter, time	Minutes	Proposed action / next steps
New Business: Amy Minjares; Michelle Riggs; Kevin Horan	A. Approval of Executive Meeting notes from 2/2/2026 meeting. • Motion to approve minutes by Mike Strong, seconded by Wynona Duvall, motion passed unanimously. B. Review June Board Agenda – Strategic Planning Session – extend from 4pm – 7pm? • Michelle highlighted that the Strategic Plan currently lacks measurable objectives. In response, Kevin stressed the importance of developing tangible metrics using data from the feasibility study (June 6, 2024–present), particularly in areas such as First Responders, Honors programs, and Performing Arts. • Kevin wants to ensure the Strategic Plan’s guiding principles are aligned with CHC’s mission statement.	Michelle will prepare Strategic Plan updates for June board meeting.
Continuing Business: Mike Strong	A. IRS Determination Revisions Submitted 3/30/26. This will require changes to our Gift Acceptance Policy and Investment Policy Revisions • Mike noted that Eadie & Payne (auditors) reviewed the request to change from 509(a)(3) to 509(a)(1) status. • New changes need to be adopted at the June Board Meeting.	

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Reports: Kevin Horan, Mike Strong, Michelle Riggs, Carrie Audet	A. Crafton Hills College – Kevin Horan - Kevin noted a busy upcoming period with multiple campus celebrations, along with ongoing interviews for open positions, including Assistant Dean of Public Safety, a distance education instructor, and 2 math positions. - Kevin noted that, if approved by the Board of Trustees, the Early Retirement Opportunity could lead to 8–9 retirements. - Kevin reported a recent vote by the San Bernardino Joint Powers Authority for a closure of a fire training facility means that CHC stands to receive between \$400,000-\$600,000. B. Finance – Mike Strong - Total assets have have surpassed the \$10million mark, reaching \$10,026,597.37. C. Development – Michelle Riggs - Alumni Roll Call Campaign April 1 – 30, 2026 - Carrie reported we have already surpassed our goal of 200 alumni contacted. - Michelle noted that on the marketing side, we will share alumni stories in communications. - Retiree Brunch – the program will focus on the new Oosan Instruction Building with 8 study rooms available for naming opportunities. One retiree has already committed to naming one of these spaces.	

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Upcoming Events	A. Next Executive Committee Meeting – May 4, 2026 – 8:00 a.m. B. Next Full Board Meeting –June 4, 2026 – 4:00 p.m. – 5:30 p.m. • Meeting time will be 4:00 p.m. – 7:00 p.m. C. 4/1/26 – 4/30/26 – Roadrunner Roll Call Campaign D. 4/8/26 – 2 p.m. – Instructional Building Beam Signing E. 4/25/26 – 7 a.m. Run for the Hills 5K – Athletics Fundraiser F. 4/30/26 – 4 p.m. – Finance Committee Meeting G. 5/4/26 – 8 a.m. – Exec Committee Meeting H. 5/28/26 – 9 a.m. – Retiree Brunch I. 6/2/26 – 5:30 p.m. – Multi Chamber Mixer J. 6/4/26 – 4:00 p.m. – Full Board Meeting K. 8/13/26 – 10 a.m. – Scholarship Reception L. 10/1/26 – Annual Fundraiser – Bright Nights, Brighter Futures! M. 11/6/26 – 2:30 p.m. – Legacy Wall Unveiling N. 5/13/26 6 p.m. – Fire Academy Graduation O. 5/15/26 – 3 p.m. – Commencement Celebration!	Michelle asked for volunteers to help on May 15 th with the Commencement Celebration – encouraging graduates to sign up for Alumni Network
Adjourn, Amy Minjares, 8:48 a.m.	May Executive Committee Agenda Items: A. Review Proposed Budget for FY 2026-2027	