

# CHC Foundation

## Board of Directors Quarterly Meeting

**Thu. March 3, 2016**  
**3:00 p.m.**  
**LRC 226**

**Attendees:**

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Sam Irwin (President)         | <input checked="" type="checkbox"/> William Lindsey (Dir.) | <input checked="" type="checkbox"/> Betty Jo Wood (Dir.)   | <input type="checkbox"/> Bryan Reece (Staff)                       |
| <input checked="" type="checkbox"/> Daniel Bahner (Vice Pres.)    | <input checked="" type="checkbox"/> Amy Minjares (Dir.)    | <input checked="" type="checkbox"/> Denise Hoyt (Dir.)     | <input checked="" type="checkbox"/> Rebecca Warren-Marlatt (Staff) |
| <input checked="" type="checkbox"/> Cheryl Marshall (Secretary)   | <input type="checkbox"/> William Nassar (Dir.)             | <input type="checkbox"/> Michelle Tinoco (Dir.)            | <input checked="" type="checkbox"/> Brent Hunter (presenter)       |
| <input checked="" type="checkbox"/> Mike Strong (CFO)             | <input type="checkbox"/> Tommi Ng (Dir.)                   | <input type="checkbox"/> Aaron Burgess (Dir.)              |  |
| <input checked="" type="checkbox"/> Donna Ferracone (Dir.)        | <input checked="" type="checkbox"/> David Raley (Dir.)     | <input checked="" type="checkbox"/> Michelle Riggs (Staff) |  |
| <input checked="" type="checkbox"/> Olga Forester (Dir.)          | <input type="checkbox"/> Mike Smith (Dir.)                 | <input checked="" type="checkbox"/> Carrie Audet (Staff)   |  |
| <input checked="" type="checkbox"/> Gloria Macias Harrison (Dir.) | <input checked="" type="checkbox"/> Lillian Vasquez (Dir.) | <input type="checkbox"/> Donna Hoffmann (Staff)            |  |
| <input type="checkbox"/> Jan Leja (Dir.)                          | <input checked="" type="checkbox"/> Robert Visconti (Dir.) | <input type="checkbox"/> Ericka Paddock (Staff)            |  |

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Friday, December 3 <sup>rd</sup> , 2015 / 3:00pm – 4:30pm	
Call to Order & Opening Comments	President Sam Irwin called the meeting to order at 3:10 p.m.	
Consent Agenda	Donna Ferracone motioned to approve minutes from 12/3/15 meeting and adoption of the Strategic Plan. The motion was seconded by Aaron Burgess and the motion was approved unanimously.	
<b>Reports</b>		
College Update, Cheryl Marshall	<ul style="list-style-type: none"> <li>Meeting with Morrell and Ramos re: Regional Training Center, still has momentum</li> <li>Still working on enrollment, Redlands High – 9 classes, 177 enrolled.</li> <li>9-week session about to start.</li> <li>“High School Day” tomorrow, expect 800 to visit and attend workshops.</li> <li>Accreditation visit – submitting report in a week, follow up site visit April 13<sup>th</sup>/14<sup>th</sup>, final ruling to be determined in June.</li> <li>Open Forum just ended before this meeting.</li> <li>This will be Cheryl’s last official Board Meeting, before moving on to new position, last day in early June.</li> </ul> <p>Communication Tools Distributed</p> <ul style="list-style-type: none"> <li>Vet. Resource Center, Foundation brochure, Athletics, Fast Facts, Economic Analysis Summary of service area</li> </ul>	<p>Please take a look and let us know how the tools can be more useful to you as Directors.</p>
Budget/Financial Update, Mike Strong	<p>Balance Sheet distributed.</p> <ul style="list-style-type: none"> <li>Sam would like to see the accounts put into some sort of “order” that makes more sense for reviewing.</li> <li>Sam would like to see more Foundation-specific accounts, not the accounts already designated for specific programs/funds.</li> <li>Still updating accounts, for example, Merrill Lynch showing as an expense and should be listed as a liability.</li> <li>Sam Irwin suggested forming a Budget Committee to review spending and forming the reports that would be helpful.</li> <li>Gloria proposed the idea of an “Investment Report” and a “Budget Report”</li> </ul>	<p>Sam would like to review programs/accounts with Mike and Rebecca.</p> <p>Sam would like a report that is useful to the Board members.</p>

	David Raley motioned to accept the Balance Sheet. The motion was seconded by Denise Hoyt and the motion was approved unanimously.	
Community Relations & Resource Development Report, Michelle Riggs	<ul style="list-style-type: none"> <li>Textbook Loan Program – need to continue funding, need to encourage more payments back on loans.</li> <li>Estate Planning Workshop was on Feb. 9<sup>th</sup>.</li> <li>Daniel Bahner Endowment – a committee has been formed to organize an effort to raise the minimum of \$25,000 for the naming of the Center for Innovative Teaching &amp; Learning.</li> <li>Establishing an endowed scholarship fund with Dr. Wayne and Doris Milloy.</li> <li>“Friends of Crafton” luncheon for professional advisors was on Feb. 25<sup>th</sup>. Follow up meetings scheduled with guests.</li> <li>Proposed Planned Giving Advisory Council</li> <li>Athletic Fundraising meetings are starting – more info to follow.</li> <li>One-on-one meetings with Directors and prospective donors.</li> <li>Thank you to those who joined us at the Grand Opening and Krasovic Sim Lab in PSAH.</li> </ul> <p>Upcoming Events</p> <ul style="list-style-type: none"> <li>March 19<sup>th</sup> – CHC Gala, thank you to those who have donated time and baskets, don’t forget to RSVP!</li> <li>April 2<sup>nd</sup>, Golf Tournament – Fire Academy</li> <li>May 20<sup>th</sup> – Scholarship Wine Mixer</li> </ul>	
Endowed Gift Guest: Brent Hunter	<p>Naming requirement is \$25,000. 85% of these efforts fail, so we need to set a short timeline to accomplish our goal. We would like to announce the endowment and naming opportunity in May at the Commencement ceremony. Please consider giving to this fund to honor Daniel’s memory.</p> <p>“Friends of Crafton” luncheon – over 12 professionals attended, 5 follow up calls scheduled, guests were impressed with luncheon</p>	
Guest: George Johnson with Kitchell/BRj	Presentation of check to the Foundation	
New Business	<ul style="list-style-type: none"> <li>Motion to vote in Bill Nassar as the new Vice President made by Mike Strong and seconded by Donna Ferracone, voted in unanimously.</li> <li>Motion to approve new Director, Peter King by David Raley and seconded by Gloria Harrison, voted in unanimously.</li> <li>Motion to approve new Director, Rashid Mosavin by Gloria Harrison and seconded by Donna Ferracone, voted in unanimously.</li> <li>Discussion on the need for Foundation committees and which ones would be most beneficial. Importance of establishing guidelines for Athletics funds.</li> </ul>	
Other	N/A	
Adjournment	<ul style="list-style-type: none"> <li>Meeting adjourned at 4:10pm</li> </ul>	
Upcoming Dates	<ul style="list-style-type: none"> <li>Quarterly Board Meeting: June 2, 2016, from 4:00pm – 5:30pm</li> </ul>	