

# CHC Foundation Board of Directors Quarterly Meeting

**Thurs., Sept. 20, 2018  
4:00 p.m.  
LRC-226**

**Attendees:**

- William Nassar (President)
- Sam Irwin (Vice Pres.)
- Rebeccah Warren-Marlatt (Sec.)
- Mike Strong (CFO)
- Ray Casey (Dir.)
- Brooke Duncan (Dir.)
- Donna Ferracone (Dir.)
- Gloria Macías Harrison (Dir.)
- Peter King (Dir.)

- William Lindsey (Dir.)
- Amy Minjares (Dir.)
- Tommi Ng (Dir.)
- Dr. Phong Nguyen (Dir.)
- Rosaura Parsons (Dir.)
- Col. David Raley (Dir.)
- Barbara Smith (Dir.)
- Mike Smith (Dir.)
- Lillian Vasquez (Dir.)

- Robert Visconti (Dir.)
- Betty Jo Wood (Dir.)
- June Yamamoto (Dir.)
- Mark McConnell (Appt.)
- Brandie Mello (Appt.)
- Valerie Johnson (Appt.)

**Crafton Staff:**

- Carrie Audet (Staff)
- Donna Hoffmann (Staff)
- Brent Hunter (Staff)
- Ericka Paddock (Staff)
- Michelle Riggs (Staff)
- Keith Wurtz (Staff)
- Guest:** Audre Levy
- Guest:** Jose Marquez
- Guest:** Darren Diess

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, Sept. 20, 2018	
Call to Order & Opening Comments (Bill Nassar)	Meeting called to order at 4:09pm. Welcome all.	
Consent Agenda	<p>A. Approve minutes of the 6/21/18 meeting.</p> <p>B. Accept \$50,000 grant from So. Cal. Edison to support Fire Academy and STEM scholarships.</p> <p>C. Accept \$18,080 donation from Pepsi for unrestricted.</p> <p>D. Accept \$10,000 donation from City of Calimesa to support Student Employment Program.</p> <p>E. Accept \$8,000 grant from IEUW to support Senior Day and Emergency Grants.</p> <p>F. Accept \$5,000 grant from Gas Co to sponsor gala.</p> <p>G. Accept \$5,000 donation from Small Business Development Corp. for unrestricted.</p> <p>H. Accept \$5,000 donation from Ed Jones for Paramedic Program.</p> <p>I. Approve and file the Independent Auditor's Report and 990's for Fiscal Year ending 6/30/17.</p> <p>J. Approve amended by-laws and adopt effective 9/20/18.</p> <p>K. Approve moving checking and money market accounts to CalWest Bank.</p> <p>Motion to approve consent agenda made by Donna Ferracone, seconded by Ray Casey. Motion was unanimously approved.</p>	
College Update, Audre Levy	<p>Preidential Search</p> <ul style="list-style-type: none"> <li>• Presidential Forums scheduled for 11/13/18</li> </ul> <p>Vice President of Instruction Search</p> <ul style="list-style-type: none"> <li>• To begin in October/November, with all faculty/staff functions completed before first part of December.</li> </ul>	
Financial Update, Mike Strong	<p>Profit and Loss Overview, since 7/1/18</p> <ul style="list-style-type: none"> <li>• Total Income: \$106,725</li> <li>• Total Expenses: \$156,890</li> <li>• Overall we are tracking well on the budget so far this year.</li> <li>• Major Expenses: Program Support and Scholarships (\$44,100 so far)</li> <li>• Revenues: \$56,000 in scholarship contributions</li> </ul> <p>Balance Sheet Overview, since 7/1/18</p> <ul style="list-style-type: none"> <li>• Checking Account Balance: @\$175,000</li> <li>• Assets: \$2.1 million in Merrill Lynch (includes \$60,000 that was moved from checking account to earn interest until needed).</li> </ul>	
Community Relations and Development Report,	Announcements	

Michelle Riggs	<ul style="list-style-type: none"> <li>• Don Nydam passed away, served on Foundation Board for 27 years, information on memorial service is available on request.</li> <li>• Gordon Clopine Endowment in progress at \$10,000. So far, \$4,000 has been collected.</li> </ul> <p>Grants Update</p> <ul style="list-style-type: none"> <li>• San Manuel ISEEK \$100,000 submitted, looking for additional funding to continue program.</li> </ul> <p>Give BIG</p> <ul style="list-style-type: none"> <li>• October 30<sup>th</sup>, one day of online giving!</li> </ul> <p>Friends Luncheon</p> <ul style="list-style-type: none"> <li>• November 30<sup>th</sup> – Save the Date!</li> </ul>	
New Business	<p>Approve new Board Member, Mark Snowwhite to term expiring 6/30/21. Michelle provided background and involvement in the college thus far.</p> <ul style="list-style-type: none"> <li>• Motion to approve made by June Yamamoto and second by Mark McConnell. Motion was unanimously approved.</li> </ul> <p>Account Clerk II Position is open again</p> <ul style="list-style-type: none"> <li>• Recruiting for a sub and posting for a “regular” 19hr/week position.</li> </ul>	
Adjournment	Meeting adjourned at 5:18pm	
Next Board Meeting	<p>Sept. 20<sup>th</sup>, 2018, 4:00pm – 7:30pm  Location: LRC-226, Crafton Hills College</p>	
<b>Board Workshop Highlights</b>	<p><b>Welcome to Workshop: Bill Nassar</b></p> <ul style="list-style-type: none"> <li>• Foundation Mission Statement: <i>Enhancing Educational Excellence</i></li> <li>• Board members can contribute in various ways financially (scholarships, President’s Circle, networking donation from outside organizations, etc.), networking in the community and letting others know you are on the CHC Foundation Board, passing out business cards, increasing number of donors, etc.</li> </ul> <p><b>Why the Foundation is Important: Audre Levy</b></p> <ul style="list-style-type: none"> <li>• Crafton serves a diverse population of students who have various challenges to achieving their educational goals. The Foundation helps to support many of the programs and services on campus that help with these obstacles.</li> </ul> <p><b>Board Member Roles and Responsibilities: Jose Marquez</b></p> <ul style="list-style-type: none"> <li>• ROI = Results, Outcomes, and Impact: What did you do this month to contribute to the financial sustainability and viability of the CHC Foundation?</li> <li>• Personal connection to CHC Foundation: Board members serve 3 primary functions: 1) Personal contributions which can include a legacy gift; 2) Help bring in new donors, contributors, and supporters; and 3) Indicate the organization’s value to the community by their own association with the group.</li> </ul> <p><b>Charitable Gift Annuities and IRA Rollovers: Brent Hunter</b></p> <ul style="list-style-type: none"> <li>• Board members encouraged to learn about the various options available to potential donors and talk to others of their interest in supporting Crafton students while taking advantage of tax savings on investment funds. Brent can help set up various planned gifts and explain how they can benefit the donor(s).</li> </ul> <p><b>Fundraising/Gala: Darren Diess</b></p> <ul style="list-style-type: none"> <li>• Invite friends that have capacity to give, not just family/friends for a night out.</li> <li>• Help auction by providing opportunities/access to experiences.</li> <li>• Who are your big vendors/business partners?</li> <li>• Who do you know with access to an experience package?</li> <li>• What items would you like to bid on in a silent auction?</li> </ul>	Every Board member to learn and know the mission of the Foundation.