

CHC Foundation

Board of Directors Quarterly Meeting

Tues., June 18, 2019
4:00 p.m.
LRC-226

Attendees:

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| <input checked="" type="checkbox"/> William Nassar (Pres.) | <input type="checkbox"/> Mark McConnell |
| <input checked="" type="checkbox"/> Sam Irwin (Vice Pres.) | <input checked="" type="checkbox"/> Amy Minjares |
| <input checked="" type="checkbox"/> Kevin Horan (Sec.) | <input type="checkbox"/> Tommi Ng |
| <input checked="" type="checkbox"/> Mike Strong (CFO) | <input checked="" type="checkbox"/> Dr. Phong Nguyen |
| <input checked="" type="checkbox"/> Ray Casey | <input checked="" type="checkbox"/> Rosaura Parsons |
| <input checked="" type="checkbox"/> Donna Ferracone | <input checked="" type="checkbox"/> Col. David Raley |
| <input type="checkbox"/> Gloria Macías Harrison | <input type="checkbox"/> Tyrone Ross |
| <input checked="" type="checkbox"/> Alex Jaco | <input checked="" type="checkbox"/> Barbara Smith |
| <input checked="" type="checkbox"/> William Lindsey | <input type="checkbox"/> Mike Smith |

Crafton Staff:

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| <input checked="" type="checkbox"/> Mark Snowwhite | <input checked="" type="checkbox"/> Carrie Audet (Staff) |
| <input checked="" type="checkbox"/> Lillian Vasquez | <input type="checkbox"/> Ericka Paddock (Staff) |
| <input type="checkbox"/> Robert Visconti | <input type="checkbox"/> Michelle Riggs (Staff) |
| <input checked="" type="checkbox"/> June Yamamoto | <input type="checkbox"/> R. Warren-Marlatt (Staff) |
| <input type="checkbox"/> Luke Wooley | <input checked="" type="checkbox"/> Keith Wurtz (Staff) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, June 18, 2019	
Call to Order & Opening Comments	Meeting called to order at 4:13pm.	
Consent Agenda	<p>Consent Agenda:</p> <ul style="list-style-type: none"> a. Approve Minutes of the 3/21/19 meeting. b. Accept \$15,000 grant from Bank of America. c. Confirmation of acceptance of annual meeting forms and agreements: Whistleblower Protection Policy, Conflict of Interest Policy, Individual Assessment, and Affiliations <p><i>*Motion to approve made by: Amy Minjares</i> <i>*Motion seconded by: June Yamamoto</i> <i>*Motion was unanimously approved.</i></p>	
New Business	<ul style="list-style-type: none"> a. Review and accept 2018-2019 budget b. Consideration to adopt proposed 2019-2020 budget <i>*Motion (a and b) by Ray Casey to review and accept 2018-2019 budget and adopt proposed 2019-2020 budget. Seconded by Mark McConnell. Motion was unanimously approved.</i> c. Consideration to approve new Foundation directors to 3-year terms – July 1, 2019 through June 30, 2022 <ul style="list-style-type: none"> • Luke Wooley • Jeff Dains was slated for the agenda, but has not been able to meet with Michelle yet, so Kevin Horan asked that he be given time to meet with her before moving forward to joining the Foundation Board. <i>*Motion by Sam Irwin to table Jeff Dains until the next Board meeting and approve Luke Wooley as a new Director. Motion seconded by Ray Casey. Motion was unanimously approved.</i> • Toni Momberger was slated for the agenda, but has decided to not submit a Director application at this time. 	

	<p>d. Consideration to approve re-election of Directors to 3-year terms – expiring June 30, 2022</p> <p><i>*Motion to approve re-election of current Directors made by David Raley, seconded by Mark Snowwhite. Motion unanimously approved.</i></p> <ul style="list-style-type: none"> • Gloria Macías Harrison • William M. Nassar • Sam Irwin • William Lindsey • Tommi Ng • Lillian Vasquez • Dr. Phong Nguyen <p>e. Consideration of election of officers</p> <p><i>*Motion to approve election of officers made by Donna Ferracone, seconded by Sam Irwin. Motion unanimously approved.</i></p> <ul style="list-style-type: none"> • President – Bill Nassar • Vice President – Sam Irwin • Secretary – Dr. Kevin Horan • Chief Financial Officer – Mike Strong <p>f. Consideration of designated signers on Foundation accounts, any TWO of which will be required to transact Foundation business:</p> <p><i>*Motion to approve signers on Foundation accounts made by Ray Casey and seconded by Barbara Smith. Motion unanimously approved.</i></p> <ul style="list-style-type: none"> • Bill Nassar • Dr. Kevin Horan • Mike Strong <p>g. Consideration of appointment of Tyrone Ross, new Student Senate President as Foundation Director to replace outgoing Student Senate President Valerie Johnson. Also added: Consideration of appointment of Alex Jaco, Public Information Officer, Classified Senate to replace Brandice Mello, President, Classified Senate, as Foundation Director.</p> <p><i>*Motion to approve appointment of Student Senate President and replacement of Classified Senate President made by Donna Ferracone and seconded by Amy Minjares. Motion unanimously approved.</i></p> <p>h. Consideration of Committee membership appointment for 2019-2020</p> <p>Development Committee:</p> <ul style="list-style-type: none"> • Dr. Phong Nguyen (chair) • Donna Ferracone • Dr. Kevin Horan • Alex Jaco • Mark McConnell • Rosaura Parsons • Tyrone Ross • Barbi Smith 	<p>Carrie to send calendar invite to Development Committee for 1st meeting on 8/13/19 at Dr. Nguyen's office in Redlands.</p>
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	<ul style="list-style-type: none"> • Mark Snowwhite <p>Executive Committee:</p> <ul style="list-style-type: none"> • Bill Nassar (chair) • Sam Irwin • Dr. Kevin Horan • Mike Strong • David Raley <p>Investment Committee:</p> <ul style="list-style-type: none"> • Mike Strong (chair) • David Raley • Sam Irwin • Amy Minjares • Rosaura Parsons <p>Scholarship Committee:</p> <ul style="list-style-type: none"> • Donna Ferracone (chair) • Ray Casey • Amy Minjares • Mark Snowwhite • Barbara Smith • Mike Smith • Lillian Vasquez • Tommi Ng • June Yamamoto <p>Gala Committee:</p> <ul style="list-style-type: none"> • Amy Minjares • Billy Lindsey • Barbara Smith • June Yamamoto • Ericka Paddock • Robert Visconti <p><i>*Motion to approve committee memberships made by Sam Irwin and seconded by Billy Lindsey. Motion was unanimously approved.</i></p>	<p>Michelle and Carrie to send reminders (texts) to Directors for events where attendance is encouraged.</p> <p>Bill to speak to the Estate Planning Council regarding hosting a meeting at Crafton in February.</p> <p>Michelle/Carrie to send reminders and descriptions with invites to each event.</p>
<p>Budget Report, Mike Strong (& Michelle Riggs)</p>	<p><u>Michelle Riggs' Update:</u></p> <p>Review of Budget Report as of 5/31/19:</p> <ul style="list-style-type: none"> • Revenue (budgeted): \$554,600 • Revenue (actual): \$632,609 • Expenses (budgeted): \$539,800 • Expenses (actual): \$482,035 <p>*We spent less and raised more this year.</p> <p>Investment Update:</p> <ul style="list-style-type: none"> • Committee met with Merrill Lynch on 5/3/19 to review investment performance. • Investment Balance as of 5/31/19: \$2,224,692.00 • Rate of Return over last 5 years is 5.65% • Total interest earned since inception in 2013: \$486,037.00 <p>2019-2020 Budget Review: budget was based on 18-19 actuals</p> <ul style="list-style-type: none"> • Projecting we will raise \$620,500 and have expenses of \$461,700, leaving \$158,800 to put into endowment. 	

	<ul style="list-style-type: none"> Planned Giving Consultant will now be working on an “as needed” basis. Those expenses will now be spent on a Development Committee consultant to help engage and grow the donor database. Anticipating approximately \$35,000.00 expense. Major Changes: moved smaller categories (ex: Student Recognition, Student Engagement, Community Engagement, etc.) into “College Activities” <p><u>Mike Strong Update</u> (Mike arrived late and wanted to update the Board on a few items Michelle may or may not have mentioned:</p> <ul style="list-style-type: none"> Investments – Mike is confident in the management of Merrill Lynch funds and how it is growing to meet our \$4.3 million goal. Merrill Lynch projects interest earned in the next year around \$74,000 between now and next April, which is around a steady 4% gain. 	
College Update, Kevin Horan	<ul style="list-style-type: none"> This was the largest commencement to date. Crafton grew by 148 FTEs (thank you Keith), which equates to approximately \$800,000 based on the previous funding formula. Rebecca Warren-Marlatt is retiring – we anticipate having new VP Student Services position filled by Jan. 1, 2020. Two “Campfire with Kevin” events were successfully hosted and completed and Kevin is willing to do “one” again next year, if the committee would like. <p>College Promise Update</p> <ul style="list-style-type: none"> Goal was 300 students at Crafton to receive free tuition, books, etc. for 2 years of full time enrollment to complete education. Application deadline is August 1st, and as of last Thursday, we already had 297 registered in the program. First orientation is happening this evening. We anticipate that will continue to grow and exceed the 300-student goal. Students must be first-time college students graduating high school or earning GED within a 1-year period, and must commit to attending full time (12-15 units per semester). Additional support positions and activities are being created to support the program and work with K-12 schools (dual enrollment) and it will help with recruitment and overall outreach efforts for the campus. <p>Jack Scott Fundraising Institute (Claremont College)</p> <ul style="list-style-type: none"> Kevin Horan and Michelle Riggs to attend 2-day conference. Institute has been created specifically to help community colleges focus on their fundraising efforts. We would like to learn about efforts to help celebrate Crafton’s 50th anniversary in 3 years and what we can do to develop our alumni base and use donors’ affinity for the college to help raise funds. <p>New Roles for the Development Office</p> <ul style="list-style-type: none"> Carrie Audet’s title will now be “Development Coordinator” and she will be taking a larger role in the event planning and development planning. Michelle Riggs’ title will now be “Director of Institutional Advancement” and she will be taking an additional role in overseeing the Foundation as well as the Marketing efforts of the college. 	
Development Report, Michelle Riggs	Foundation Outreach	

	<ul style="list-style-type: none"> • Thank you to Amy and June for taking Crafton flyers and information into the community to help promote the college and Foundation. • If anyone wants to bring things to Chamber events or service club meetings, please contact Michelle or Carrie. <p>Legacy Wall / Cumulative Giving</p> <ul style="list-style-type: none"> • Was originally designed to recognize those donors who have included the Foundation in their estate plans • We are re-purposing the wall for cumulative giving to recognize donors who have given \$10,000 or more to the Foundation. • We will now have 36 plaques placed on the wall. • We will have an unveiling event in September and invite all of the donors who are being recognized. • Lillian asked if “soft donations” will count towards the cumulative total. <p>COACH Cupboard</p> <ul style="list-style-type: none"> • Campus needs help organizing the donations and unloading the pallets and sorting. • If anyone would like to help with sorting or working in the Cupboard for an hour or two so students can go through, please let Michelle or Carrie know. <p>Fundraising Focus for 2019-2020</p> <ul style="list-style-type: none"> • Employee Giving Campaign • Alumni Giving • Class Giving – work with Student Life office <p>Foundation meeting time survey results</p> <ul style="list-style-type: none"> • No change to Board meeting times and dates. They will continue to be on Thursdays from 4:00pm – 5:30pm 	
Upcoming Dates	<ul style="list-style-type: none"> • Scholarship Donor/Recipient Reception Thursday, Aug. 29, 2019 5:00-6:00 PM – Crafton Hall 	
Adjourn	Meeting adjourned at 5:19pm	
Next Board Meeting	Sept. 19 th , 2019, 4:00pm – 5:30pm Location: LRC-226, Crafton Hills College	