

**CHC Foundation
Board of Directors Meeting**

**Thursday December 4, 2025
Crafton Hills College – Barbara L.
Smith Event Center**

- | | | |
|---|---|---|
| <input type="checkbox"/> Amy Minjares (Pres) | <input type="checkbox"/> Alicia Gyllenhammer | <input type="checkbox"/> Jared Shaw (SS Pres) |
| <input type="checkbox"/> Wynona Duvall (1 st VP) | <input type="checkbox"/> Chris Markarian | <input type="checkbox"/> Michelle Riggs |
| <input type="checkbox"/> David Avila (VP) | <input type="checkbox"/> Colin Northcutt | <input type="checkbox"/> Carrie Audet |
| <input type="checkbox"/> James Cortz (VP) | <input type="checkbox"/> Robert Pettiford | <input type="checkbox"/> Jenny Cunvong |
| <input type="checkbox"/> Barbara Smith (VP) | <input type="checkbox"/> Rich Sessler | <input type="checkbox"/> Brent Hunter |
| <input type="checkbox"/> Leslie Wessels (VP) | <input type="checkbox"/> Mike Smith | <input type="checkbox"/> Ericka Paddock |
| <input type="checkbox"/> June Yamamoto (VP) | <input type="checkbox"/> Mark Snowwhite | <input type="checkbox"/> Delmy Spencer |
| <input type="checkbox"/> Kevin Horan (Sec) | <input type="checkbox"/> Rosaura Solis-Parsons | <input type="checkbox"/> Keith Wurtz |
| <input type="checkbox"/> Mike Strong (CFO) | <input type="checkbox"/> Lillian Vasquez | <input type="checkbox"/> Cyndie St. Jean |
| <input type="checkbox"/> Phong Nguyen (Past Pres) | <input type="checkbox"/> Natalie Lopez (AS Pres) | |
| <input type="checkbox"/> Gloria Harrison | <input type="checkbox"/> Karen Peterson (CS Pres) | |

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	Amy Minjares, Foundation President – Welcome and opening remarks.																																																																																																	
Presentation	CHC Honors Program																																																																																																	
New Business	<ul style="list-style-type: none"> a. Accept Governance Letter, Approve audit and 990s for fiscal year end 6/30/25. b. Accept new Gift Acceptance Policy and Procedures c. Appoint Ryan Holloway as Foundation Director with term expiring 06/30/28. 																																																																																																	
Continuing Business	Sponsor a Seat <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><i>\$ per seat</i></th> <th style="text-align: center;"><i>reserved</i></th> <th style="text-align: center;"><i>total pledged</i></th> <th style="text-align: center;"><i># to sell</i></th> <th style="text-align: center;"><i>\$ to sell</i></th> </tr> </thead> <tbody> <tr><td>Row A</td><td style="text-align: right;">\$ 1,000.00</td><td style="text-align: center;">14</td><td style="text-align: right;">\$14,000</td><td style="text-align: center;">4</td><td style="text-align: right;">\$4,000</td></tr> <tr><td>Row B</td><td style="text-align: right;">\$ 1,000.00</td><td style="text-align: center;">18</td><td style="text-align: right;">\$18,000</td><td style="text-align: center;">0</td><td style="text-align: right;">\$0</td></tr> <tr><td>Row C</td><td style="text-align: right;">\$ 1,000.00</td><td style="text-align: center;">18</td><td style="text-align: right;">\$18,000</td><td style="text-align: center;">0</td><td style="text-align: right;">\$0</td></tr> <tr><td>Row D</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">10</td><td style="text-align: right;">\$7,500</td><td style="text-align: center;">8</td><td style="text-align: right;">\$6,000</td></tr> <tr><td>Row E</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">6</td><td style="text-align: right;">\$4,500</td><td style="text-align: center;">12</td><td style="text-align: right;">\$9,000</td></tr> <tr><td>Row F</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">3</td><td style="text-align: right;">\$ 2,250</td><td style="text-align: center;">15</td><td style="text-align: right;">\$11,250</td></tr> <tr><td>Row G</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">2</td><td style="text-align: right;">\$1,500</td><td style="text-align: center;">16</td><td style="text-align: right;">\$12,000</td></tr> <tr><td>Row H</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">1</td><td style="text-align: right;">\$750</td><td style="text-align: center;">17</td><td style="text-align: right;">\$12,750</td></tr> <tr><td>Row J</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">1</td><td style="text-align: right;">\$750</td><td style="text-align: center;">17</td><td style="text-align: right;">\$12,750</td></tr> <tr><td>Row K</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">5</td><td style="text-align: right;">\$3,750</td><td style="text-align: center;">13</td><td style="text-align: right;">\$9,750</td></tr> <tr><td>Row L</td><td style="text-align: right;">\$ 750.00</td><td style="text-align: center;">2</td><td style="text-align: right;">\$1,500</td><td style="text-align: center;">16</td><td style="text-align: right;">\$12,000</td></tr> <tr><td>Row M</td><td style="text-align: right;">\$ 500.00</td><td style="text-align: center;">13</td><td style="text-align: right;">\$6,500</td><td style="text-align: center;">6</td><td style="text-align: right;">\$3,000</td></tr> <tr><td>Row N</td><td style="text-align: right;">\$ 500.00</td><td style="text-align: center;">8</td><td style="text-align: right;">\$ 4,000</td><td style="text-align: center;">11</td><td style="text-align: right;">\$5,500</td></tr> <tr><td>Row P</td><td style="text-align: right;">\$ 500.00</td><td style="text-align: center;">1</td><td style="text-align: right;">\$500</td><td style="text-align: center;">18</td><td style="text-align: right;">\$9,000</td></tr> <tr><td>Totals:</td><td></td><td style="text-align: center;">98</td><td style="text-align: right;">\$83,500</td><td style="text-align: center;">141</td><td style="text-align: right;">\$95,000</td></tr> </tbody> </table>		<i>\$ per seat</i>	<i>reserved</i>	<i>total pledged</i>	<i># to sell</i>	<i>\$ to sell</i>	Row A	\$ 1,000.00	14	\$14,000	4	\$4,000	Row B	\$ 1,000.00	18	\$18,000	0	\$0	Row C	\$ 1,000.00	18	\$18,000	0	\$0	Row D	\$ 750.00	10	\$7,500	8	\$6,000	Row E	\$ 750.00	6	\$4,500	12	\$9,000	Row F	\$ 750.00	3	\$ 2,250	15	\$11,250	Row G	\$ 750.00	2	\$1,500	16	\$12,000	Row H	\$ 750.00	1	\$750	17	\$12,750	Row J	\$ 750.00	1	\$750	17	\$12,750	Row K	\$ 750.00	5	\$3,750	13	\$9,750	Row L	\$ 750.00	2	\$1,500	16	\$12,000	Row M	\$ 500.00	13	\$6,500	6	\$3,000	Row N	\$ 500.00	8	\$ 4,000	11	\$5,500	Row P	\$ 500.00	1	\$500	18	\$9,000	Totals:		98	\$83,500	141	\$95,000	
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Consent Agenda	<p>The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or guest in attendance may request that any item be removed from this section and considered individually to allow discussion.</p> <p>a. Approve Minutes of the 9-4-25 meeting. b. Accept donations received of \$2,500 and above:</p> <table border="1"> <thead> <tr> <th><i>Date</i></th> <th><i>Donor</i></th> <th><i>Fund</i></th> <th><i>Amount</i></th> </tr> </thead> <tbody> <tr><td>9/2/25</td><td>Beaver Medical</td><td>Scholarship</td><td>\$2,500</td></tr> <tr><td>9/4/25</td><td>Leslie Wessels</td><td>Endowed Scholarship</td><td>\$5,000</td></tr> <tr><td>9/11/25</td><td>Markarian Law Group</td><td>Gala</td><td>\$2,500</td></tr> <tr><td>9/24/25</td><td>Dr. Nguyen/RYMG</td><td>Gala</td><td>\$2,500</td></tr> <tr><td>9/30/25</td><td>Forrest Greek</td><td>Endowment</td><td>\$4,000</td></tr> <tr><td>10/8/25</td><td>Edison</td><td>STEM Scholarships</td><td>\$25,000</td></tr> <tr><td>10/9/25</td><td>AECOM</td><td>Gala</td><td>\$2,500</td></tr> <tr><td>10/22/25</td><td>Leslie Wessels</td><td>Pres Circle, Gala</td><td>\$2,650</td></tr> <tr><td>10/27/25</td><td>Paul & Joann Barich</td><td>Gala</td><td>\$4,605</td></tr> <tr><td>10/27/25</td><td>Keith & Sherri Wurtz</td><td>Gala</td><td>\$3,245</td></tr> <tr><td>10/27/25</td><td>Stephanie Houston</td><td>Gala</td><td>\$2,550</td></tr> <tr><td>10/30/25</td><td>Adam Todd</td><td>Gala</td><td>\$2,800</td></tr> <tr><td>10/30/25</td><td>Redlands PFA</td><td>Endowed Scholarship</td><td>\$12,500</td></tr> <tr><td>11/5/25</td><td>David Avila</td><td>Endowed Scholarship</td><td>\$3,000</td></tr> <tr><td>11/10/25</td><td>Adriana Jauregui</td><td>Pres Cir</td><td>\$2,500</td></tr> <tr><td>11/11/25</td><td>Don Averill</td><td>Pres Cir/Schol/FA</td><td>\$5,400</td></tr> <tr><td>11/13/25</td><td>Stater Bros Charities</td><td>Fire Academy</td><td>\$2,500</td></tr> </tbody> </table>	<i>Date</i>	<i>Donor</i>	<i>Fund</i>	<i>Amount</i>	9/2/25	Beaver Medical	Scholarship	\$2,500	9/4/25	Leslie Wessels	Endowed Scholarship	\$5,000	9/11/25	Markarian Law Group	Gala	\$2,500	9/24/25	Dr. Nguyen/RYMG	Gala	\$2,500	9/30/25	Forrest Greek	Endowment	\$4,000	10/8/25	Edison	STEM Scholarships	\$25,000	10/9/25	AECOM	Gala	\$2,500	10/22/25	Leslie Wessels	Pres Circle, Gala	\$2,650	10/27/25	Paul & Joann Barich	Gala	\$4,605	10/27/25	Keith & Sherri Wurtz	Gala	\$3,245	10/27/25	Stephanie Houston	Gala	\$2,550	10/30/25	Adam Todd	Gala	\$2,800	10/30/25	Redlands PFA	Endowed Scholarship	\$12,500	11/5/25	David Avila	Endowed Scholarship	\$3,000	11/10/25	Adriana Jauregui	Pres Cir	\$2,500	11/11/25	Don Averill	Pres Cir/Schol/FA	\$5,400	11/13/25	Stater Bros Charities	Fire Academy	\$2,500	
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Reports	<p>a. Crafton Hills College - Kevin Horan b. Finance – Mike Strong c. Development – Michelle Riggs</p>																																																																									
Upcoming Dates	<p>a. Next Full Board Meeting – Thursday, March 5, 2026, at 4 p.m.</p>																																																																									
Adjournment	<p>a. Amy Minjares, Foundation President – Closing remarks.</p>																																																																									
<p>After Board Meeting Social Activities Ice Breaker – June Yamamoto Regift Exchange Auction</p>																																																																										

Upcoming Foundation Events:

SAVE THE DATE – 4/2/26 – President’s Circle Magic Night and Dinner

SAVE THE DATE – 10/1/26 – Annual Fundraiser – Bright Nights, Brighter Futures!

Upcoming Foundation Meetings:

1/12/26 8 a.m. – Executive Committee Meeting

1/22/26 4 p.m. – Finance Committee Meeting
1/27/26 4 p.m. – Alumni Committee Meeting
2/12/26 9 a.m. – Gala Committee Meeting
3/5/26 4 p.m. – Full Board Meeting

Other Crafton Events:

12/4/25 6 p.m., 12/5 and 12/6 8 p.m. – *Almost Maine*
12/6/25 6 p.m. – Redlands Holiday Parade
12/13/25 noon – Yucaipa Holiday Parade
12/18/25 5 p.m. – Respiratory Care Graduation
12/19/25 6 p.m. – Fire Academy Graduation

Following the Meeting: Stay for the Social Gathering and Re-Gift Auction!

Do you have a new gift that didn't quite fit your style or needs? Here's your chance to re-gift it for a great cause! We're excited to announce our return of the Re-Gift Auction, where your unused treasures can find a new home—while helping raise funds for the Honors Program at Crafton Hills College.

Please Note: New and unopened gifts should be valued at \$25 minimum, and not be “white elephant” or “prank” items.

How It Works:

1. Bring a wrapped, new gift that you've received but won't use. We'll include it in our auction for others to bid on and enjoy.

2. During the social gathering, Foundation Directors will have the opportunity to bid on the gifts brought by you and others. All proceeds from the auction will directly support students in the Honors Program.

It's a fun way to declutter, share joy, and make a difference!

If you have any questions or need more information, please don't hesitate to reach out.

Thank you for joining in the spirit of giving!