

**CHC Foundation Executive
Committee
Meeting Notes**

**Monday, October 9, 2023
8:00 a.m.
CCR-233**

Attendees:

- | | | |
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| <input type="checkbox"/> Dr. Phong Nguyen – Pres. | <input type="checkbox"/> William Nassar – Past Pres. | <input checked="" type="checkbox"/> Leslie Wessels |
| <input checked="" type="checkbox"/> Amy Minjares – VP | <input checked="" type="checkbox"/> David Avila | <input type="checkbox"/> June Yamamoto |
| <input checked="" type="checkbox"/> Kevin Horan – Sec. | <input type="checkbox"/> Wynona Duvall | <input checked="" type="checkbox"/> Michelle Riggs |
| <input checked="" type="checkbox"/> Michael Strong – CFO | <input checked="" type="checkbox"/> Barbi Smith | <input checked="" type="checkbox"/> Carrie Audet |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	8:05 a.m. – Welcome from Amy Minjares	
Old Business	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Approval of Exec Minutes from 9-11-2023 <i>*Motedioned by Barbara Smith, seconded by David Avila</i> 	
Continuing Business	<p>Review Strategic Planning Retreat Notes</p> <ul style="list-style-type: none"> Collaborated to start drafts of mission, vision, values 	<p>Michelle and Carrie to work on MVV and bring drafts back to Nov. Exec. mtg.</p>
Reports	<p>Campus Update – Kevin Horan</p> <ul style="list-style-type: none"> Construction update – with constructions costs rising for planned projects, there have been funds identified from 2008 bonds that will allow Crafton to secure an additional \$15m for current planned projects. “Certificates of Participation” opportunity led by Jose Torres have been identified and are being applied for. We will know if this grant has been accepted/approved in March. If we are able to utilize these funds, we will be able to move forward with other projects such as the soccer field, new gym and student housing. The Case Statements, which have been updated since the feasibility study, have been useful when meeting with potential donors and gaining interest and support. More to come as we continue to move forward with meetings. Due to a change in how unused funds from position vacancies can be used, Crafton is now able to utilize any unused funds and apply them to other needs on campus. Due to this change, the campus will now support the new Development Assistant position for the first year. <p>Budget Update – Mike Strong</p>	

	<ul style="list-style-type: none"> • Audit for 22-23 is being completed and looking good so far, should have 1st draft ready for Exec. Comm. Review in November. • No updates to reports since the Board meeting a few weeks ago – we are still in the current month. • Merrill Lynch investments have taken a loss the last two months, account is now at \$4.8million • Checking account balance is at \$1.6million. Currently looking into moving into 8-mo. CDs with Chase for a 5% payout. Amy Minjares mentioned another non-profit she works with recently did something similar. <p>Development Update – Michelle Riggs</p> <ul style="list-style-type: none"> • Save the Date – Legacy Wall unveiling. • Gala – all promotional materials are ready, sponsor request letters to start going out next week. • Public Safety Training Center – will be completed by January for ribbon cutting. Preview parties (champagne toast and alumni sneak peek to be scheduled in December) <p>Other comments (Barbi Smith):</p> <ul style="list-style-type: none"> • We should have donation cards made to hand out at various times of the year or leave with organizations. • We should also have alumni cards to hand out at all times. • AAA offers a discount for 4-yr graduates, maybe they would offer something for Crafton alumni? 	<p>Mike and Michelle to determine which funds to be moved into CDs</p>
Upcoming Events	<ul style="list-style-type: none"> • Legacy Wall Unveiling 10/20 at 2:30pm • Executive Committee Meeting 11/13 at 8:00am 	
Adjourn	<ul style="list-style-type: none"> • 8:59 a.m. – meeting adjourned 	
Next Meeting	Monday, Nov. 13, 2023, 8:00 a.m., CCR-233	