

**CHC Foundation Executive
Committee
Meeting Notes**

**Monday, January 8, 2024
8:00 a.m.
CCR-233**

Attendees:

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

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	8:04 a.m. – Welcome from Dr. Nguyen	
Old Business	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Approval of Exec Minutes from 11-13-2023 <i>*Motedioned by June Yamamoto, seconded by David Avila</i> <i>*Vote was unanimously approved.</i> 	
New Business	<p>Review of full board agenda for March</p> <ul style="list-style-type: none"> Icebreaker activity to be coordinator by Leslie, June and Wynona Invite Darren Diess Dinner to be provided. Brent to present: Three-Part Gifts (annual-major-planned) 	<p>Carrie to ensure microphone available for icebreaker.</p> <p>Carrie to invite Darren to Board meeting.</p> <p>Michelle to invite Brent to next Exec. meeting.</p>
Continuing Business	<p>A. CD Options for funds in checking account</p> <ul style="list-style-type: none"> Committee discussed pros and cons of 2-month vs. 9-month investments and agreed that the funds not being used in the next 6-9 months should be invested and “feathered in” or invested in increments that allow for layover of investment timelines. <i>*Barbi motioned to invest the funds pending review and approval from the Finance Committee and Wynona seconded the motion. Vote was unanimously passed.</i> <p>B. Review Hunter Expenses for 2023</p> <ul style="list-style-type: none"> Michelle presented report of Brent’s expenses from this year and pointed out that while his contract allows for mileage, he is not claiming it. Executive Committee would like to see a summary of Brent’s total expenses vs. the gifts he has brought in to the Foundation. 	<p>Mike to present to the Finance Committee on 2/14/24.</p> <p>Michelle to prepare ROI report on Brent’s positions since he has been with the Foundation.</p>

<p>Reports</p>	<p>Campus Update – Kevin Horan</p> <ul style="list-style-type: none"> • Ribbon Cutting at PSTC on Friday – please bring your friends! • Launch of Wellness Pilot Program with University of Redlands – CHC has 25 employee volunteers who will be participating in the “Fieldstone Project”. • Update on University of Redlands Dorm Project – after meeting with UofR, it has been determined that the project is not feasible. <p>Budget Update – Mike Strong</p> <ul style="list-style-type: none"> • Balance Sheet Review – Checking account balance is at \$1,629,470.97 (highest ever); outstanding pledges (most President’s Circle) are at \$36,846.47; total assets at \$7,238,565.16 **Clarification of 3200-Net Assets-Temp. Restricted – this account is an accumulation of equity that is accounted for in the assets. • Profit and Loss Statement – 4300-Investment Income is \$667,072.65; while Total Income is \$1,868,129.39 (this includes funds received from the San Manuel grant); \$152,302.00 awarded in scholarships so far this year; Total Expenses are at \$767,936.07 **Clarification of 5040 FS – Bank Fees – this is a total of expenses for Merrill Lynch as well as other fees expensed such as banking, credit cards, etc. <p>Development Update – Michelle Riggs</p> <ul style="list-style-type: none"> • Tax Letters being prepared and schedule to be emailed at end of the month. • Finish Line grant approved for 2024-2025 for \$125k (25 scholarships at \$5000/student), students determined eligible from Research Dept and funds will help them to successfully complete last year at Crafton. • We still have a few seats available on the Board, so if anyone knows someone who may be interested, please contact Michelle. 	<p>Mike to make Friendly Hills Bank Account inactive.</p> <p>Michelle to send out updated Board Roster</p> <p>Michelle to bring list of “Director Responsibilities” to next Exec. Mtg. for review/edits before March full Board.</p> <p>Michelle to provide June information to nominate Damian Garcia for alumnus of the year.</p>
<p>Upcoming Events</p>	<ul style="list-style-type: none"> • PSTC Ribbon Cutting, 1/12/24 @10:30am • Full Board Meeting, 3/7/24 @ 4pm • George Takei visit, 4/9/24 @ 4pm • Gala, 4/18/24 @ 5:30pm 	
<p>Adjourn</p>	<ul style="list-style-type: none"> • 8:54 a.m. – meeting adjourned 	
<p>Next Meeting</p>	<p>Monday, Feb. 5, 2024 - 8:00 a.m., CCR-233</p>	