

# CHC Foundation Executive Committee Meeting Notes

Monday, April 8, 2024  
8:00 a.m.  
CCR-233 and Zoom

**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 type="checkbox"/> June Yamamoto                      | <input checked="" type="checkbox"/> Michelle Riggs |
| <input 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	8:05 a.m. – Welcome from Dr. Nguyen	
Old Business	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>Approval of Exec Minutes from 2-5-2024 <i>*Motioned by Barbi Smith, seconded by Wynona Duvall</i> <i>*Vote was unanimously approved.</i></li> </ul>	
Discussion	<p><b>Fundraising Event – What to expect, progress so far...</b></p> <ul style="list-style-type: none"> <li>Wynona to bring in 2 gift cards for \$100 each for auction</li> <li>Dr. Nguyen to coordinate Hospitality sponsorship details</li> <li>Can theater Sponsor-A-Seats be promoted at the gala</li> <li>Barbi would look to add Mystery Dinner to live auction</li> <li>Kevin would like to include sponsor a seat during live auction portion</li> <li>Barbi suggested creating a brochure to let local organizations know they can schedule a luncheon at CHC to learn more about the programs and ways the Foundation supports students (like PEO luncheon was)</li> </ul>	<p>Michelle to provide available naming opportunities list for Directors at next Exec. mtg.</p> <p>Michelle to talk to Darren about PAC seats</p> <p>Carrie to add PAC seats to silent auction and mystery dinner to live.</p>
New Business	N/A	
Continuing Business	<p><b>ROI – Major and Planned Giving Progress Update</b></p> <ul style="list-style-type: none"> <li>Michelle shared a report detailing the number of gifts and amounts that have been received/pledged through Brent Hunter’s efforts. Committee agreed that the ROI is beneficial to the Foundation’s fundraising efforts</li> </ul>	
Reports	<p><b>Campus Update – Kevin Horan</b></p> <ul style="list-style-type: none"> <li>Enrollment goal for 23/24 has been surpassed; Crafton is on pace to reach its recovery enrollment number.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Meeting with San Manuel on Friday to provide campus tour and discuss potential naming opportunities</li> <li>• George Takei will be on campus tomorrow for the One Book, One College event. Book for next year has been selected, "The Parable of the Sower".</li> </ul> <p><b>Budget Update – Mike Strong</b></p> <ul style="list-style-type: none"> <li>• Investment Update: Currently \$5.7million in the Merrill Lynch Trust account</li> <li>• Checking account balance is \$532k</li> <li>• Total Foundation Assets = \$7,392,000</li> </ul> <p><b>Development Update – Michelle Riggs</b></p> <ul style="list-style-type: none"> <li>• Bank of America Grant submitted for \$25k</li> <li>• Discuss moving Full Board meeting from 6/20 to 6/6</li> </ul>	
Upcoming Events	<ul style="list-style-type: none"> <li>• Gala, 4/18/24 @ 5:30pm</li> <li>• Full Board Meeting, 6/6/24 @ 4:00pm, LRC-226</li> </ul>	
Adjourn	<ul style="list-style-type: none"> <li>• 8:57 a.m. – meeting adjourned</li> </ul>	
Next Meeting	Monday, May 13, 2024 - 8:00 a.m., CCR-233	