

**CHC Foundation Executive
Committee
Meeting Notes**

**Monday, May 13, 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 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 type="checkbox"/> Barbi Smith - VP | <input type="checkbox"/> William Nassar – Past Pres. | <input type="checkbox"/> |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	8:01 a.m. – Welcome from Dr. Nguyen	
Old Business	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Approval of Exec Minutes from 4-8-2024 <i>*Motedioned by June Yamamoto, seconded by Leslie Wessels</i> <i>*Vote was unanimously approved.</i> 	
New Business	<p>A. Finance – Review of 24-25 Budget</p> <p>1. Review of proposed Budget including reductions or additions anticipated in comparison to what was experienced in the current fiscal year.</p> <ul style="list-style-type: none"> <u>Income</u>: Discussions/clarifications on a few line items such as General Contributions (4001), Endowed Scholarships (4102), Donated Services(4400), and Grant Income (4700). <u>Expenses</u>: Discussions/clarifications on the following line items: Professional Services (5020), Cultivation-Fundraising (5105), Cultivation-Donor Expenses (5115), College Engagement (5310), etc. <p><i>**Motion made by David Avila to present the proposed budget at the Full Board Meeting. Motion was seconded by Amy Minjares. Motion was passed unanimously.</i></p> <p>2. Review of Balance Sheet (7/1/23 – 4/30/24):</p> <ul style="list-style-type: none"> Chase Bank Account, Checking Balance: \$543,211 Chase Short Term Investments are maturing as scheduled. <p>3. Review P&L Statement (7/1/23 – 4/30/24):</p> <ul style="list-style-type: none"> Total Income = \$2,388,877 Net Income = \$1,213,324 <p>B. Audit – Recommendation from Finance Committee for FY end 6-30-24 audit contract.</p> <p>The Finance Committee met and reviewed RFPs for a new auditor and would like to recommend moving forward with Eadie Payne.</p> <p><i>**Motion made by Amy Minjares to approve the Finance Committee’s recommendation of Eadie Payne and present for approval at the</i></p>	

	<p><i>June Board meeting. Motion was seconded by David Avila. Motion was passed unanimously.</i></p> <p>C. Review of June Full Board Agenda 1. June to provide an icebreaker activity. 2. We currently have 20 Directors – will note that we can have up to 5 additional Directors and ask for referrals.</p>	
Discussion	<p>A. Meeting Dates 1. Calendar of proposed meeting dates for Board, Exec and Committees was shared for 24/25 FY.</p> <p>B. Foundation Strategic Plan Michelle shared a copy of the updated Strategic Plan that will be slated for approval at the June Board meeting.</p> <p>C. New Instructional Building Naming Brochure Michelle shared a copy of the naming opportunities available on the new Instructional Building. This will be shared with Directors and available for distribution at the June Board meeting.</p>	
Reports	<p>Campus Update – Mike Strong for Kevin Horan</p> <ul style="list-style-type: none"> • Many events scheduled for the next few weeks leading up to commencement on Tuesday, May 21st. • Post-commencement celebration at Mill Creek 5/21 @ 7pm <p>Compared to this time last year:</p> <ul style="list-style-type: none"> • Enrollment is up 4% for summer courses • Enrollment is up 25% for fall courses <p>Gala Update – Carrie Audet</p> <ul style="list-style-type: none"> • Total Revenue: \$195k (\$6,700 more than last year and \$10,625 short from our highest year ever) • Highlights from this year including top donors, new donors, new PC members, and PC upgrades from last year. 	
Upcoming Events	<ul style="list-style-type: none"> • Commencement Rehearsal • Full Board Meeting, 6/6/24 @ 4:00pm, LRC-226 	<p>Carrie to email reminder to Alumni committee</p>
Adjourn	<ul style="list-style-type: none"> • 9:02 a.m. – meeting adjourned 	
Next Meeting	Monday, July 1, 2024 - 8:00 a.m., CCR-233	