



**Ad Hoc Foundation Committee Meeting Agenda
4:00 PM – Monday, November 27, 2023
Community Conference Room
JoSeph Garcia, Chair – Matt Garcia, Co-Chair**

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| 1. Welcome | JoSeph Garcia |
| 2. Review Meeting Minutes October 26, 2023 | JoSeph Garcia |
| 3. Update | |
| • Submittal of 501c3 and Articles of Incorporation – Richard Orona | Joseph Garcia |
| 4. Identify 7 Founding Board Members | All |
| • Foundation Application/Process | |
| 5. Marketing | All |
| • Logo/Branding | |
| • Foundation Page CHPA Website | |
| • Donation Link CHPA Home Page | |
| • Community Announcement/Press Release | |
| 6. Financial Report Fund 27 | Christian De La Oliva |
| 7. Events | |
| • Golf Tournament, Elmwood Golf Course, Friday, April 26, 2024 | Dr. Richard Durán |
| • Sponsorship Package | |
| • Fundraising Event Ideas/Prioritize | All |
| 8. Future Agenda Items | JoSeph Garcia |
| 9. Determine Meeting Dates | JoSeph Garcia |
| • December 2023 | |
| • January 2024 | |
| 10. Future Agenda Items | |
| 11. Adjournment | |

TIMELINE

WHEN	WHAT	DETAIL	WHO
November 30, 2023	All documents submitted to IRS/State	Contractor file org. Documents	
December 19, 2023	Founding Board Members Approval by CHPA Board		
December 31, 2023	Final Determination from IRS		
TBD	Inaugural Board Meeting	Foundation Board Meeting/Formal Approval of Foundation Bylaws Election of Officers	
February 1, 2024	Community Announcement/Press Release		
March 1, 2024	Association Formed	Regular Meetings, Goals, etc.	

If a Board member has a potential conflict of interest with regard to any agenda item, the Board member is obligated to declare the conflict at this time. Depending on the conflict the Board member should abstain from voting on that agenda item.