

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
March 10, 2014
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Vice Chair Rogers called the Chino Hills Community Foundation Meeting to order at 3:39 p.m.

II. PLEDGE OF ALLEGIANCE

Rad Bartlam led the Assembly for the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Taylor	John Young
	Dan Capener	Lisa McPheron
	David Kramer*	Peter Rogers
	Derek S. Williams*	Sylvia Nash
	Grace Capps	Wayne Scaggs*

ABSENT:	Bill Hughes	David Robbins
	Brian Pollack	Steven Elie
	Cynthia Moran	

ALSO PRESENT: Konradt Bartlam, City Manager
Jonathan Marshall, Community Services Director
Alma Hernandez, Administrative Analyst II
Melissa Armit, Recreation Supervisor
Kimberly Albarian, Recreation Supervisor
Donna Siebert, The Shoppes General Manager

* Note: David Kramer arrived at 3:39 p.m.
Derek S. Williams arrived at 3:45 p.m.
Wayne Scaggs arrived at 3:49 p.m.

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. BOARD MEMBERS

a. Recognition of outgoing Board Member Rick Jones

Vice Chair Rogers presented a Certificate of Appreciation to Donna Siebert for outgoing Board member Rick Jones. He thanked Mr. Jones for his participation on behalf of The Shoppes of Chino Hills. Ms. Siebert volunteered to replace Mr. Jones as a representative for The Shoppes.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 10, 2014

Page 2

b. Board term expiration: Dan Capener

Vice Chair Rogers stated that the Mr. Capener's term as Board member is expiring. Mr. Capener stated that he wished to renew his term as Board member for the Chino Hills Foundation.

VI. RECEIVE AND FILE FINANCIAL AND QUARTERLY INVESTMENT REPORTS

Received and filed.

VII. ACTION ITEMS

a) Approval of January 13, 2014 Meeting Minutes

On motion by Sylvia Nash, seconded by John Young, the Minutes of the Meeting from January 13, 2014 were approved. All in favor. MOTION CARRIED.

b) Approve Board Commitment form

On motion by Bill Taylor, seconded by Dan Capener, the Board Commitment form was approved. All in favor. MOTION CARRIED.

c) Approve Volunteer application

On motion by Sylvia Nash, seconded by Wayne Scaggs, the Volunteer application form was approved. All in favor. MOTION CARRIED.

d) Senior Scholarship Program

On motion by John Young, seconded by Sylvia Nash, the Senior Scholarship Program with a budget appropriation of \$5,000 was approved for FY 14/15. Scholarships, in the amount of \$125 per person per year, will be granted to individuals age 50+ for Recreation programs and trips offered by the City, excluding trips involving gambling, who meet the HUD income guidelines. All in favor. MOTION CARRIED.

e) Buy-A-Brick Program Phase II

On motion by Dan Capener, seconded by John Young, Phase II of the Buy-A-Brick Program was approved. The price of a 4x8 brick at \$150 and an 8x8 brick at \$375. All in favor. MOTION CARRIED.

f) Donor Wall – donation deadline

On motion by Vice Chair Rogers, seconded by John Young, the deadline to donate and have their name on the donor wall at the Community Center was extended to June 30, 2014. It was also decided that the donor wall would be perpetual and would be updated every year. All in favor. MOTION CARRIED.

VIII. DISCUSSION ITEMS

a) Audit

Vice Chair Rogers explained that the City has suggested that the Foundation have an audit. Various Board members inquired as to the reason and cost of the audit. Treasurer Derek Williams asked why the audit is not included as part of the scope of the City's audit. Vice Chair Rogers stated that he would meet with the City Manager and discuss the concerns raised by the Board. Vice Chair Rogers asked to agendaize this item for the next meeting in May.

b) Preliminary Proposed FY 2014 – 2015 Budget

Ms. Hernandez presented a draft of the proposed budget for review by the Board to be approved at the annual meeting in May.

c) Future projects and/or programs to support – Vice Chair Rogers stated that further discussions could be conducted at the next meeting.

IX. FUNDRAISING EVENTS

a. Spring Home Tour

Ms. Nash reported that there was a 39% increase in ad space sales from the previous year and several sponsorships were received this year. She added that the various media methods used by Ms. McPherson help to promote the Home Tour. Ms. Nash also asked for assistance with securing gift cards for the raffle, a referral for an auctioneer, and help with ticket sales.

b. Wine Walk

Vice Chair Rogers stated that he would like to expand the Committee to assist with this year's Wine Walk event.

X. COMMITTEE REPORT

a. Board Development: Vice Chair Rogers has an ongoing list of names for potential membership to the Board. He added that Chair Moran was not going to extend her role as Chair for the upcoming year.

b. Fund Development: Nothing to report.

c. Public Affairs: Nothing to report.

XI. COMMENTS

Mr. Kramer stated that effectively communicating the mission of the Foundation is very important to the community's perception. He added that cultivating a culture of continuous giving would ensure community participation.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 10, 2014

Page 4

Vice Chair Rogers announced that the Arts Committee has an upcoming event on April 25th at the Community Center for \$5 or \$6 entrance fee for the first performance of the Complete Works of William Shakespeare Unabridged.

Ms. Nash thanked Secretary and Mrs. Young for their generosity in hosting the Donor event.

Mr. Scaggs announced that he would be at the School Board's meeting on April 17th to present gift cards to around 90 students for achieving a perfect score in two different areas. He asked for information about the Cultural Arts Committee so he could announce it at the School Board meeting.

XII. ADJOURNMENT

Vice Chair Rogers adjourned the meeting at 5:18 p.m. to the next regular meeting on May 12, 2014.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation