

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
July 11, 2011
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 3:33 p.m.

II. PLEDGE OF ALLEGIANCE

Mr. Tom Boyle led the Assembly in the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Art Bennett	Kristine Thalman
	Bill Hughes	Peter Rogers
	Brian Pollack	Scott Kaplan
	Cynthia Moran	Steven J. Elie
	Dave Ault	Tim Sotoodeh
	David Kramer	Tom Boyle
	Derek S. Williams	Sarah Morgan

ABSENT:	John R. Young	Kelli Spiri
	Melba Mayes	

ALSO PRESENT: Jonathan Marshall, Director of Community Services
Lara Christensen, Administrative Analyst II
Christine Martinez, Recreation Supervisor
Kimberly Albarian, Recreation Supervisor
Robin Butler, Substitute Secretary

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. INTRODUCTIONS OF NEW AND EXISTING MEMBERS

Sarah Corrigan, Director of Marketing for the Shoppes of Chino Hills, introduced herself.

VI. ACTION ITEMS

a. Approval of Minutes

On motion by Derek Williams, seconded by Dave Ault, with Bill Hughes abstaining, the Minutes of the Meeting from May 9, 2011 were unanimously approved as corrected.

b. Officer Elections – Vice Chair

Chair Peter Rogers stated that Scott Kaplan offered to serve as Vice Chair to the Foundation Board.

On motion by Chair Rogers, seconded by Kristine Thalman, the appointment of Scott Kaplan to serve as Vice Chair to the Foundation Board was unanimously approved.

c. Approve Reallocation of Unexpended Library Donation

Chair Rogers reported that the first Community Foundation effort was a donation of \$75,000 to the Library to finish amenities as it was originally designed. The board discussed the different options for utilizing the remaining funds of approximately \$7,600 and agreed that the funds were raised for the Library and should remain in reserve for the Library for a period of one year.

On motion by Dave Ault, seconded by Bill Hughes, the decision to hold the remaining funds of \$7,600 in reserve for the Library for a period of one year was unanimously approved.

d. Committee Appointments for 2011-2012

The board discussed the current Committees and those who showed interest to serve in them (see below). A list of Committees will be provided to the Board members for their review. This item has been tabled until the next regular meeting.

Board Development Committee

Current: David Kramer, Scott Kaplan, Peter Rogers, and Kristine Thalman.

Interested: Cynthia Moran, Scott Kaplan, and Peter Rogers.

Finance and Investment Committee

Current: Peter Rogers, Dave Ault, and Derek Williams.

Interested: Peter Rogers.

Fund Development Committee

Current: Bruce Wood, Brian Pollack, Scott Kaplan, and Kelli Spiri.

Interested: Tom Boyle, Scott Kaplan, and Steve Elie.

Public Affairs Committee

Current: Dave Ault, John Young, Kristine Thalman, and Cynthia Moran.

Interested: Tom Boyle and Cynthia Moran.

Strategic Planning Committee

Current: Kelli Spiri, Peter Rogers, and David Kramer.

Interested: Peter Rogers.

Executive Committee

Current: Steve Elie, Peter Rogers, John Young, and Derek Williams.

Interested: Peter Rogers, Scott Kaplan, Derek Williams, and John Young.

Ad hoc/By Law Review Committee

Current: Peter Rogers, Steve Elie, and Dave Ault.

Interested: Peter Rogers, Steve Elie, and Dave Ault.

Ambassador Program Committee – new Committee.

Interested: Cynthia Moran.

e. Endowment Fund Initiation

Chair Rogers stated that the Kramer Family expressed their interest in donating \$10,000 a year from their endowment fund (based on quantity of funds they raise) to start an Endowment Fund for the Chino Hills Foundation. If this is approved, the Foundation could strive to match the Kramer Family contribution to get the endowment started. The funds received from the Kramer Family require a 100% match.

Chair Rogers stated that if this is approved by the Foundation, then he and staff would start researching the legalities of establishing an endowment fund. Also, the Finance and Investment Committee would oversee the Endowment Fund.

Chair Rogers thanked the Kramer Family for their generosity.

On motion by Kristine Thalman, seconded by Dave Ault, the establishment of an Endowment Fund was unanimously approved.

f. Credit Card Application Approval

Lara Christensen reported that the Foundation needs a business credit card versus the current debit card. The current debit card leaves the Foundation account vulnerable; where a business credit card would not be directly connected to the account.

On motion by Bill Hughes, seconded by Brian Pollack, the acquisition of a business credit card for the Foundation was unanimously approved.

VII. FINANCIAL REPORT

Ms. Christensen reported that the Foundation netted \$47,331 out of the \$57,525 raised at the Donor Reception and \$10,194 went to cover expenses. There is currently \$183,012 in the Foundation's account.

VIII. DISCUSSION ITEMS

The following were discussed:

a. Wine Walk

Christine Martinez reported that 13 Retailers have committed to pouring wine and others that will serve non-alcoholic beverages. Each location will

also have appetizers. A flier advertising the event and the charitable cause will be in the coming Recreation brochure. Residents will be able to register for the event at the guest services booth in The Shoppes, at City Hall, on the City's web site, and at the Founders Recreation facility. There will also be posters to display in the windows of businesses in The Shoppes.

The Board members discussed the logistics of the Wine Walk:

- Tim Sotoodeh will be the "point person" for the Wine Walk.
- 20 to 24 cases of wine need to be procured for this event. There will need to be two cases of the same wine per location. To reduce expenses for the Foundation, donations will be sought.
- Cynthia Moran will oversee the volunteers on the day of the event.
- Scott Kaplan will take the lead on the Foundation booth (It will need to be staffed on the day of the event) and the band for entertainment at the event.
- Ms. Moran will work with Kristine Thalman and Sarah Corrigan on marketing materials for the event.
- Kelli Spiri would be the most appropriate person to oversee a raffle if it is included with the event. Lara Christiansen stated she would need to know as soon as possible if a raffle will be included in the event, there are legal requirements and paper work that must be processed prior to the event.

b. Donor Reception Recap

The Board was pleased with the outcome of the third Annual Donor Reception. It was a very nice event and it brought in approximately \$57,000. To increase attendance and fund-raising, the Board agreed to carry this item to the next meeting to discuss the possibility of changing the location, date, and their approach to possible donors.

c. Summer Concert Booth Staffing

There will be a Foundation booth at the remaining Summer Concerts. The booth will need to be manned, preferably with two Board members at each concert. A reminder will be sent out to all of the Board members to request

volunteers. The Board discussed the current volunteers and those interested in volunteering:

- July 13 – Peter Rogers and Brian Pollack
- July 20 – Tom Boyle and David Kramer
- July 27 – Tom Boyle
- August 3 – Cynthia Moran and Scott Kaplan
- August 10 – Peter Rogers and Cynthia Moran
- August 17 – Kristine Thalman
- August 24 – No One Assigned

d. Role of Volunteers

None

e. Policies and Procedures

This year a handbook of Policies and Procedures will be developed for the Board. The handbook will instruct and protect Board members and staff while conducting business for the Foundation.

IX. COMMITTEE REPORTS

None

X. COMMENTS

- Cynthia Moran – Forward any e-mail addresses of persons or business interested in volunteering for or donating to the Foundation. This will help to build the Foundations' "Contacts List."
- Chair Peter Rogers – Asked about the status of the location of the new Community Center and when it would come before the Council. Jonathan Marshall stated that sight proposals will be presented to the Parks and Recreation Commission soon and then they will go to the Council.
- David Kramer – Suggested that the City of Chino Hills look into adopting a sister city in another country which reflects the same type of commercial, residential and geographical characteristics.

XI. ADJOURNMENT

Meeting was adjourned at 5:06 p.m. to the next regular meeting on September 12, 2011.

Respectfully submitted by:

Robin Butler, Secretary
Community Services Department

Signed by:

John Young, Board Secretary