

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
September 12, 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 3:34 p.m.

II. PLEDGE OF ALLEGIANCE

John Young led the Assembly in the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Brian Pollack	Kristine Thalman
	Cynthia Moran	Peter Rogers
	Derek S. Williams	Scott Kaplan
	John R. Young	Steven J. Elie
	Kelli Spiri	Tom Boyle

ABSENT:	Art Bennett	David Kramer
	Bill Hughes	Melba Mayes
	Dave Ault	Tim Sotoodeh

ALSO PRESENT: Rick Jones, General Manager of The Shoppes
Jonathan Marshall, Director of Community Services
Lara Christensen, Administrative Analyst II
Christine Martinez, Recreation Supervisor
Kimberly Albarian, Recreation Supervisor

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. INTRODUCTIONS OF NEW AND EXISTING MEMBERS

Foundation members introduced themselves.

VI. ACTION ITEMS

a. Approval of Minutes

On motion by Steve Elie, seconded by Derek Williams, with John Young and Kelli Spiri abstaining, the Minutes of the Meeting from July 11, 2011 were unanimously approved.

b. Endowment Fund Match – The Legacy Society

Chair Peter Rogers stated that the Kramer Family Trust is donating to a couple of foundations of their choice, of which Chino Hills Community Foundation is one of the recipients. The Kramer Family Trust will be giving

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\$10,000 to initiate the Endowment Fund. John Kramer has challenged the Foundation to raise funds to match that amount each year.

The Board discussed several options on how to match the donation, procedures on how to set up the program, how to invest the funds, and what policies will be created for the Endowment Fund.

On motion by Steve Elie, seconded by John Young, the first \$10,000 raised from the Wine Walk Event will be deposited into the Chino Hills Foundation Endowment Fund to match the donation from the Kramer Family Trust, was unanimously approved.

c. Brick Program Changes

Chair Rogers reported that the location for the community center has yet to be decided by Council. The brick program fundraiser for the Chino Hills Community Center has a larger brick 8 x 8 available for purchase.

He presented a sample brick that allows six lines of text. He stated that the 4 x 8 brick was being sold at a suggested price of \$125. Engraving for three lines of text is \$20 and six lines of text is \$42. He added that as soon as the Board decides on the amount for purchase of the larger brick, the forms would be revised to include that option.

On motion by Brian Pollack, seconded by Kristine Thalman, the sale of the larger brick at \$500 each was unanimously approved.

d. Wine Walk – Ticket Sales

Councilmember Peter Rogers provided some details regarding donations and sponsors for the event. He added that sponsorships from The Shoppes are also available. The Board discussed non-alcoholic drinks, entertainment, ticket sales, games and prizes as well. He also presented a copy of the flier.

Cynthia Moran requested the Board provide discounted ticket rates for the volunteers. Lara Christensen explained that any decision that affects the bottom line revenue will have to be approved by the Board.

On motion by Tom Boyle, seconded by Steven Elie, the ticket cost for volunteers would be \$20 per ticket. All in favor. MOTION CARRIED.

Director Marshall noted that the complimentary tickets should also be approved by the Board.

On motion by Steven Elie, seconded by Tom Boyle, the Board ratified to include complimentary tickets to the following: two tickets to wine sponsors, four tickets to Silver Sponsors, and eight tickets to Gold and Platinum sponsors, and two tickets to the Donor's Reception for those donating \$1,000 or more. All in favor. MOTION CARRIED.

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Director Marshall reminded the Board that anyone donating \$1,000 or more would actually be donating an amount less the value of complimentary items received.

Cynthia Moran inquired about thank you letters that will be sent out to food donors. Ms. Christensen stated that thank you letters are sent out to those who donate cash and in-kind. Peter Rogers stated that thank you letters are already being sent to those who have pledged to donate and where the donation could be sent to.

Cynthia Moran stated that a Board member can also volunteer for the event. Peter Rogers added that a spouse or family member may want to volunteer at the event.

He also stated that a suggestion was made to purchase t-shirts as a promotional item for the event to advertise the event. Ms. Moran stated that the t-shirts would be a great promotional item for next year's event.

e. Credit Card – Card Assignment

Ms. Christensen stated that the credit card for the Foundation has to be placed in Director Marshall's name. She reported that Finance Department is now taking over the financial aspect for the Foundation due to problems that have occurred in other organizations. A decision was made to also lighten Ms. Christensen's responsibility. Citizens Bank could provide a credit card using the Foundation's credit as opposed to using an individual's credit so the Board does not have to provide any personal information to acquire a credit card. In the process, an officer's name is needed for contact and signature purposes.

Chair Rogers stated that Merchant Services informed staff that a portable credit card scanner may be provided to the Foundation for purchases or donations using Visa, MasterCard, and Discover. She added that American Express would be too costly for the organization to utilize and has to be applied for separately.

On motion by Derek Williams, seconded by Brian Pollack, Jonathan Marshall will be authorized user for the Foundation credit card. All in favor. MOTION CARRIED.

f. Staff Signing Authority

Lara Christensen reported that staff has to be authorized to sign off on payment vouchers as part of the process to get Foundation checks issued by Finance in emergency situations. She stated that if she were to prepare the voucher, someone else has to sign it.

On motion by Derek Williams, seconded by Tom Boyle, Director Marshall will be the signatory for payment vouchers to facilitate check payment processing. All in favor. MOTION CARRIED.

g. Committee Appointments for 2011 – 2012

Board Development Committee:

Cynthia Moran, Peter Rogers, Scott Kaplan, Brian Pollack, and David Kramer.

Finance and Investment Committee:

Peter Rogers, Dave Ault, Derek Williams, and John Young.

Fund Development Committee:

Tom Boyle, Steve Elie, Scott Kaplan, Brian Pollack, Kelli Spiri, and Tim Sotoodeh.

Public Affairs Committee:

Tom Boyle, Cynthia Moran, Dave Ault, Kris Thalman, and Bill Hughes.

Strategic Planning Committee:

Peter Rogers, Brian Pollack, David Kramer, Kelli Spiri, Art Bennett, and John Young.

Ambassador Program Committee:

Cynthia Moran, and Kelli Spiri.

Ms. Christensen stated that the Committees will have to come up with meeting schedules and public notice have to be sent out due to Brown Act requirements for official Committees. Ms. Christensen added that no Committee can have more than six members.

Peter Rogers asked if they are required to fill out the Form 700 as Committee members. Ms. Christensen stated that they were not required because they are not elected public officials.

On motion by Kristine Thalman, seconded by John Young, the Committee appointments were approved.

VII. FINANCIAL REPORT

Mr. Derek Williams reported that the Foundation has \$194,000 in the bank and that there are a couple of new accounts in Citizens Bank.

VIII. DISCUSSION ITEMS

a. Wine Walk Planning

Cynthia Moran asked Board members to inform her if they or their spouse would like to volunteer for the Wine Walk event.

The following items were discussed:

- T-shirts
- Event banners
- Community public relations
- Marketing person
- Room for VIP Room for Dignitaries
- Sponsorship
- Cost of entrance fee for VIP event and Auction

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On motion by Derek Williams, seconded by Scott Kaplan, the budget was amended to include the VIP event for 50 tickets at \$65 each aside from the cost of the \$35 ticket for the Wine Walk event. All in favor. MOTION CARRIED.

b. Financial Management

Ms. Christensen reported that the Finance Department is taking on more of the duties for the Foundation. City policy will be followed regarding purchasing, i.e. volunteers can no longer go out to purchase items. Purchasing will have to be in-house for tracking purposes.

IX. COMMITTEE REPORTS

None

X. COMMENTS

None.

XI. ADJOURNMENT

Meeting was adjourned at 5:10 p.m. to the next regular meeting on November 14, 2011.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary