

MINUTES  
CHINO HILLS COMMUNITY FOUNDATION MEETING  
March 11, 2013  
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

Grace Capps led the Assembly in the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Taylor	John R. Young
	David Kramer	Peter Rogers
	Derek S. Williams	Sylvia Nash
	Doug Duckworth	Wayne Scaggs
	Grace Capps	

ABSENT:	Bill Hughes	Steven J. Elie
	Brian Pollack	Tim Sotoodeh
	Cynthia Moran	Tom Boyle
	Dave Ault	

ALSO PRESENT: Jonathan Marshall, Director of Community Services  
Alma Hernandez, Administrative Analyst II  
Kimberly Albarian, Recreation Supervisor  
Melissa Merrill, Recreation Supervisor  
Rick Jones, General Manager of The Shoppes at Chino Hills

Derek S. Williams was on conference call.

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. BOARD MEMBER INTRODUCTIONS

- a) Chair Rogers introduced the new members to the Board: Sylvia Nash, Grace Capps, and Doug Duckworth. Introductions were also done round-table for the benefit of the new members.
- b) Recognition of outgoing Board members: Chair Rogers presented a Certificate of Appreciation to Kelli Spiri and Scott Kaplan for their work and dedication to the Chino Hills Foundation and the community.
- c) Board Term Expirations: Chair Peter Rogers reported that the following Board members' terms will expire on June 2013: Chair Peter Rogers, Derek Williams, Brian Pollack, Kelli Spiri, and Grace Capps. Chair Rogers stated that Mr. Williams and Mr. Pollack wish to remain on the Board; as well as

Grace Capps since she filled Cynthia Moran's unexpired term this past January.

VI. ACTION ITEMS

a) Approval of January 14, 2013 Meeting Minutes

On motion by John Young, seconded by Bill Taylor, the Minutes of the Meeting from January 14, 2013 were unanimously approved. All in favor. MOTION CARRIED.

b) Signing Authority for Community Services Director

On motion by Doug Duckworth, seconded by Sylvia Nash, signing authority was given to Director Marshall for invoice approval for an amount not to exceed \$5,000. All in favor. MOTION CARRIED.

VII. FINANCIAL AND QUARTERLY INVESTMENT REPORTS

Ms. Hernandez reported that as of March 6, 2013, the Foundation has a balance of \$327,853; of that, \$43,000 is in the Endowment Fund. \$234,853 was shown as temporarily restricted for the Community Center, which leaves \$50,000 in the operating account. An additional \$15,147 needs to be raised to meet the goal of \$250,000 for the Community Center. She added that the funds remaining from the Library Enhancement Project had been returned and is reflected in the total.

Doug Duckworth inquired about the \$10,000 matching donation in the Endowment Fund. Chair Rogers explained that the Kramer Foundation donates \$10,000 annually to the Foundation Endowment Fund with the requirement that it be matched. The matching funds are contributed from funds raised through the Wine Walk event.

Doug Duckworth also inquired about the \$250,000 for the Community Center. Director Marshall stated that all the furnishings and amenities in the interior of the Community Center will be funded by the Chino Hills Foundation.

Chair Rogers stated that the Foundation will reach its goal of \$250,000 with the upcoming Home Tour event.

VIII. DISCUSSION ITEMS

a) Donor Reception on March 16, 2013

Chair Rogers reported that the date of March 16 has been confirmed for the Donor Reception and that it will be held at John Young's residence.

Cynthia Moran suggested that potential donors could also be invited to the event. These individuals will have to pay a fee to attend the event since they had not donated. The event would provide an opportunity for the potential donors to meet the Board Members and learn more about the Foundation.

Chair Rogers stated that the Gala event held two years in a row was replaced with a Donor Reception. Plans to re-visit the Gala concept have been discussed for the upcoming fall.

It was discussed and decided that prior year's homeowners be invited to the Donor Reception.

b) Home Tour – April 21, 2013

Chair Rogers reported that three homes have been secured for the Home Tour. He added that the Hospitality students from Cal-Poly, with their culinary expertise, will be catering the Home Tour Reception at McCoy Equestrian & Recreation Center.

c) "Buy-A-Brick" Program

Ms. Hernandez reported that 271 brick spaces have been purchased, counting 2 spaces for the larger brick.

The Board approved doing another utility bill insert since the first mailing resulted in a good response from the community. The cost to print the utility bill insert was approximately \$800.

d) Wine Walk

Chair Rogers reported that the Wine Walk event is scheduled for October 12 and Committee meetings will start soon.

e) Audit Services

Ms. Hernandez stated that as a measure of good internal controls, the Foundation should have an audit. Staff has started to solicit quotes. The City's auditor quoted \$4,500 per year, for a total of \$18,000 for all four years. She added that Mr. Williams received a quote from his old firm for \$4,000 per year; Mr. Duckworth commented that the fee was too high and asked when the City started to raise \$100,000; implying that not all years had to be audited. He asked for the scope of services and stated that he would solicit additional quotes. This item will be continued for discussion at the next meeting.

f) Cultural Arts Advisory Committee

Chair Rogers announced that there had been a couple of roundtables with a group of artists in the community from different fields of art: people in drama, photography, music, theatre, and digital media with the intent of forming a Cultural Arts Advisory Committee. The goal is to utilize the many talents that already exist in Chino Hills and produce concerts, talent shows, music festivals, sidewalk art displays, and art shows. This Committee will be an arm/spin-off from the Foundation since it meets the Foundation's mission statement to improve the cultural, educational, and recreational services for Chino Hills citizens.

IX. COMMITTEE REPORTS

Chair Rogers stated that the Committee appointments would be agendized for the Foundation Meeting in July.

X. COMMENTS

David Kramer suggested that the homeowners who showcased their homes for the Home Tour should be recognized as donors and a value be put on their donation for tax purposes. He also reminded the Board to pursue the naming of volunteers as "Ambassadors."

Doug Duckworth stated that the Cultural Arts Committee ties into the Foundation and it may be the thing that is missing in the community. Chair Rogers stated that Cynthia Moran is helping put this Cultural Arts Committee together.

Ms. Hernandez showed a sample of the name tags and stated that Cynthia Moran wanted to know the Board members' interest in purchasing name tags.

XI. ADJOURNMENT

Meeting was adjourned at 5:14 p.m. to the next regular meeting on May 13, 2013.

Respectfully submitted by:

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Carmen Fructuoso-Canter  
Community Services Department

Signed by:

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John Young, Board Secretary  
Chino Hills Community Foundation