

MINUTES  
CHINO HILLS COMMUNITY FOUNDATION MEETING  
May 13, 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 3:31 p.m.

II. PLEDGE OF ALLEGIANCE

The Assembly did the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Hughes	Grace Capps
	Bill Taylor	Peter Rogers
	Brian Pollack	Steven J. Elie
	Cynthia Moran	Sylvia Nash
	David Kramer	Tom Boyle
	Derek S. Williams	Wayne Scaggs
	Doug Duckworth	

ABSENT:	Dave Ault	John R. Young
	Tim Sotoodeh	

ALSO PRESENT: Alma Hernandez, Administrative Analyst II  
Kimberly Albarian, Recreation Supervisor  
Melissa Merrill, Recreation Supervisor  
Rick Jones, General Manager of The Shoppes at Chino Hills  
Ted Athens, co-founder of Douglas Athens Associates

Brian Pollack was on conference call until 4:30.

Steven Elie arrived at 3:35 and left at 5:00.

Grace Capps arrived at 3:38.

David Kramer arrived at 3:39 and left at 5:04.

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. RECOGNITION OF OUTGOING BOARD MEMBERS

Chair Rogers thanked outgoing Board members, Tom Sotoodeh, and Dave Ault, for their work and dedication to the Chino Hills Foundation and the community.

VI. ACTION ITEMS

a) Approval of March 11, 2013 Meeting Minutes

On motion by Bill Taylor, seconded by Sylvia Nash, the Minutes of the Meeting from March 11, 2013 were approved as corrected. All in favor. MOTION CARRIED.

b) Re-appointment of Board Members with terms expiring in June: Williams, Pollack, and Capps.

On motion by Bill Hughes, seconded by Wayne Scaggs, Derek Williams, Brian Pollack, and Grace Capps were nominated as Board Members for another four-year term. All in favor. MOTION CARRIED.

c) Approve new Board Members: Rick Jones, Dan Carpener, and Lisa McPheron

On motion by Bill Taylor, seconded by Bill Hughes, nominations for the appointment of Rick Jones, Dan Capener, and Lisa McPheron were approved. All in favor. MOTION CARRIED.

d) Election of Officers: Chair, Vice Chair, Treasurer, and Secretary

On motion by Peter Rogers, seconded by Steve Elie, Cynthia Moran was elected as Chair to the Foundation. All in favor. MOTION CARRIED.

On motion by Derek Williams, seconded by David Kramer, Peter Rogers was elected as Vice Chair to the Foundation. All in favor. MOTION CARRIED.

On motion by Steve Elie, seconded by Doug Duckworth, Derek Williams was elected as Treasurer to the Foundation. All in favor. MOTION CARRIED.

On motion by Peter Rogers, seconded by Sylvia Nash, John Young was elected as Secretary to the Foundation. All in favor. MOTION CARRIED.

e) Approve Cultural Arts Committee

On motion by Peter Rogers, seconded by Bill Taylor, the formation of the Cultural Arts Committee was approved. All in favor. MOTION CARRIED.

f) Approve Annual Budget

The Fiscal Year 2013-2014 Budget was presented with total revenues of \$88,100 and expenses of \$45,900.

On motion by Derek Williams, seconded by Tom Boyle, the budget was approved with an increase to the Advertising and Promotion budget of \$1,500 bringing the total expenses to \$47,400. All in favor. MOTION CARRIED.

g) Approve Roadway Adoption – Peyton Drive

On motion by Derek Williams, seconded by Sylvia Nash, the Roadway Adoption of Peyton Drive was approved. All in favor. MOTION CARRIED.

VII. FINANCIAL AND QUARTERLY INVESTMENT REPORTS

Ms. Hernandez reported that as of May 6, 2013, the Foundation has a balance of \$354,700; of that, \$43,000 is in the Endowment Fund. \$261,700 was shown as temporarily restricted for the Community Center, which leaves \$50,000 in the operating account. The cost of the bricks is estimated to be \$10,000 leaving about \$250,000 for donation to the Community Center.

Chair Rogers announced the following:

- The Foundation is one of two recipients of a fundraising walk-a-thon event organized by BAPS. It is expected that the Foundation will receive a minimum donation of \$5,000.
- Thanked The Shoppes for their \$5,000 donation.
- Construction delays have extended the deadline to purchase bricks.

VIII. DISCUSSION ITEMS

a) Brown Act 101 – Elizabeth Calciano, City of Chino Hills attorney, gave a brief presentation on the Brown Act to the Board.

b) Home Tour Recap

Vice Chair Moran reported that the event made a little over \$15,000 this year. The Home Tour Committee is scheduled to have a recap meeting with the docents and home captains to discuss ways to improve the event next year.

c) “Buy-A-Brick” Program Recap

Chair Peters reported that the Foundation sold 350 bricks and reminded everyone that the deadline is June 1. Ms. Hernandez stated that the deadline has been extended to June 15.

d) Wine Walk

Chair Rogers invited the Board to sign up to join the Wine Walk Committee. Vice Chair Moran gave suggestions to promote the event such as Save the Date postcards, and incentives for participants to purchase tickets early for raffle opportunities. Chair Rogers announced that sale of raffle tickets during the event will be eliminated.

e) Audit Services

Ms. Hernandez stated that two quotes for audit services have been received. The City’s auditor quoted \$4,500 per year and Derek Williams’ old firm quoted \$4,000 per year but are no longer available. Mr. Duckworth stated that he also solicited quotes and that the cost was similar to the City’s auditors. Board members inquired if an audit was required. Ms. Hernandez stated that an audit is not required but a good practice for internal controls. In addition, if a grant opportunity were to present itself, the Foundation would be prepared, as most grants require audited financials. Board members further inquired if it was necessary to audit all four years. This item will be continued for discussion at the next meeting.

f) High School Financial Planning Seminar

Ted Athens, co-founder of Douglas Athens Associates, a wealth management group, submitted a proposal to provide a Financial Literacy Workshop to Chino Hills' high school students. The program will be free to the students. Mr. Athens stated that there is a possibility of a grant through the Foundation for Financial Planning that would cover the costs of materials, so there would be no costs incurred by the Chino Hills Community Foundation. He also added that there would be no discussion or solicitation of products during the workshop. Mr. Athens added that he needed assistance from the Foundation contacting the schools.

Chair Rogers suggested discussing the program with Wayne Joseph, CVUSD Superintendent in order to get the information to the principals of both high schools. Bill Taylor suggested putting it on the books for next year. Mr. Athens stated that he could be ready by mid-fall to implement the program, if that would work with the school schedule or after the holidays. The challenge would be gathering the students. Vice Chair Moran stated that there would be no need to get the School District involved since the Foundation would like to restrict the program to Chino Hills students. This item will be continued for discussion at a future meeting.

g) Future Projects and/or Programs to Support

Chair Rogers asked the Board to start thinking of new projects to support once fundraising for the Community Center is completed. The Board suggested continuously raising funds for activities such as funding performances, speaker series, or book signing.

h) Brighton Fundraiser

Vice Chair Moran announced, that this is the third year the Brighton chain will hold a fundraising event, where each store will donate funds to a local nonprofit. Brighton will do a kick-off fundraiser on May 30 called "Brighton Loves America." For every bracelet sold, \$29 goes to the Foundation. Funds received will have to benefit children arts programs. She invited all Board members and their families to go to Brighton to show a presence at the kick-off and encouraged them to forward the information to family and friends.

IX. COMMITTEE REPORTS

Chair Rogers announced that Committee appointments would be done at the July meeting.

X. COMMENTS

Chair Rogers reminded everyone that BAPS is hosting an event at Veterans Park on June 15 with part of the proceeds to benefit the Chino Hills Foundation.

Vice Chair Moran presented the Chino Hills Foundation name badge and, if anyone is interested, to contact Ms. Hernandez. She added that Lisa McPheron created an app for the Chino Hills Foundation.

XI. ADJOURNMENT

Chair Rogers adjourned the meeting at 5:44 p.m. to the next regular meeting on July 8, 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