

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
September 9, 2013
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Chair Moran called the Chino Hills Community Foundation Meeting to order at 3:30 p.m.

II. PLEDGE OF ALLEGIANCE

Derek Williams led the Assembly for the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Hughes	John R. Young
	Brian Pollack *	Lisa McPheron
	Cynthia Moran	Peter Rogers
	Dan Capener	Rick Jones
	David Robbins	Steven J. Elie*
	Derek S. Williams	Sylvia Nash*
	Grace Capps	

ABSENT:	Bill Taylor	Doug Duckworth
	David Kramer	Wayne Scaggs

ALSO PRESENT: Jonathan Marshall, Community Services Director
Alma Hernandez, Administrative Analyst II
Kimberly Albarian, Recreation Supervisor
Melissa Armit, Recreation Supervisor
Dave Robbins, Lewis Operating Corporation
Donna Siebert, General Manager, The Shoppes at Chino Hills

* Note: Brian Pollack was on conference call.
Steven Elie left at 4:17 pm
Sylvia Nash left at 5:00 pm

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. BOARD MEMBER INTRODUCTIONS

a. New Board Member: David Robbins introduced himself to the Board. The Board did a roundtable introduction for Mr. Robbins' benefit.

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VI. ACTION ITEMS

a) Approval of July 8, 2013 Meeting Minutes

On motion by Sylvia Nash, seconded by John Young, the Minutes of the Meeting from July 8, 2013 were approved. All in favor. MOTION CARRIED.

b) Committee Appointments

On motion by Bill Hughes, seconded by Steve Elie, David Robbins was appointed to the Finance & Investment Committee and Fund Development Committee. All in favor. MOTION CARRIED.

c) Adopt Communication Plan

On motion by Sylvia Nash, seconded by Rick Jones, the Communication Plan was approved. All in favor. MOTION CARRIED.

VII. FINANCIAL AND QUARTERLY INVESTMENT REPORTS

Ms. Hernandez reported that the donation in the amount of \$260,000 for the furnishings at the Chino Hills Community Center had officially been given to the City. This left a balance of \$89,435 in the operating account and the Endowment Fund maintains a balance of \$43,000. Ms. Hernandez also reported that \$1,100 in scholarship funds were returned to the Foundation after a recipient was unable to attend the Day Camp program.

VIII. DISCUSSION ITEMS

a) Future projects and/or programs to support:

Scholarships for Senior Citizens – Chair Moran suggested offering scholarships for senior citizens similar to the scholarships currently offered for recreation classes and summer day camp. The board seemed receptive, but asked that a listing of classes/programs be provided so that criteria and parameters for the program could be developed. This item was continued to the next meeting for additional discussion.

Community Center – Chair Moran asked if the Community Center had any external areas with the potential for additional enhancements, such as a sitting area. Director Marshall stated that the area has already been mastered plan and if any additional amenities were to be added to the facility, parking would be jeopardized.

Trails – Director Marshall stated that it was the hope of the City, through grants, to complete the City's 15 trails heads. The trail head is the starting point of the trail and also an approved place for parking. It would consist of a monument sign with an integrated map and possibly a water fountain.

Splash Pad – There has been interest in the community for a splash pad, but a location has not been determined. Director Marshall stated he will be evaluating all the city parks for another project and can certainly review them for the possibility of a splash pad as well.

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Founders Recreation Center – Mr. Elie asked what the plan was for the old City Hall site. Director Marshall stated that the City Council is considering this site for a future residential area to meet certain housing requirements.

Library - Ms. Capps asked if the Library had any needs. Vice Chair Rogers stated the Library, in fact, had refunded a portion of the previously donated \$75,000 to the Foundation.

Dirt lot behind Veterans Park – Director Marshall stated the dirt lot serves as overflow parking for Concerts in the Park and other special events.

b) Volunteer sub-committee

Volunteer application – Ms. Capps presented a volunteer application for board consideration. The application would be used to collect data and create a database to better place volunteers based on their skills and interests. Comments and changes were provided by the board. Director Marshall stated it would then be reviewed by the City's Attorney. Chair Moran asked that the revisions be made to the application and for it to be added as an action item for the next meeting.

c) Audit Services – This item was moved for discussion to the next Board meeting.

IX. FUNDRAISING EVENTS

Wine Walk – Committee Chair Rogers gave a status update on the upcoming event, which included wine pouring sites, appetizers, donations, EnCork site, and ticket sales. Ms. McPheron gave an update on the plan for the email blasts.

X. COMMITTEE REPORT

a) Board Development Committee – Vice Chair Rogers reported that the Committee had met the prior week to discuss a Board Member Commitment Form. The intent of the form is to encourage everyone to assist with fundraising. Vice Chair Rogers encouraged board members to submit comments to the Committee for further discussion. Chair Moran commented that this item would be voted on at the next meeting.

b) Fund Development Committee – John Young reported that the Committee had met prior to the board meeting to discuss additional fundraising ideas.

The Committee stated that it would be necessary to know the next project and inquired about the donor software. Ms. Hernandez stated that one more software needed to be evaluated. The next Committee meeting is scheduled for October 21 and it was agreed that Ms. Hernandez would do a software demo for the committee to evaluate.

c) Public Affairs Committee – Lisa McPheron reported that the Committee met last week to discuss the Communications Guide, and brainstorm ways the board could contribute to the distribution list. Some long-term goals that were identified include: to increase awareness of the Foundation throughout in the community, identify potential donors, elevate the brand by integrating communications on the website and social media, with the potential to add a

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“sizzle” video. The short term goals identified include: updating the website and creating the newsletter.

XI. COMMENTS

Vice Chair Rogers stated that Doug Duckworth had resigned from the board earlier that afternoon. He also recommended that donations received through December 31, 2013 be eligible for the donor wall at the Chino Hills Community Center. It was discussed that the donor wall at the Chino Hills Community Center be made as the hub for all future donations. The wall could be built so that it is forever changing as donations are accumulated.

XII. ADJOURNMENT

Chair Moran adjourned the meeting at 5:07 p.m. to the next regular meeting on November 11, 2013.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation