

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

MARCH 12, 2018
REGULAR MEETING

CHINO HILLS COUNCIL CHAMBERS
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA

CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:00 p.m.

ROLL CALL

PRESENT: BOARD MEMBERS:
BILL TAYLOR CYNTHIA MORAN
DAN CAPENER DARRIN LEE (arrived at 4:35)
DARRYLL GOODMAN DAVID KRAMER
GLEN ANDERSON GRACE CAPPS
KATHLEEN SMITH PETER PIRRITANO
PETER ROGERS SPENCER BOGNER
SYLVIA NASH

ABSENT: BOARD MEMBERS:
AIMEE DAVIS BILL HUGHES
DELINIA LEWIS

ALSO PRESENT: ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Glen Anderson led the Assembly for the Pledge of Allegiance.

PRESENTATIONS

WELCOME NEW BOARD MEMBER

Chair Rogers welcomed Peter Pirritano as the newest Board Member.

FOUNDATION DEPARTMENT BUSINESS – ACTION ITEMS

APPROVE JANUARY 8, 2018, FOUNDATION MEETING MINUTES

Motion was made by Board Member Dan Capener and seconded by Board Member Glen Anderson to approve the meeting minutes, as presented.

Motion carried as follows:

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AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, MORAN, NASH, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: GOODMAN, KRAMER, PIRRITANO.

ABSENT: BOARD MEMBERS: DAVIS, HUGHES, LEE, LEWIS.

RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF FEBRUARY 28, 2018

Motion was made by Board Member Dan Capener and seconded by Board Member Sylvia Nash. The Board received and filed the financial report as of February 28, 2018, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, GOODMAN, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, HUGHES, LEE, LEWIS.

RECEIVE AND FILE THE QUARTERLY INVESTMENT REPORT AS OF DECEMBER 31, 2017

Motion was made by Board Member Sylvia Nash and seconded by Board Member Kathleen Smith. The Board received and filed the quarterly investment report as of December 31, 2017, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, GOODMAN, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, HUGHES, LEE, LEWIS

DISCUSSION CALENDAR

OPEN THE NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS

Chair Peter Rogers stated that anyone who may be interested in an officer's position should send an email to him or Alma Hernandez. The voting will take place at the annual meeting in May. Board Member Nash asked if the by-laws could be changed to remove verbiage relating to membership that requires regular attendance at the meetings. Chair Rogers said it could be discussed and voted upon at the annual meeting.

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DISCUSS BOARD MEMBER TERM EXPIRATION

Chair Rogers stated there is only one Board Member term that is due to expire this year - Dan Capener. Board Member Capener to notify the Board at the May meeting if he wants to continue his membership.

REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 18-19 BUDGET

Ms. Hernandez stated that the budget will be voted upon and approved at the May meeting. Board Member Cynthia Moran stated her proposed budget changes for the Volunteer Reception. Chair Rogers stated that if other Board members have changes for their budgets to send an email to Ms. Hernandez. Ms. Hernandez asked to discuss the Program Giving budget. Community Services Supervisor suggested using the senior subsidy item towards a senior group social event. Board Member Glen Anderson suggested using the funds to subsidize the veterans' monument. Chair Rogers suggested ideas to be brought to the next meeting to determine the best way to disseminate the \$5,000 fund. Ms. Hernandez asked for clarification on the number of youth day camp scholarships and general recreation scholarships the Foundation wants to fund this year. The Board agreed to leave the number of day camp scholarships at 10 students, and to maintain \$5,000 for recreation scholarships. Ms. Hernandez to contact committee leads to complete other proposed budgets.

DISCUSS PROPOSAL OF NEW PROJECT

Ms. Armit reviewed the Utility Box Art Program and stated that staff will work on a policy next. The cost is approximately a \$500 to \$1500 stipend per box to cover the cost of art supplies. The policy would also include maintenance, graffiti coating, box replacements, etc. Board Member Moran stated that she will research other types of potential art projects before the Foundation agrees to donate \$2,000 annually towards any public art project. This topic will be reviewed again at the next Board meeting.

DISCUSS STRATEIC PLAN GOALS

Vice-Chair Capps restated the objective of the Board's strategic plan goals and invited each committee to discuss their proposed goals.

Executive Committee - Chair Rogers stated that the proposed goal is for the Steering Committee to meet regularly to provide guidance to the other committees.

Board Development Committee – Chair Rogers stated that the proposed goal is to develop a process to identify and review potential new Board members and to maintain a balance of working members and financial contributing members.

Strategic Committee - Vice-Chair Capps stated that the proposed goal is to identify the next major project for the Foundation to support.

Fund Development Committee - Board Member Sylvia Nash stated that the proposed goal is to refine the donor list for a mailing in October and to assign committee members to make follow up phone calls.

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Public Affairs Committee - Board Member Moran stated that the proposed goal is for the Foundation to rotate speakers at the City Council meetings to inform on upcoming Foundation events. This committee also proposed to increase social media presence by May 2019.

Finance Committee - Board Member Dan Capener stated that the proposed goal is to identify more effective short-term investment vehicles.

Motion was made by Board Member Nash and seconded by Board Member Taylor to approve the goals proposed by each committee, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPES, GOODMAN, LEE, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, HUGHES, LEWIS

COMMITTEE REPORTS

FUND DEVELOPMENT – JAZZ & BLUES FESTIVAL

Board Member Darrin Lee stated that he will not be attending the festival and that Rick Bui will fill in for him as the Operations Lead. He has solicited volunteers from outside of Chino Hills as well as local high school groups including the Fire Explorers. Board Member Glen Anderson made the following points.

- Huge banner hung up at The Shoppes
- Postcards were distributed at Irvine music festival
- Event flyers posted at colleges and high schools
- KJazz to give 10 spots on the radio
- Tuff Shed could be a new donor
- The talent is top notch

Chair Rogers said that Kathleen and Delinia will take lead spots at the festival. Chino Hills Ford has agreed to donate. Potential volunteers can sign up on the website or a Board member can forward their information directly to volunteer organizer, Mary Faulhaber.

BOARD DEVELOPMENT – DONOR RECEPTION

Chair Rogers stated the donor reception will be held on April 7 at the home of Basem Muallem. Melissa Armit stated that the caterer will be the same as last year. Mr. Muallem will be providing the desserts. Board Member Nash suggested that the key donors of the Foundation be encouraged to attend.

CHARTS UPDATE

Board Member Anderson said there are two events that will be scheduled later in the year. He also suggested to host a fun “mask-making” event for the community.

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BOARD COMMENTS

Moran: Board Member Moran congratulated Board Member Lee's son, Jamison, for winning a music contest. She also stated there will be an improv show at the Chino Hills Community Center on April 23 to raise funds for the family of a local teacher whose wife is fighting cancer.

Goodman: Board Member Darryll Goodman said Limericks should be open by the end of the month; Tryst Med Spa to open this Friday; and a new burrito restaurant to open in May.

Pirritano: Board Member Peter Pirritano stated that the Chino Hills Community Foundation is exciting and he is looking forward to participating in events.

Bogner: Board Member Bogner stated that the Pomona Rincon/Soquel Canyon project to open on Friday and that a City event will be scheduled at some point. He also suggested that new Board Member Pirritano be assigned to a committee. Chair Rogers said that committee appointments will occur two Board meetings from now. Board Member Anderson said he has already been working with the Jazz and Blues Festival.

Nash: Board Member Nash said that three homes and three team leaders for this year's Holiday Home Tour have been selected. Each homeowner has been sent an information packet.

Kramer: Board Member Kramer said that the senior citizens of our community have earned their right to receive financial assistance and should not hesitate requesting the assistance. He gave verbal support to a community art project and said it will draw people and boost community spirit. He also stated that the division between the Foundation and the community should be invisible. He suggested a "Blade Night" event at the Shoppes where families come out with bikes, skates, etc.

Ortiz: Emily Ortiz stated that the next Board Meeting in May will be held at the Community Center.

Hernandez: Ms. Hernandez reminded the Board to come ready to take a group photo at the May Board meeting.

Armit: Melissa Armit said that the donor tree has been updated at the Community Center.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:53 p.m. until the next annual meeting scheduled on May 14, 2018, at 4:00 p.m. at the Chino Hills Community Center.

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Respectfully submitted by:

Emily Ortiz
Community Services Department

Signed by:

Bill Taylor, Board Secretary
Chino Hills Community Foundation