

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

MAY 14, 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
 DAVID KRAMER DELINIA LEWIS
 GRACE CAPPS KATHLEEN SMITH
 PETER PIRRITANO PETER ROGERS
 SPENCER BOGNER SYLVIA NASH

ABSENT: BOARD MEMBERS:
 AIMEE DAVIS BILL HUGHES
 DARRYLL GOODMAN GLEN ANDERSON

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

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Peter Pirritano led the Assembly for the Pledge of Allegiance.

PRESENTATIONS

GROUP PICTURE

The Board gathered outside for a group photo.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE MARCH 12, 2018, FOUNDATION MEETING MINUTES

Motion was made by Board Member Bill Taylor and seconded by Board Member Kathleen Smith to approve the meeting minutes, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER,
 LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

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NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

RECEIVE AND FILE THE QUARTERLY INVESTMENT REPORT AS OF MARCH 2018

The quarterly investment report was received and filed as submitted.

RECEIVE AND FILE THE PELIMINARY FINANCIAL REPORT AS OF APRIL 30, 2018

The preliminary financial report was received and filed as submitted.

APPROVE RE-APPOINTMENT OF BOARD MEMBER

Motion was made by Board Member Sylvia Nash and seconded by Board Member Peter Pirritano to re-appoint Dan Capener to the Foundation Board.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

OPEN THE NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS

Motion was made by Cynthia Moran and seconded by Kathleen Smith to re-elect Peter Rogers as Chair.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

Motion was made by Peter Rogers and seconded by Bill Taylor to re-elect Grace Capps as Vice-Chair.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

Motion was made by Dan Capener and seconded by Darrin Lee to re-elect Bill Taylor as Secretary.

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Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

Motion was made by Sylvia Nash and seconded by Spencer Bogner to re-elect Dan Capener as Treasurer.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

REVIEW BYLAWS

No changes to the Bylaws were submitted.

APPROVE COMMITTEE GOALS AND PLAN 2018-2019

Vice-Chair Capps stated that the committees' goals would be reviewed at each Board meeting for progress. Ms. Capps stated that all committees are currently on track with their planned goals.

Public Affairs – Board Member Cynthia Moran stated that Public Affairs would like to add a budget for marketing the Foundation. She will also be presenting a formal review of the Foundation's website from a website design consultant to determine if changes need to be made.

Finance – Board Member Dan Capener stated that a ¼ percent increase in the Foundation bank accounts was negotiated and is looking into other investment options.

Executive – Chair Rogers stated that the Executive Board would meet in June.

Strategic – Vice-Chair Capps stated that they are gathering ideas for the next major project for the Foundation to focus on. Once the list has been narrowed down, the Board will use the 2018-19 year to research and pick one project to focus on during the 2019-20 year. She also suggested using volunteers to execute some of the efforts. Board Member Moran suggested that the Foundation start tracking volunteer hours so that they could be properly acknowledged at the volunteer reception.

DISCUSS SPONSORSHIP PROGRAM

Chair Rogers introduced the idea of restructuring the sponsorship program. Board Member Taylor stated that our current method of requesting sponsor funds involves reaching out to the same donors multiple times per year, which could lead to disinterest from the donors. He suggested a policy change for the big donors which would include

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offering a menu of options with different levels of donations and different levels of exposure. Board Member Cynthia Moran suggested an ad hoc committee be formed to define what a major donor is and to further define the policy. The ad hoc committee will determine if this is a viable approach and will include the following Board members:

- Spencer Bogner
- Dan Capener
- Sylvia Nash
- Kathleen Smith
- Bill Taylor

DISCUSS PUBLIC ART PROPOSALS

Board Member Moran suggested that the project be called the Chino Hills Community Foundation Public Art Program. Chair Rogers suggested this program be under the wing of ChArts. Board Member Moran further suggested that the program recommend permanent art that does not require staff time or a maintenance program. She also suggested reaching out to the local developers to sponsor the art program. Community Services Supervisor Melissa Armit stated that City staff would need to develop a City administrative policy that follows state regulations. Ms. Armit also stated that the final approval of art programs would come from the City Council because the art would be placed on City property but the Foundation could have substantial input.

Motion was made by Cynthia Moran and seconded by Dan Capener to explore a public art program.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

APPROVE FY 18-19 PROPOSED BUDGET

The Board discussed the proposed budget.

Motion was made by Cynthia Moran and seconded by Dan Capener to reduce the summer day camp scholarship budget to \$10,000, to remove the \$500 donation to the Yellow Bus Program, and to increase the administration budget by \$500 for marketing.

Motion carried as follows:

AYES: BOARD MEMBERS: BOGNER, CAPENER, CAPPS, LEE, KRAMER, LEWIS, MORAN, NASH, PIRRITANO, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, DAVIS, GOODMAN, HUGHES.

COMMITTEE REPORTS

FUND DEVELOPMENT – JAZZ & BLUES FESTIVAL

Chair Rogers stated that the event marketing increased this year and it was a fantastic event. The event brought in less money than last year, just under \$20,000. There were just over 300 people in attendance whereas last year's attendance surpassed 500. He said that sponsor support was strong. Chair Rogers stated that he recently attended other large events in the area and all had lower attendance. Board Member Delinia Lewis suggested signing a more known artist to bring in a larger audience next year. Board Member Sylvia Nash recommended offering a variety of music to attract larger crowds. Board Member Lee suggested to look beyond the fundraising aspect and to focus on the community building aspect and the increase in Foundation name recognition. Board Member Moran commented that some of the volunteers appeared to be very bored and suggested that they be redeployed to break up the monotony. She further suggested that Board members engage with the volunteers to make them feel appreciated.

FUND DEVELOPMENT – WINE WALK

Chair Rogers stated that planning for Wine Walk has begun. He said there would be some changes to create a more positive experience and to grow the Foundation recognition. EnCork will not take place this year. The time and energy spent on that part of the event will be refocused to the main event to make it a better experience. Check-in will be closer to Barnes & Noble and the beer & wine garden will be moved to the splash pa. One hundred more tickets will be offered this year. Board Member Moran expressed concern for those participants who are accustomed to staying late for the after party and suggested collaborating with a Shoppes restaurant to provide a location for those participants.

CHARTS UPDATE

Chair Rogers said there is nothing new to report.

BOARD COMMENTS

Rogers: Chair Rogers said there would be an Executive meeting in June. He said the Fairplex has a new CEO is now charging \$6,600 to have a Community Day. The Fairplex has also eliminated the Community Hero program and are now requiring cities to pay for student entrance. In light of all the changes, the City has opted out of participating in the fair program so there is no need to fund \$500 for the Yellow Bus Program.

Lewis: Board Member Lewis said that her oldest son is graduating from college.

Moran: Board Member Moran is co-hosting a women's self-defense this Saturday at the Community Center. She also congratulated Melissa Armit on her pregnancy.

Pirritano: Board Member Peter Pirritano stated that his daughter is moving from Oregon to Holland for her employer, Nike.

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Smith: Board Member Smith likes the changes on the Wine Walk. She congratulated Ms. Armit on her pregnancy. Her son also graduated from college.

Kramer: Board Member Kramer said he makes efforts to make eye contact with people to make a difference. He suggested that we celebrate and embrace our community.

ADJOURNMENT

Chair Rogers adjourned the meeting at 6:04 p.m. until the next annual meeting scheduled on July 9, 2018, at 4:00 p.m. at the Chino Hills Community Center.

Respectfully submitted by:

Emily Ortiz
Community Services Department

Signed by:

Bill Taylor, Board Secretary
Chino Hills Community Foundation