

# **MINUTES**

CHINO HILLS COMMUNITY FOUNDATION

SEPTEMBER 10, 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  
GLEN ANDERSON                   DARRYLL GOODMAN  
GRACE CAPPS                   SYLVIA NASH  
PETER PIRRITANO                   PETER ROGERS  
SPENCER BOGNER                   DELINIA LEWIS

ABSENT:                   BOARD MEMBERS:  
KATHLEEN SMITH                   BILL HUGHES  
DAVID KRAMER

ALSO PRESENT: ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR  
ROBYN ROGERS, COMMUNITY SERVICES ADMIN. ASST. II

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

Board Member Darrin Lee led the Assembly for the Pledge of Allegiance.

## **FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR**

### **APPROVE JULY 9, 2018, FOUNDATION MEETING MINUTES**

Motion was made by Board Member Spencer Bogner and seconded by Board Member Sylvia Nash to approve the meeting minutes, as presented.

Motion carried as follows:

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

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NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: SMITH, HUGHES, KRAMER.

**PRELIMINARY FINANCIAL REPORT**

Board Members received and filed the Preliminary Financial Report as of August 31, 2018.

**QUARTERLY INVESTMENT REPORT**

Board Members received and filed the Quarterly Investment Report as of June 30, 2018.

**APPROVE PROCESS OF INVESTING FUNDS WITH STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND AS QUASI GOVERNMENT AGENCY**

Motion was made by Board Member Sylvia Nash and seconded by Board Member Peter Pirritano to appoint Board Members to the following committees:

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: SMITH, HUGHES, KRAMER.

**CREATIVE TOUCH COMMUNICATIONS PRESENTATION**

Cyndi Gurrola from Creative Touch presented the Foundation with results of the website evaluation. She suggested expanding by adding pages including a FAQ page and optimizing our search engine results. Ms. Gurrola also suggested a site map which would provide more information to Google. Board Members requested a proposal for repair of current website issues, future website management and social media management from Creative Touch and the current webmaster to be agendized for the November Foundation meeting.

**APPROVE BUDGET AMENDMENT FOR SOCIAL MEDIA MANAGEMENT**

A social media manager was hired in July for the period of August 7, 2018 through December 7, 2018. Board members will review social media services in January, after the four-month period.

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Motion was made by Board Member Sylvia Nash and seconded by Board Member Darryll Goodman to approve an amendment in the amount of \$1,300 for social media management:

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: SMITH, HUGHES, KRAMER.

### **LOS SERRANOS PARK GROUNDBREAKING**

Community Services Supervisor Melissa Armit informed the Foundation Members that the groundbreaking for the new Los Serranos Park would take place on Monday, September 17, 2018 at 10:00am.

### **APPROVE COMMITTEE DESCRIPTION CHANGES**

Foundation Board Members reviewed Committee Descriptions and made edits where necessary.

Motion was made by Board Member Spencer Bogner and seconded by Board Member Glen Anderson to approve committee description changes:

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: SMITH, HUGHES, KRAMER

### **POLICY ON NON-CITY STAFF CASH HANDLING**

Board members discussed the handling of cash by non-city staff at Foundation events. There is currently no policy on cash handling for the Foundation. This item was assigned to the Finance Committee for further review.

### **DISCUSS AND APPROVE MILITARY BANNER PROJECT**

Community Services Coordinator Vanessa Badosa presented the Foundation with the Military Banner Sponsorship Proposal. This proposal requested \$5,000 per year for the replacement or purchase of 20 Military Banners, with a smaller banner for each family's

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home. Board members requested more information regarding the number of annual banners, shared cost options and supplemental cost options before a decision could be made.

### **DISCUSS AND APPROVE TRAILS ENHANCEMENT PROJECT**

Community Services Supervisor Melissa Armit presented a request for an additional \$25,000 donation from the Foundation for the Trails Enhancement Project. The additional funding would fully complete all 26 miles of trails in Chino Hills.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Glen Anderson to approve donating \$25,000 to the Trails Enhancement Project:

Motion carried as follows:

AYES: BOARD MEMBERS: TAYLOR, MORAN, CAPENER, LEE, ANDERSON, GOODMAN, CAPP, NASH, PIRRITANO, ROGERS, BOGNER, LEWIS.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: SMITH, HUGHES, KRAMER

### **DISCUSS CHARTS LONG-TERM PLANNING GOALS**

Item adjourned to the November 19, 2018 Foundation Meeting.

### **REVIEW 2019 CALENDAR OF EVENTS**

Item adjourned to the November 19, 2018 Foundation Meeting.

### **COMMITTEE REPORTS**

#### **BOARD DEVELOPMENT SUBCOMMITTEE**

Amiee Davis submitted her resignation.

#### **WINE WALK SUBCOMMITTEE**

Foundation Chair Peter Rogers informed Board Members that Wine Walk is progressing on track. There will not be an after party however this will be an enhanced Wine Walk. There will be a silent auction and wine pull at the Foundation booth.

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**ADJOURNMENT**

Chair Rogers adjourned the meeting at 5:49 p.m. until the next meeting scheduled on November 19, 2018, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

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Robyn Rogers  
Community Services Department

Signed by:

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Bill Taylor, Board Secretary  
Chino Hills Community Foundation