

MINUTES  
CHINO HILLS COMMUNITY FOUNDATION MEETING  
May 9, 2011  
Chino Hills Government Center  
Community Room  
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Chair Steven Elie called the Chino Hills Community Foundation Meeting to order at 3:33 p.m.

II. PLEDGE OF ALLEGIANCE

Mr. Scott Kaplan led the Assembly in the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Brian Pollack	Kelli Spiri
	Cynthia Moran	Peter Rogers
	Dave Ault	Scott Kaplan
	Derek S. Williams	Steven J. Elie
	John R. Young	Art Bennett
	Kristine Thalman	Melba Mayes
	Tim Sotoodeh	Tom Boyle

ABSENT:	Bruce Wood	David Kramer
	Bill Hughes	

ALSO PRESENT: Lara Christensen, Administrative Analyst II  
Christine Martinez, Recreation Supervisor  
Kimberly Albarian, Recreation Supervisor

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Julie Chené introduced herself as the new CEO of the Chamber of Commerce. She expressed her excitement to assist the Foundation in anyway needed.

Rick Jones, General Manager of the Shoppes of Chino Hills introduced himself and is glad to have the opportunity to work together with the Foundation.

V. INTRODUCTIONS OF NEW AND EXISTING MEMBERS

For the benefit of the group, all new and existing members introduced themselves.

VI. ACTION ITEMS

a. Approval of Minutes

Minutes of March 14, 2011 Meeting

On motion by Peter Rogers, seconded by Art Bennett, the Minutes of the Meeting from March 14, 2011 Meeting was approved as corrected. MOTION CARRIED.

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b. Approve Nomination/Election Procedure

This item has been tabled for the Committee.

c. Re-nominations of Directors with expiring terms

Steve Elie asked the Board to reappoint Scott Kaplan and Bill Hughes to the Foundation Board.

On motion by Peter Rogers, seconded by John Young, the recommendation for the City Council to reappoint Scott Kaplan and Bill Hughes to the Foundation Board was approved. MOTION CARRIED.

d. Approve Change in Recreation Scholarship Grant Program

Lara explained a 17% decrease in CDBG monies that helps Recreation Scholarship Grant Program give scholarships to children with Summer Day Camp. These scholarships will be awarded to families who meet low income and HUD guidelines since the CDBG funds are not available this summer of 2010. The Chino Hills Community Foundation expressed willingness to provide scholarship grants towards this summer's program. \$6,500 was added to the budget for Summer Day Camp Scholarships. In addition, the Special Project, Recreation Scholarship Program's dollar amount was changed from \$7,500 to \$5,000.

On motion by Dave Ault, seconded by Derek S. Williams, the prior Motion to donate \$11,500 to Chino Hills Recreation Division for the Scholarship Grant Program was amended. MOTION CARRIED.

e. Approve Wine Walk Budget

Even though the budget is conservative, it could be adjusted later.

On motion by Derek S. Williams, seconded by Dave Ault, the Wine Walk Budget was approved. MOTION CARRIED.

f. Approve Annual Budget (2011-2012)

Derek S. Williams stated that there was \$108,350 in revenue, but the expenditures have increased to \$11,500 due to the Scholarship Program for Recreation. New expense amount is \$46,800 which would project a net gross after expenses of approximately \$61,550.

Cynthia Moran would like to have a Volunteer Recognition Event to recognize those who have helped throughout the year. The board agreed that \$1,000 should be budgeted and the Board would match the dollar amount.

On motion by Art Bennett, seconded by Peter Rogers, the Annual Budget for 2011-2012 was approved. MOTION CARRIED.

g. Officer Election

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Steve Elie stated that he would like to continue to serve on the Foundation but does not want to hold an Officer position. It was discussed amongst his family and there is not enough time to commit 100%.

Derek S. Williams nominated Peter Rogers as Chair for the Foundation, seconded by Cynthia Moran. MOTION CARRIED.

Steve Elie asked if there were any motions on Vice Chair, no nominations, closed till next fiscal year.

Steve Elie asked if there were any motions on Secretary. Cynthia Moran nominated John R. Young, seconded by Peter Rogers. MOTION CARRIED.

Steve Elie asked if there were any motions on Treasurer. John R. Young nominated Derek S. Williams, seconded by Kristine Thalman. MOTION CARRIED.

## h. Committee Appointments for 2011-2012

Lara Christensen stated that Tom Boyle was the only one to respond. Steve Elie asked that everyone complete the forms and committee appointments will be confirmed at next meeting.

## i. Appoint Ad Hoc Bylaw Review Committee

Steven Elie suggested that a By Law Review Committee be formed. As this ad hoc Committee already exists, the Committee will be renamed to include the review of policies as well. Steve Elie, Peter Rogers, Dave Ault and John R. Young will be on the By Law Review Committee/Policy Review Committee. On motion by Peter Rogers, seconded by Derek S. Williams, the By Law Review/Policy Review Committee was renamed and members appointed. MOTION CARRIED.

## j. Appoint Volunteer (Ambassador) Coordinator

Cynthia Moran will coordinate the volunteers along with one additional non-member volunteer. Actual appointment tabled until next meeting.

## VII. FINANCIAL REPORT

The Board discussed the annual budget.

## VIII. DISCUSSION ITEMS

The following were discussed:

### a. Home Tour Recap

Cynthia Moran stated the Home Tour exceeded her expectations. There were about 270 tickets sold. In advertising, there was \$2,000 made. Raffle tickets

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were a success with about \$1,700 made and \$875 in Silent Auction. After paying bills, \$13,500 was generated.

## b. Donor Reception

Kelli Spiri stated that if more invitations are needed, to let her know. If any of donations are collected, to please give to the Recreation Division since she will be out of town. More auction items are always welcome. Event takes place on June 11.

## c. Wine Walk Day

Steve Elie stated that this event will be scheduled for October 15, from 4-7p.m. He mentioned that a meeting was held with Peter Rogers, Cynthia Moran, Rick Jones, Sarah Coorigan of the Shoppes and City Staff.

The outcome of this meeting is sub-committees:

- A wine and food sub-committee, Peter Rogers, Dave Ault and two more non-members volunteers.
- Cynthia Moran, with Lori's help will deal with publicity.
- Cynthia Moran and Kelli Spiri will deal with Volunteers.
- Steve Elie will deal with sponsorships, possibly with Derek S. Williams.

Steve Elie would like to have wine donated and discounts offered at Restaurants. There could be up to 30 stores that will participate. A preliminary budget has been done by Christine Martinez.

The Board discussed participant fee and it was decided at \$40 per person.

Steve Elie made the comment that all ideas are welcome for this event.

Lara Christensen stated that no raffle can be conducted without a letter of approval from the Office of Attorney General.

## d. Role of Volunteers

This item has been tabled for next meeting.

## e. Ralph M. Brown Act

Lara Christensen stated that the Ralph M. Brown Act governs open meetings for local government bodies. Even though it is a private non-profit organization, the Chino Hills Community Foundation is governed by the Brown Act. The Foundation is subject to the Brown Act by its creation and membership. The purpose is to safeguard the public's right to access and participate in meetings. An agenda must be provided for all meetings, open to the public and held on a regular schedule. Gathering of members outside an official scheduled meeting cannot include discussions of board business. E-mail communication is allowable but may not be used by a majority to develop a collective concurrent on any board issue. Resources on the Act are available if needed.

## f. Policies and Procedures

See Appoint Ad Hoc Bylaw Review Committee Motion (i.)

IX. COMMITTEE REPORTS

None

X. COMMENTS

Scott Kaplan informed new board members that meetings are usually not this long. He also thanked Steve Elie for all his work and dedication this past year. Steve Elie thanked him and just mentioned it was time to prioritize with his family being first.

XI. ADJOURNMENT

Meeting was adjourned at 5:20 p.m. to the next regular meeting on July 11, 2011.

Respectfully submitted by:

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Lisa Fjeldsted, Recreation Division Secretary  
Community Services Department

Signed by:

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John Young, Board Secretary