

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
March 12, 2012
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Alma Hernandez led the Assembly in the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Art Bennett	Kelli Spiri
	Bill Hughes	Kristine Thalman
	Cynthia Moran	Peter Rogers
	David Kramer	Tom Boyle
	John R. Young	

ABSENT:	Brian Pollack	Steven J. Elie
	Dave Ault	Tim Sotoodeh
	Derek S. Williams	Wayne Scaggs
	Scott Kaplan	

ALSO PRESENT: Rick Jones, CEO of The Shoppes at Chino Hills
Brian Johsz, San Bernardino County District Director
Jonathan Marshall, Director of Community Services
Alma Hernandez, Administrative Analyst II
Christine Martinez, Recreation Supervisor
Kimberly Albarian, Recreation Supervisor

IV. BOARD MEMBER INTRODUCTIONS

The members of the Board did round-the-table introductions for Ms. Hernandez's benefit.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

VI. ACTION ITEMS

a) Approval of Minutes

On motion by John Young, seconded by Bill Hughes, the Minutes of the Meeting from January 9, 2012, were unanimously approved as corrected. MOTION CARRIED.

b) Kids Scholarship/Summer Day Camp Funding Request

On motion by Art Bennett, seconded by John Young, the Board approved the funding request of \$5,000 for Kids Class Scholarship and \$9,200 for Summer Day Camp Scholarships. MOTION CARRIED.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 12, 2012

Page 2

VII. FINANCIAL REPORT

Alma Hernandez reported that cash balances at the end of February were, \$32,100 in the checking account, \$13,000 in the Endowment Fund, and \$175,400 in the money market account. There is a pending transfer in the amount of \$10,000 from the checking account to the Endowment Fund and a pending deposit in the amount for \$2,000.

VIII. DISCUSSION ITEMS

- a) Board Terms Expiration: Elie, Young, Kramer, and Thalman – Chair Rogers reminded members their terms were expiring. At the May 14th meeting, members need to state whether they wish to be considered for another term or would wish to let their Board participation expire.
- b) Year Long Giving Campaign – Chair Rogers reminded members that fundraising should be year round. Members should reach out to the community, friends, and co-workers for donations. A new donor letter has been created with details about the Foundation and is available on the website. This would be an opportunity for the Board to do an outreach program to the public.

Director Marshall stated that staff has been evaluating how the Foundation can provide a historical account of all the donations received from each donor and mail out letters or donor cards with information provided as part of the campaign.

Chair Rogers stated that donations received by the Foundation in the first year were given to the library. Donor's names are displayed on the Donor's Wall of the Library. The Community Center will likewise have a Donor's Wall and those who donate cash of \$1,000 or more, cumulatively for the last 18 months, will have their names displayed on the Community Center Donor's Wall.

- c) Home Tour – Ms. Moran reported that the Foundation has secured three homes for the Home Tour event. There is a cap to sell 300 tickets, of which Board members are expected to sell ten tickets each. Board members can also help to solicit raffle prizes such as gift cards or sell advertising for the Home Tour program. Additional help is needed at the reception, volunteers to coordinate raffle prizes, a florist, and a décor sponsor for each home.
- d) Motivational Speaker – Chair Rogers reported that Grace Capps is one of the Foundation's volunteers who gave a presentation on the motivational speaker, Tyler Durham. Chair Rogers suggested that Ms. Capps provide the same presentation to teachers and staff.
- e) Wine Walk – The Committee will start meeting in March to organize the Wine Walk event scheduled for October 13th at The Shoppes. It is hoped that the event will grow to 700 participants this year. Chair Rogers suggested members start securing a list of donors for cases of wine.
- f) Shirts – Ms. Moran stated that the Foundation shirts provided to board members are satisfactory for use at a casual event. She suggested that a polo shirt or blouse would be more appropriate for a more formal event, and members could purchase a blouse or shirt with the Foundation logo at their discretion.
- g) Business Cards – Chair Rogers stated that members do not have to order business cards, except for those that do public outreach for the Foundation. He asked to be notified if members would like to order business cards.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 12, 2012

Page 3

- h) Donor Software – Ms. Albarian reported that there is a need for new software to handle the increase in data needed to maintain the Foundation's inventory of information such as: donors, volunteers, events, and participants. Ms. Albarian suggested eTapestry, custom-designed donor software that could maintain a maximum of 1,000 contacts which includes volunteer information. It has a monthly fee of \$99 with no initial set up costs.

Chair Rogers stated that the Foundation budgeted \$1,000 for the software. Cynthia Moran stated that Constant Contact is just for e-mails that allow 1,000 e-mails a year and anything in excess incurs additional charges. Ms. Albarian added that Constant Contact allows only one administrator with additional charges for more users. The Board requested staff to get the cost to upgrade to allow for an increase in contacts.

Chair Rogers asked Director Marshall to describe each staff's role in providing support to the Foundation. Director Marshall stated that he is the liaison to the Foundation and the following describes the role of staff:

- Ms. Martinez is the lead person for events
- Ms. Albarian provides support to the Committees
- Ms. Hernandez will be administering daily operations, website, Facebook, donor software, policy and procedures, including finances, meeting agendas, and communications with the Board regarding meetings.
- Ms. Fructuoso takes notes, minutes, and Board meeting support.

IX. COMMITTEE REPORTS

None.

X. COMMENTS

Chair Rogers stated the annual Board meeting will be in two months with Board business to include members' terms expiring and getting new members on board. Director Marshall stated that a list will be sent to Board members with the Committees that they belong to. He suggested for Committees to inform staff of future meetings and how many members will attend so we may secure the conference room that will accommodate everyone.

Ms. Thalman stated that she is not seeking a second term, but has a few individuals in mind that she has vetted and might be interested.

Mr. Young stated that he would like to stay on with the Board.

Mr. Kramer stated that he would like to stay on with the Board. He suggested the idea of a scholarship program for students with good grades. He suggested making a presentation to the School District to form a Student Committee from all grade levels to encourage youths to give back to the community. He also suggested having a Wall of Fame at the Chino Hills Community Center to recognize residents that have made lasting contributions to the community.

Ms. Moran would like the Foundation to promote the arts in the community. She suggested planning an art show with proceeds benefiting the Foundation. She added that The Shoppes is willing to offer some empty units that can be utilized for an art gallery.

Director Marshall reported that the Community Center design elements include a large lobby area that could accommodate art events simultaneously with other events.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 12, 2012

Page 4

Ms. Thalman suggested that the Foundation could hold naming opportunities for the Community Center rooms. She added that it would be nice to have some artwork in the facility and suggested creating an Arts Commission with staff utilizing Chino Hills students who are interested in art or taking art classes.

Ms. Moran suggested that residents and businesses willing to donate art could participate in the art events. College art students that live in Chino Hills could also participate, and possibly display their work during the Wine Walk.

Chair Rogers stated that another event to look into would be a food fair with an international theme. He encouraged further discussion over the upcoming year.

XI. ADJOURNMENT

Meeting was adjourned at 5:17 p.m. to the next regular meeting on May 14, 2012.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation