

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
July 8, 2013
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Chair Moran called the Chino Hills Community Foundation Meeting to order at 3:30 p.m.

II. PLEDGE OF ALLEGIANCE

Sylvia Nash led the Assembly for the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Hughes	Lisa McPheron
	Bill Taylor	Peter Rogers
	Cynthia Moran	Rick Jones
	Dan Capener	Sylvia Nash
	David Kramer	Tom Boyle
	John R. Young	Wayne Scaggs

ABSENT:	Brian Pollack	Grace Capps
	Derek S. Williams	Steven J. Elie
	Doug Duckworth	

ALSO PRESENT: Jonathan Marshall, Community Services Director
Alma Hernandez, Administrative Analyst II
Kimberly Albarian, Recreation Supervisor
Melissa Armit, Recreation Supervisor
Dave Robbins, Lewis Operating Corporation
Donna Siebert, General Manager, The Shoppes at Chino Hills

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Curt Hagman announced that the World's largest costume company is offering a Costume Fashion Show to be held in early October. He is planning it as a fundraiser and would like the Foundation to be the beneficiary to the proceeds from the event.

The Board agreed that having an independent organization manage an event and making the Foundation a beneficiary is something that the Foundation could promote.

V. RECOGNITION OF OUTGOING BOARD MEMBERS

Vice Chair Rogers thanked outgoing Board member, Tom Boyle, for his work and dedication to the Chino Hills Foundation and the community.

Board member Tom Boyle introduced Dave Robbins to the Board as his replacement as a representative of Lewis Operating Corporation.

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VI. BOARD MEMBER INTRODUCTIONS

The Board did a round-table introduction for the benefit of the new Board members.

VII. ACTION ITEMS

a) Approval of May 13, 2013 Meeting Minutes

On motion by Sylvia Nash, seconded by Tim Boyle, the Minutes of the Meeting from May 13, 2013 were approved. All in favor. MOTION CARRIED.

b) Approve new Board Members: David Robbins.

On motion by Bill Hughes, seconded by Wayne Scaggs, the nomination for the appointment of David Robbins was approved. All in favor. MOTION CARRIED.

c) Committee Appointments

On motion by Sylvia Nash, seconded by Bill Hughes, the following Board members were appointed to the respective Committees. All in favor. MOTION CARRIED.

Executive Committee – Chair Moran, Vice Chair Rogers, John Young, Derek Williams,

Board Development – Peter Rogers (Chair), Dan Capener, and Doug Duckworth,

Finance & Investment – Derek Williams (Chair), Grace Capps, Tom Boyle, and Wayne Scaggs.

Fund Development – John Young (Chair), Bill Taylor, Lisa McPheron, Steven Elie, Sylvia Nash, and Tom Boyle.

Public Affairs – Lisa McPheron (Chair), Bill Hughes, Bill Taylor, Grace Capps, and Rick Jones.

Strategic Planning – Wayne Scaggs (Chair), Brian Pollack, David Kramer, John Young, Peter Rogers, and Steven Elie.

d) Approve Donation to the City for the Community Center furnishings

On motion by Vice Chair Rogers, seconded by Sylvia Nash, the donation to the City for \$260,000 was approved. All in favor. MOTION CARRIED.

e) Signing Authority for Community Services Director

On motion by Bill Taylor, seconded by John Young, the Signing Authority given to the Community Services Director for invoices up to \$5,000 has been rescinded. All in favor. MOTION CARRIED.

VIII. FINANCIAL AND QUARTERLY INVESTMENT REPORTS

Ms. Hernandez reported that as of June 30, 2013, total Net Assets in the Foundation bank account is \$378,550; of which \$43,000 is in the Endowment Fund; temporarily restricted \$619 is from the Brighton fundraiser that can only be used for children's arts programs; and \$260,000 of that is for the donation to the

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Community Center furnishings. This leaves a balance of \$74,931 in the operating account.

IX. DISCUSSION ITEMS

a) Wine Walk – Vice Chair Rogers stated that sponsorships for the Wine Walk are available; the Committee is currently working with The Shoppes to get commitments from 20 stores to host for the Wine Walk.

b) Scholarship Program Recap – Recreation Supervisor Kim Albarian gave the Board an update on the Youth Recreation Scholarship Program and the Youth Day Camp Scholarship Program.

Chair Moran asked if staff denied any applicant a scholarship. Ms. Albarian stated that applicants who did not have the documentation to meet the guidelines.

Chair Moran announced that the newsletter for the Foundation would include the Youth Scholarship Program.

Chair Moran asked if there is a system in place for multiple applications every year. Ms. Albarian stated that applicants can receive a scholarship 2 years in a row and they have to wait before they can apply again.

Vice Chair Rogers suggested getting the grantees to write some thank you letters to donors. Ms. Albarian stated that staff could add thank you letters to the application process.

c) Presentation of Draft Communication Plan – Ms. Lisa McPheron presented a Draft Communication Guide. She asked the members to review and provide comments to her.

Vice Chair Rogers inquired about the proposed newsletter. Ms. McPheron stated that a program could send a seasonal publication for the Foundation by e-mail to generate activity and the first one would be in the fall.

Ms. McPheron noted that the website is in good shape but she suggests adding a few more items to it. Vice Chair Rogers asked if anyone is familiar with Word Press. Ms. McPheron stated that she is familiar with Word Press. Vice Chair Rogers agreed to give Ms. McPheron direct access to the website.

Director Marshall suggested that the City News and Recreation Brochure could include an insert or a tear-out to promote the Foundation and provide an opportunity for residents to donate.

d) Audit Services – This item was moved for discussion to the next Board meeting.

e) Board of Director Expectations – Chair Moran stated that she would like a policy on Board Expectations that would give Board members guidance on their role and responsibilities to the Foundation.

After discussion by the Board, this item was moved for further discussion to the Board Development Committee.

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- f) Annual Fundraising Campaign – This item was moved to the Fund Development Committee for further discussion. The goal is to come up with ideas on how to solicit donations, in addition to the funds raised through special events.
- g) Future Projects and/or Programs to Support – Chair Moran asked the Board to provide ideas for future projects in the community.

Any questions or suggestions could be directed to Vice Chair Rogers or Director Marshall; this item will be brought to the next Board meeting as the first discussion item.

X. COMMITTEE REPORTS

Chair Moran reminded Committees that they must meet prior to the next Board meeting.

XI. COMMENTS

None.

XII. ADJOURNMENT

Chair Moran adjourned the meeting at 5:40 p.m. to the next regular meeting on September 9, 2013.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation