

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

NOVEMBER 16, 2015
REGULAR MEETING

CHINO HILLS COMMUNITY CENTER
14250 PEYTON DRIVE, CHINO HILLS, CALIFORNIA

CALL TO ORDER

Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:01 p.m. and requested for call roll.

ROLL CALL

PRESENT: BOARD MEMBERS:
AIMEE DAVIS DEREK S. WILLIAMS
BILL TAYLOR GRACE CAPPS*
CYNTHIA MORAN JOHN YOUNG
DAN CAPENER LISA McPHERON
DARRIN LEE PETER ROGERS
DAVID ROBBINS SYLVIA NASH
DELINIA LEWIS

ABSENT: BOARD MEMBERS:
BILL HUGHES DAVID KRAMER
BRIAN POLLACK

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SRVS. DIRECTOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MELISSA ARMIT, RECREATION SUPERVISOR
JESSICA GANDARA, RECREATION SUPERVISOR

Note: * Grace Capps arrived at 4:08 pm.

PLEDGE OF ALLEGIANCE TO THE FLAG

Led by Darryll Goodman, General Manager of The Shoppes of Chino Hills.

PRESENTATION: The Board members walked to the lobby to view the Donor Wall that was recently installed.

BOARD MEMBER INTRODUCTION:

The Board members introduced themselves to Darryll Goodman, who is the new General Manager for The Shoppes of Chino Hills, and is waiting for Council appointment to the Board.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

FOUNDATION DEPARTMENT BUSINESS

Chair Rogers pulled all items for discussion.

DISCUSSION CALENDAR

APPROVE SEPTEMBER 14, 2015 FOUNDATION MEETING MINUTES.

Motion was made by Sylvia Nash and seconded by John Young; the meeting minutes were approved as presented. No discussion was made.

Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

RECEIVE AND FILE FINANCIAL REPORT FOR OCTOBER 2015

Alma Hernandez reported that the financial report is to provide the financial progress to the Board, which includes the budgetary information for the Foundation's annual financial plan, as well as actual resources received. The types of funds are:

- Unrestricted – donations received that may be used for operating expenses or to a particular project
- Temporarily Restricted – donations designated for a particular purpose or project
- Permanently Restricted – a permanent Endowment Fund to assist the City in improving the cultural, educational, and recreational facilities for the residents in the community.

Chair Rogers reported that the Endowment Fund total is \$78,000 at this time.

Bill Taylor asked the amount of the required contribution to the Endowment Fund. Chair Rogers stated that there was no set amount. Chair Rogers added that it was a challenge made by John Kramer to donate \$10,000 each year and the

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Kramer Foundation would match it. The Foundation has continued to donate \$10,000 a year to the Endowment Fund.

Motion was made by Derek Williams and seconded by Lisa McPheron, the financial report was received and filed.

Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

RECEIVE AND FILE QUARTERLY INVESTMENT REPORT FOR SEPTEMBER 2015

Treasurer Derek Williams reported that the tax returns year ending 2015 have been filed.

Motion was made by Derek Williams and seconded by Lisa McPheron, the financial report was received and filed.

Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$1,500 FOR THE WINE WALK

Ms. Hernandez reported that additional advertising was made for the Wine Walk in magazines, newspapers, and on Facebook, which proved to be successful, resulting in additional costs, including rentals. The additional \$1,500 is requested to cover the additional unbudgeted expenditures.

Motion was made by Dan Capener and seconded by David Robbins, the budget amendment in the amount of \$1,500 for the Wine Walk event has been approved.

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Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

APPROVE APPROPRIATION BUDGET AMENDMENT IN THE AMOUNT OF \$1,000 FOR THE PURCHASE OF TWO iPADS (MINI), ACCESSORIES, AND CREDIT CARD READERS

Ms. Hernandez reported that credit card terminals were borrowed for fundraising events from the bank free of charge. Prior to the Wine Walk event, the Foundation was informed that the bank no longer offers this option. The options available were to rent a terminal for \$75; purchase a terminal for \$650; or purchase a smart phone or iPad and pay a set-up fee of \$100. The purchase and use of an iPad was the best solution and make it available for any special event, with a second credit card terminal beneficial for customer service. One iPad was already purchased due to the urgent need for the Wine Walk event and the request for the budget amendment would cover the cost of a second iPad.

Motion was made by Delinia Lewis and seconded by Lisa McPheron; the appropriation budget amendment in the amount of \$1,000 has been approved for the purchase of two iPads (mini), accessories, and credit card readers.

Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

APPROVE A TRANSFER IN THE AMOUNT OF \$10,000 FROM FUNDS RAISED THROUGH THE WINE WALK EVENT TO THE ENDOWMENT FUND

Chair Rogers reported that \$5,000 was donated by the Kramer Foundation to the endowment fund earlier in the summer. The Foundation Board had made a decision to continue donating \$10,000 annually to the Endowment Fund although the Board was only required to match the Kramer donation.

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Motion was made by Derek Williams and seconded by Bill Taylor, the transfer of \$10,000 funds raised at the Wine Walk event is approved for transfer to the Endowment Fund.

Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

ESTABLISH DATE FOR THE DONOR RECEPTION

Chair Rogers reported that a donor's reception is needed to show the Foundation's appreciation to the donors for their generosity. The donor's reception has been scheduled for Saturday, February 20, 2016 at John Young's residence.

ITEMS INITIATED BY THE BOARD:

RECOMMEND A NEW FOUNDATION BOARD MEMBER TO THE CHINO HILLS CITY COUNCIL FOR APPOINTMENT TO FILL THE VACANCY CREATED BY JEFF RIEGER FOR A TERM ENDING JUNE 30, 2019

Chair Rogers reported that the Board Development Committee is recommending Darryll Goodman to fill the vacancy created by Jeff Rieger for his term ending on June 30, 2019. Darryll Goodman stated several suggestions and ideas on how The Shoppes can be more active in supporting the Foundation's contributions to the community.

Motion was made by Cynthia Moran and seconded by Lisa McPheron, Darryl Goodman was approved for recommendation to City Council for appointment to the Board.

Motion carried as follows:

AYES: BOARD MEMBERS: DAVIS, TAYLOR, MORAN, CAPENER, LEE, ROBBINS, WILLIAMS, CAPPS, YOUNG, McPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, KRAMER, POLLACK

COMMITTEE REPORTS

FUND DEVELOPMENT – WINE WALK SUBCOMMITTEE

Chair Rogers reported that, after all expenses, the updated total funds raised from the Wine Walk event was \$62,626. He added that the Wine Walk event sold out.

A survey was done on how participants found out about the Wine Walk. With 42 responses received, referral from friends came out on top; followed by banners around the City; and third was the Shoppes mailer. He added that \$25,000 in sponsorships was received and 21 scholarships were received at \$125 per child. \$16,000 was donated at the Encork after-party. He added that Aimee Davis was able to secure \$10,000 in sponsorships.

The Board established October 15, 2016 as the date for the next Wine Walk event.

BOARD DEVELOPMENT – VOLUNTEER RECEPTION

Cynthia Moran reported that the volunteer reception will be held on December 7th at the McCoy Equestrian Barn. They will be serving an Italian buffet. She also reminded the Board members to participate. There will be entertainment, giveaways, and a raffle.

BOARD COMMENTS

Nash: Sylvia Nash announced that 2016 Home Tour would be held on April 10.

Rogers: Chair Rogers announced that the Executive Team will discuss changes to the By-laws for the next Board meeting.

Lee: Darrin Lee suggested a possible sponsorship from the Foundation for the Chino Hills High School's character building campaign by recognizing the Student-of-the-Month at Council meetings.

Capener: Dan Capener suggested that it could mirror a program similar to that of City of Anaheim's "Career Day." The City, partnering with the School District, invites 26 high school students to discuss careers; have pizza, and refreshment with the students. The target group is at-risk students to provide motivation and direction towards a career.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:18 p.m.

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Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation