

# MINUTES

## CHINO HILLS COMMUNITY FOUNDATION

MAY 09, 2016  
ANNUAL MEETING

CHINO HILLS CITY HALL, COMMUNITY ROOM  
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA

### CALL TO ORDER

Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:00 p.m. and requested for roll call.

### ROLL CALL

PRESENT:	BOARD MEMBERS:	
	BILL HUGHES	DEREK S. WILLIAMS
	BILL TAYLOR	JOHN YOUNG
	DAN CAPENER	LISA McPHERON
	DAVID ROBBINS	PETER ROGERS
	DELINIA LEWIS	SYLVIA NASH

ABSENT:	BOARD MEMBERS:	
	AIMEE DAVIS	DARRIN LEE
	BRIAN POLLACK	DARRYLL GOODMAN
	CYNTHIA MORAN	DAVID KRAMER
		GRACE CAPPS

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

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

Led by John Young, Foundation Secretary.

### **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

### **FOUNDATION DEPARTMENT BUSINESS – ACTION ITEMS**

#### **APPROVE MARCH 11, 2016, FOUNDATION MEETING MINUTES**

Motion was made by Bill Hughes and seconded by Dan Capener; the meeting minutes were approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: YOUNG, MCPHERON.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE, GOODMAN, KRAMER, CAPPS.

**RECEIVE AND FILE FINANCIAL REPORT AS OF APRIL 2016**

Motion was made by Derek Williams and seconded by John Young; the Financial Report of April 2016 was approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE, GOODMAN, KRAMER, CAPPS.

**RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF MARCH 2016**

Motion was made by Derek Williams and seconded by Bill Hughes; the Quarterly Investment Report as of March 2016 was approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE, GOODMAN, KRAMER, CAPPS.

**APPROVE RE-APPOINTMENT OF BOARD MEMBERS**

Secretary John Young is not seeking re-appointment. Motion was made by Dan Capener and seconded by Bill Hughes to re-appoint David Kramer and Bill Taylor as board members of the foundation.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

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NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE,  
GOODMAN, KRAMER, CAPPS.

**ELECTION OF OFFICERS**

Motion was made by Lisa McPheron and seconded by John Young to re-elect Peter Rogers as Chair.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS,  
LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE,  
GOODMAN, KRAMER, CAPPS.

Motion was made by Lisa McPheron and seconded by Peter Rogers to elect Grace Capps as Vice Chair.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS,  
LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE,  
GOODMAN, KRAMER, CAPPS.

Motion was made by Peter Rogers and seconded by John Young to elect Lisa McPheron as Secretary.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS,  
LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE,  
GOODMAN, KRAMER, CAPPS.

Motion was made by Peter Rogers and seconded by Bill Taylor to re-elect Derek Williams as Treasurer.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE, GOODMAN, KRAMER, CAPPS.

### **APPROVE FY 14/15 AUDIT REPORT**

Motion was made by Bill Hughes and seconded by Dan Capener; the FY 14/15 Audit Report was approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE, GOODMAN, KRAMER, CAPPS.

### **APPROVE ANNUAL BUDGET**

Motion was made by Derek Williams and seconded by Bill Taylor; the Annual Budget was approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: HUGHES, TAYLOR, CAPENER, ROBBINS, LEWIS, WILLIAMS, YOUNG, MCPHERON, ROGERS, NASH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, POLLACK, MORAN, LEE, GOODMAN, KRAMER, CAPPS.

### **DISCUSSION CALENDAR**

#### **APPOINTMENT OF NEW INVESTMENT TRUSTEE**

The City requested additional oversight and guidance of the Foundation's investments. The board recommended that the Finance and Investment committee would oversee the investments and Derek Williams, as Treasurer and chair of the of the committee, would be the contact person and work with the Investment Trustee, Judy Lancaster.

#### **MAJOR DONATIONS RECEIVED**

Chair Rogers reported that Smart & Final donated \$2,500 to the foundation at their Grand Opening. In addition, the Kramer Foundation donated \$5,000 for the Endowment Fund.

**DONATION TO THE CITY OF CHINO HILLS FOR PLAYGROUND EQUIPMENT AT THE NEW PARK IN THE LOS SERRANOS COMMUNITY**

Chair Rogers proposed a donation between \$125,000 and \$150,000 for the playground equipment in the new park in Los Serranos. The park is tentatively scheduled to open in the summer of 2017. Therefore, the Foundation will have additional time to fundraise. Chair Rogers commented that this proposed project still needs to go to the committee for review and will be brought for board approval at a later date.

**COMMITTEE REPORTS**

**CR1. FUND DEVELOPMENT – HOME TOUR SUBCOMMITTEE**

Ms. Nash commended the committee members on their efforts. Attendance, raffles, and silent auction funds were up from the prior year.

**CR2. CHARTS – KIDS ART EXPLORATION DAY**

Chair Rogers reported that the event was a success with an attendance of 240 children. In addition, several local artists participated. The chARTS committee commented that it would be a nice if this could become an annual event.

**BOARD COMMENTS**

**Rogers:** Chair Rogers commented that the Wine Walk logo may be changed and informed the board on the various upcoming chARTS events

**Robbins:** Board member Robbins commended Sylvia Nash on a great job on the Home Tour.

**Williams:** Board member Williams thanked John Young for his service.

**Taylor:** Board member Bill Taylor commented that he was impressed with Sylvia Nash's efforts on the Home Tour.

**Lewis:** Board member Delinia Lewis commended Community Services Supervisor Melissa Armit and the Community Center staff on their efforts at the Home Tour.

**ADJOURNMENT**

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Chair Rogers adjourned the meeting at 5:10 p.m. until the next regular meeting scheduled on July 11, 2016, at 4:00 p.m.

Respectfully submitted by:

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Emily Ortiz  
Community Services Department

Signed by:

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Lisa McPheron, Board Secretary  
Chino Hills Community Foundation