



A G E N D A

**CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING**

MONDAY, JANUARY 8, 2018

4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

**CHINO HILLS COUNCIL CHAMBERS
14000 CITY CENTR DRIVE, CHINO HILLS, CALIFORNIA**

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Chino Hills Community Foundation makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Foundation subsequent to the posting of the agenda. The Chino Hills Community Foundation has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Community Services office while the meeting is in session. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation after distribution of the agenda packet are available for public inspection in the Community Service office at 14000 City Center Drive, Chino Hills, CA during normal business hours.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Chino Hills Community Foundation at (909) 364-2736, at least 48 hours prior to the start of the meeting to enable the Foundation to make reasonable arrangements.

Speaker Cards – Those persons wishing to address the Chino Hills Community Foundation Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Foundation Secretary a "Request to Speak" form available at the entrance to the Willow Room. In accordance with the Public Records Act, any information you provide on this form is available to the public.

PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE THE MEETING IS IN SESSION. Thank you.

FOUNDATION BOARD MEMBERS

**PETER J. ROGERS, CHAIR
GRACE CAPPS, VICE CHAIR
BILL TAYLOR, SECRETARY
DAN CAPENER, TREASURER**

**AIMEE DAVIS
DARRIN LEE
DELINIA LEWIS
SPENCER BOGNER**

**BILL HUGHES
DARRYLL GOODMAN
GLEN ANDERSON
SYLVIA NASH**

**CYNTHIA MORAN
DAVID KRAMER
PETER PIRRITANO
KATHLEEN SMITH**

4:00 P.M. – CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PRESENTATIONS

1. Welcome new board member
2. **PUBLIC COMMENTS:** At this time members of the public may address the Board Members regarding any items within the subject jurisdiction of the Board – Individual audience participation is limited to three minutes per speaker. Please complete and submit a speaker card to the Foundation Secretary.

FOUNDATION DEPARTMENT BUSINESS - ACTION ITEMS

3. Approve November 13, 2017 Foundation Meeting Minutes.
4. Approve FY 16/17 Audit Report.
5. Receive and file Preliminary Financial Report as of December 31, 2017.
6. Approve donation in the amount of \$20,000 to Los Serranos Park.

DISCUSSION CALENDAR – This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Individual audience participation is limited to three minutes. Please complete and submit a speaker card to the Foundation secretary.

7. Progress on Trails Program
8. Strategic Plan

EVENT RECAP

9. Holiday Home Tour
10. Volunteer Reception

COMMITTEE REPORTS

Fund Development – Jazz & Blues Festival
Board Development – Donor Reception
chARTS Update

BOARD COMMENTS

ADJOURNMENT:

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**NOVEMBER 13, 2017
REGULAR MEETING**

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

CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:04 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Vice Chair Grace Capps led the Assembly for the Pledge of Allegiance.

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	BILL TAYLOR	DARRYLL GOODMAN
	DELINIA LEWIS	GLEN ANDERSON
	GRACE CAPPS	KATHLEEN SMITH (left at 4:15)
	PETER ROGERS	SPENCER BOGNER
	SYLVIA NASH	

ABSENT:	BOARD MEMBERS:	
	AIMEE DAVIS	BILL HUGHES
	CYNTHIA MORAN	DARRIN LEE
	DAVID KRAMER	DAN CAPENER

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SVCS. DIRECTOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST

PRESENTATIONS

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

FOUNDATION DEPARTMENT BUSINESS – ACTION ITEMS

APPROVE SEPTEMBER 11, 2017, FOUNDATION MEETING MINUTES

Motion was made by Board Member Sylvia Nash and seconded by Board Member Darryll Goodman to approve the meeting minutes, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS,
GOODMAN, LEWIS, NASH, ROGERS, SMITH, TAYLOR.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

November 13, 2017

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NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, HUGHES, KRAMER, LEE, MORAN.

WINE WALK EVENT RECAP AND APPROVE TRANSFER IN THE AMOUNT OF \$10,000 TO THE ENDOWMENT FUND

Motion was made by Board Member Goodman and seconded by Board Member Delinia Lewis to approve the transfer.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, GOODMAN, LEWIS, NASH, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, HUGHES, KRAMER, LEE, MORAN.

RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF OCTOBER 31, 2017

Motion was made by Board Member Bill Taylor and seconded by Board Member Glen Anderson. The Board received and filed the quarterly investment report as of October 31, 2017, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, GOODMAN, LEWIS, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, HUGHES, KRAMER, LEE, MORAN, SMITH.

RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF SEPTEMBER 30, 2017

Motion was made by Board Member Nash and seconded by Board Member Goodman. The Board received and filed the quarterly investment report as of September 30, 2017, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, GOODMAN, LEWIS, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, HUGHES, KRAMER, LEE, MORAN, SMITH.

APPROVE FUNDRAISING LETTER CAMPAIGN AND RELATED BUDGET ITEMS

The item was moved to a later board meeting.

APPROVE DONATION IN THE AMOUNT OF \$3,000 FROM THE SPECIAL NEEDS RESTRICTED FUNDS TO THE LOS SERRANOS PARK PROJECT FOR THE PURCHASE OF ADAPTIVE SWINGS.

Motion was made by Board Member Nash and seconded by Board Member Taylor to accept the donation for adaptive swings at Los Serranos Park.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS,
GOODMAN, LEWIS, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, HUGHES, KRAMER,
LEE, MORAN, SMITH.

DISCUSSION CALENDAR

ESTABLISH A DATE FOR THE DONOR'S RECEPTION

Chair Rogers is working on a location for the donor's reception. The reception will be on a Saturday in March.

DISCUSSION TO APPROVE NEW BOARD MEMBER

Chair Rogers presented Peter Pirritano's biography and stated the Board Development Committee had recommended his nomination be presented to be on the Foundation board.

Motion was made by Board Member Taylor and seconded by Board Member Nash to recommend to the City Council, Peter Pirritano as Foundation Board Member.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS,
GOODMAN, LEWIS, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, HUGHES, KRAMER,
LEE, MORAN, SMITH.

COMMITTEE REPORTS

FUND DEVELOPMENT – HOME TOUR SUBCOMMITTEE

Board Member Nash stated that the program has been approved for printing. Docent training begins tomorrow and docents will be trained at each home location. An ad was placed in West Coast magazine. Open registration will begin at 3 pm on Sunday at which time the raffle and silent auction will be set up. Ms. Nash asked if any Board Members were available to volunteer to pour wine. To date, \$26,550 has been raised in sponsorships and advertisements. Registration numbers are just about the same as last year at this time. Home Tour banners have been placed at various locations throughout the City.

FUND DEVELOPMENT – JAZZ & BLUES FESTIVAL

Board Member Glen Anderson stated that three main performers will be returning from last year and is working towards booking them and a few other groups. He stated that advertising will start earlier this year. Board Member Goodman stated that he would allow advertising banners at the Shoppes. The tentative date is April 21. The location is still to be determined. November 30 is the deadline to include an advertisement flyer in the recreation brochure.

BOARD DEVELOPMENT – VOLUNTER RECEPTION

Chair Rogers stated that the Volunteer Reception is on Monday, December 11. Board Members can assist with the event by serving at the bar or helping with clean up.

CHARTS UPDATE

Board Member Anderson said that the Author Talk was not advertised adequately and was not well attended. There will be a singer/songwriter show in the spring. Chair Rogers said that the quarterly art shows will continue at the Community Center. Mr. Anderson said the Kids Art Expo is slated for May 19 at the Shoppes. The two people who organized it last year will not be available next year.

BOARD COMMENTS

Capps: Board Member Grace Capps distributed copies of the Foundation's strategic plan and reviewed the concept of strategic planning.

Anderson: Board Member Anderson asked if the Foundation has ever considered the path of estate planning for community members who pass away with no heirs and leave their assets to the City. Chair Rogers said it has been discussed but not pursued.

Goodman: Board Member Goodman forecasted snow in Chino Hills on Friday, November 17 at the Shoppes for their annual tree lighting ceremony.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

November 13, 2017

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Taylor: Board Member Taylor said the annual Boat Parade will be on December 15 and invited all to attend. Chair Rogers stated that he is looking for a convertible car for the parade.

Lewis: Board Member Lewis voiced concern about the homeless population on the trails that are being promoted by the Foundation.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:23 p.m. until the next regular meeting scheduled on January 8, 2018, at 4:00 p.m.

Respectfully submitted by:

Emily Ortiz
Community Services Department

Signed by:

Bill Taylor, Board Secretary
Chino Hills Community Foundation

Agenda Item # 4

THE CHINO HILLS COMMUNITY FOUNDATION
FINANCIAL STATEMENTS
FOR FISCAL YEAR ENDED JUNE 30, 2017

DRAFT

THE CHINO HILLS COMMUNITY FOUNDATION

FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017

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INDEPENDENT AUDITORS' REPORT

Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

Report on the Financial Statements

We have audited the accompanying financial statements of The Chino Hills Community Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and *Government Auditing Standards*; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



CPAs AND ADVISORS

Board of Directors
The Chino Hills Community Foundation

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Chino Hills Community Foundation as of June 30, 2017, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on pages 13-14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated , 2017, on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

Lance, Soll & Lughard, LLP

Brea, California
 , 2017

FINANCIAL STATEMENTS

DRAFT

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FINANCIAL POSITION
JUNE 30, 2017

	<u>2017</u>
Assets	
Current Assets:	
Cash and cash equivalents	\$ 428,645
Total Assets	<u><u>\$ 428,645</u></u>
Net Assets	
Unrestricted	\$ 94,447
Temporarily restricted net assets	225,434
Permanently restricted net assets	<u>108,764</u>
Total Net Assets	<u><u>\$ 428,645</u></u>

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Operating Revenues:				
Ticket sales	\$ 60,315	\$ -	\$ -	\$ 60,315
Interest income (loss)	842	-	-	842
Special events, net of direct expenses	81,777	6,347	-	88,124
Donations/Sponsorships	50	4,600	5,000	9,650
Net assets reclassified to restrictions for donation matching	(160,764)	150,000	10,764	-
Total Operating Revenues	(17,780)	160,947	15,764	158,931
Operating Expenses:				
Program Services				
Cultural Arts	-	4,005	-	4,005
Adopt-A-Family Program	1,000	-	-	1,000
Summer Day Camps	-	-	-	-
Recreation Classes	-	-	-	-
Yellow Bus Program	500	-	-	500
Artwork	-	-	-	-
Total Program Services	1,500	4,005	-	5,505
Supporting Services				
Administration and Finance	7,483	-	-	7,483
Fundraising	60,250	-	-	60,250
Total Supporting Services	67,733	-	-	67,733
Total Operating Expenses	69,233	4,005	-	73,238
Increase in Net Assets	(87,013)	156,942	15,764	85,693
Net Assets, Beginning of Year	181,460	68,492	93,000	342,952
Net Assets, End of Year	\$ 94,447	\$ 225,434	\$ 108,764	\$ 428,645

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2017

	<u>2017</u>
Cash Flows From Operating Activities	
Increase in net assets	<u>\$ 85,693</u>
Net Cash Flows Provided by Operating Activities	<u>85,693</u>
Net Increase in Cash and Cash Equivalents	<u>85,693</u>
Cash and Cash Equivalents, Beginning of Year	<u>342,952</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 428,645</u></u>

I. SIGNIFICANT ACCOUNTING POLICIES

Note 1: Organization and Summary of Significant Accounting Policies

Description of the Reporting Entity

The Chino Hills Community Foundation (the Foundation) was established to set up a permanent endowment fund to assist the government of the City of Chino Hills in improving the cultural, educational and recreational facilities and services for the citizens of the City. The major sources of revenue for the Foundation are ticket sales, sponsorships and donations.

Basis of Accounting

The financial statements of the Foundation have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Accounting for Endowment Funds

Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-205-45 *Donor Restricted Endowment Fund* requires net asset classification of funds subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), and enhanced disclosures for all endowment funds.

The Foundation has interpreted the law as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment fund absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies permanently restricted endowment net assets at the original value of the gift donated to the permanent endowment.

The Foundation has adopted investment and distribution policies for endowment assets that attempt to provide acceptable long-term returns and protect the principal from inflation while assuming a moderate level of investment risk.

Revenue Recognition

All contributions are considered available for the Foundation's general programs unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor are reported as temporarily or permanently restricted support and increase the respective class of net assets. Contributions received with temporary restrictions that are met in the same reporting period are reported as unrestricted support and increases unrestricted net assets.

Revenues from ticket sales are reflected in the accounting period in which the event occurs and netted for group discounts and membership discounts.

Investment income that is limited to specific uses by donor restrictions is reported as increases in unrestricted net assets if the restrictions are met in the same reporting period as the income is recognized.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED) JUNE 30, 2017

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

Cash and cash equivalents include all highly liquid investments with original maturities of three months or less.

Fair Value Measurements

FASB ASC 820 (formerly SFAS No. 157) establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 - Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Advertising

The Foundation uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. Advertising expense for the year ended June 30, 2017, was \$1,895.

Income Taxes

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. The Foundation may, however, be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2017, no provision for income taxes has been made.

FASB ASC No. 740 *Income Taxes* applies to not-for-profit Organizations because their financial statements contain assertions related to the Foundation's tax exempt status and determination of net earnings subject to unrelated business income tax. Should the Foundation lose its tax-exempt status, it could be subject to interest and penalties. No liability for unrecognized tax obligations was required. As of June 30, 2017, no interest or penalties have been recognized associated with any tax positions.

The Foundation's Form 990, *Return of Organization Exempt from Income Tax*, for the years beginning 2014, 2015 and 2016 are subject to examination by the Internal Revenue Service, generally for three years after they were filed. Similarly, the Foundation's Form 199, *California Exempt Organization Annual Information Return*, for the tax years beginning 2013, 2014, 2015, and 2016 are subject to examination by the Franchise Tax Board, generally for four years after they were filed.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Functional Allocation of Expenses

The cost of providing the various programs and other activities has been summarized on a functional basis in the statement of activities.

Net Assets

The Foundation reports the following classes of net assets:

Permanently restricted net assets – net assets that must be maintained by the Foundation in perpetuity. Permanently restricted net assets generally increase when the Foundation receives contributions with donor-imposed restrictions that do not expire with the passage of time and cannot be removed or fulfilled by the Foundation's actions.

Temporarily restricted net assets – net assets whose use is limited by either donor-imposed time restrictions or purpose restrictions. Time restrictions require resources to be used in a certain period or after a specified date. Purpose restrictions require resources to be used for a specified purpose.

Unrestricted net assets - net assets that are not subject to donor-imposed restrictions; including the carrying value of all physical properties (property and equipment). Items that affect this net asset category (i.e., increase or decrease) include revenue and related expenses associated with the core activities of the Foundation.

Use of Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

The Foundation maintains cash balances at financial institutions located in California. Certain accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times during the year, the Foundation held cash in excess of federally insured limits.

The Foundation invests in money market funds. Investment securities in general, are subject to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain investment securities, it is reasonably possible that the changes in the value of investment securities will occur in the near term and that such change could materially affect the amounts reported in the financial statements.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2017

Note 2: Cash and Cash Equivalents

Cash and cash equivalents held by the Foundation are reported in the accompanying financial statements as follows at June 30, 2017:

Cash and cash equivalents	\$ 428,645
Total	<u>\$ 428,645</u>
Deposits	\$ 76,188
Short-term investments	<u>352,457</u>
Total	<u>\$ 428,645</u>

Fair Value Measurement and Application

The Foundation's recurring fair value measurements as of June 30, 2017 was \$352,457 with Level 2 inputs.

Note 3: Endowment

The Foundation, a 501(C)(3) Organization, was formed as a means of establishing a permanent endowment fund and to hold and administer certain other assets for the support and benefit of the Foundation in order to further the charitable, educational and artistic purposes of the Foundation.

The Foundation's endowment as of June 30, 2017, includes only funds designated by Donors as endowments; therefore they are reported as permanently restricted.

The Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment and (b) the original value of subsequent gifts to the permanent endowment. The Foundation classifies as unrestricted net assets, those funds designated by the Board of Directors.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2017

Note 4: Net Assets

Net assets as of June 30, 2017, were comprised of the following:

Unrestricted net assets:

Unrestricted - available for programs	\$ 94,447
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Total unrestricted net assets	<u>94,447</u>
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Temporarily restricted net assets:

Program and timing restrictions:

Special Events	<u>225,434</u>
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Total temporarily restricted net assets	<u>225,434</u>
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Permanently restricted net assets:

Permanent Endowment by the California Community Foundation at the recommendation of John A. Kramer, "in memory of Gloria and Jack Kramer" *	<u>108,764</u>
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Total permanently restricted net assets	<u>108,764</u>
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Total net assets	<u><u>\$ 428,645</u></u>
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*The Chino Hills Community Foundation contributed matching portion was \$50,000 of the total \$108,764 Permanently Restricted Net Assets at June 30, 2017.

Note 5: Contingencies

The Foundation is subject to claims and possible litigation incidental to its operations, including personal injury claims filed by visitors and employment-related claims filed by employees and former employees.

SUPPLEMENTARY INFORMATION

DRAFT

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2017

	Program Services & Fundraising		
	Donations	Wine Walk 2016	Jazz & Blues 2016
Licenses & Permits	\$ -	\$ 525	\$ 100
Financial Services	-	447	470
Computer Services	-	-	34
Contractual Services	-	749	20,828
Advertising & Promotion	-	906	989
Printing Services	-	984	2,555
Postage	-	-	10
Office Supplies	-	-	-
Special Parts and Supplies	-	3,937	2,887
Entertainment	-	375	-
Catering and Refreshments	-	-	-
Rentals	-	4,514	1,776
Taxes	-	-	-
Scholarships, Grants & Awards	12,142	-	-
Donations	1,500	-	-
Total Expenses	<u>\$ 13,642</u>	<u>\$ 12,437</u>	<u>\$ 29,649</u>

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2017

	Program Services & Fundraising			
	Donor Reception	Volunteer Reception	Cultural Arts Committee	Art Exploration
Licenses & Permits	\$ -	\$ -	\$ 50	\$ -
Financial Services	-	-	70	-
Computer Services	-	-	-	-
Contractual Services	-	100	2,525	-
Advertising & Promotion	-	-	-	-
Printing Services	-	-	-	-
Postage	-	-	1	-
Office Supplies	-	-	-	-
Special Parts and Supplies	226	400	445	864
Entertainment	-	-	-	-
Catering and Refreshments	4,156	1,000	-	-
Rentals	-	140	50	-
Taxes	-	-	-	-
Scholarships, Grants & Awards	-	-	-	-
Donations	-	-	-	-
Total Expenses	<u>\$ 4,382</u>	<u>\$ 1,640</u>	<u>\$ 3,141</u>	<u>\$ 864</u>

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES

JUNE 30, 2017

		<u>Administration</u>	
		General	
	Total	Management	2017
Licenses & Permits	\$ 675	\$ 185	\$ 860
Financial Services	987	1,159	2,146
Computer Services	34	2,777	2,811
Contractual Services	24,202	-	24,202
Advertising & Promotion	1,895	-	1,895
Printing Services	3,539	1,466	5,005
Postage	11	44	55
Office Supplies	-	80	80
Special Parts and Supplies	8,759	1,722	10,481
Entertainment	375	-	375
Catering and Refreshments	5,156	-	5,156
Rentals	6,480	-	6,480
Taxes	-	50	50
Scholarships, Grants & Awards	12,142	-	12,142
Donations	1,500	-	1,500
Total Expenses	<u>\$ 65,755</u>	<u>\$ 7,483</u>	<u>\$ 73,238</u>

Agenda Item # 5



STAFF REPORT

DATE: JANUARY 8, 2018

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Financial Report as of December 31, 2017.

BACKGROUND/ANALYSIS:

The Financial Report as of December 2017 is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. Unrestricted balance as of December 2017 is \$160,867.

Temporarily Restricted:

These funds are donations which the donor has designated or restricted the use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The available balance as of December 2017 is \$10,975.
- B. Brighton – Brighton Collectibles designated these funds to only be used for Children's Art programs. The available balance as of December 2017 is \$2,887.

- C. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.
- D. Special Needs Fund – These funds were donated by The Howard and Nikki Applebaum Foundation to be used for enrichment of special needs programs. Balance was transferred to the Los Serranos Park Fund.
- E. Trails Enhancement Program – The board, at the March board meeting, approved a donation in the amount \$50,000 to the City of Chino Hills for enhancements to the City’s trails.
- F. Playground Equipment – The board, at the July board meeting, approved a donation in the amount \$150,000, and an additional donation of \$3,000 from the Special Needs Fund to the City of Chino Hills for playground equipment at the Los Serranos Park.

Permanently Restricted:

The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of December 2017 is \$118,000.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of December 31, 2017

	Budget	Actuals								Total	Variance
		Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted	Special Needs Fund Temporarily Restricted	Trail Enhancement Donation Temporarily Restricted	Los Serranos Park Donation Temporarily Restricted (C)	Endowment Fund Permanently Restricted (D)		
Operating Revenue:											
Contributions:											
Donations/Sponsorships	\$ 87,500	\$ 2,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 22,624	\$ (64,876)
Special Events	129,100	98,708		-	670					99,378	(29,722)
Interest Income	-	370								370	370
Total Operating Revenue	216,600	101,702	-	-	670	-	-	20,000	-	122,372	(94,228)
Operating Expenses:											
Program Services:											
Cultural Arts		-		-	1,312	-	-	-		1,312	1,312
Adopt-A-Family Program	1,700	-								-	(1,700)
Summer Day Camps	11,000	-								-	(11,000)
Recreation Classes	5,000	-								-	(5,000)
Yellow Bus Program	500	500								500	-
Senior Program Subsidy	5,000	-								-	(5,000)
Trails Enhancement Project							7,487			7,487	-
Total Program Expenses	23,200	500	-	-	1,312	-	7,487	-	-	9,299	(21,388)
Supporting Services:											
Fundraising	74,800	16,081	-		-	-	-	-		16,081	(58,719)
Administration	7,200	6,038								6,038	(1,162)
Total Support Services	82,000	22,119	-	-	-	-	-	-	-	22,119	(59,881)
Total Operating Expenses	105,200	22,619	-	-	1,312	-	7,487	-	-	31,418	(81,269)
Interfund Transfers:	-	(10,000)	-	-	-	(3,000)	-	3,000	10,000	-	-
Changes in Net Assets	\$ 111,400	\$ 69,082	\$ -	\$ -	\$ (642)	\$ (3,000)	\$ (7,487)	\$ 23,000	\$ 10,000	\$ 90,953	\$ (12,960)
Net Assets, beginning of the year	409,049	91,785	13,300	2,887	6,257	3,000	50,000	150,000	108,000	425,229	
Net Assets, end of the year	<u>\$ 520,449</u>	<u>\$ 160,867</u>	<u>\$ 13,300</u>	<u>\$ 2,887</u>	<u>\$ 5,615</u>	<u>\$ -</u>	<u>\$ 42,513</u>	<u>\$ 173,000</u>	<u>\$ 118,000</u>	<u>\$ 516,182</u>	

(A) Available Balance \$10,975

(B) Brighton Fundraiser

(C) Playground Equipment at new park in Los Serranos.

(D) Endowment by the California Community Foundation at the recommendation of John A. Kramer, "in memory of Gloria and Jack Kramer"; requires an annual match. Account ending #8558

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of December 31, 2017

	PROGRAM SERVICES										Administration	
	Donations	2017 Wine Walk	Holiday Home Tour	2016 Jazz & Blues	Donor Reception	Volunteer Reception	Brick Program	Cultural Arts Committee	Art Exploration	Total	General Management	Total
Operating Revenues:												
Contributions:												
Sales	\$ -	\$ 31,775	\$ 690	\$ -			\$ -	\$ 670	\$ -	\$ 33,135	\$ -	\$ 33,135
Donations/Sponsorships	22,624	29,200	17,110	100						46,410		69,034
Advertising			6,050							6,050		6,050
Raffles & Auctions		6,280	4,505							10,785		10,785
Scholarships		850	1,500							2,350		2,350
Other Revenues		648								648		648
Interest Income	370									-		370
	<u>22,994</u>	<u>68,753</u>	<u>29,855</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>670</u>	<u>-</u>	<u>99,378</u>	<u>-</u>	<u>122,372</u>
Operating expenses:												
Licenses & Permits		500	25					25		550	72	622
Liability Insurance										-	3,628	3,628
Financial Services		387	1					1		390		390
Computer Services			32							32	1,680	1,712
Contractual Services								1,050		1,050		1,050
Advertising & Promotion		500	547							1,047		1,047
Printing Services		1,204	2,210							3,414		3,414
Postage		10								10	55	65
Office Supplies		246								246	124	370
Special Parts and Supplies		3,514						182		3,696	427	4,124
Concessions								53		53		53
Administrative Overhead										-		-
Entertainment		400	200							600		600
Catering and Refreshments			548							548		548
Rentals		5,089	464			204				5,757		5,757
Taxes										-	50	50
Scholarships, Grants & Awards										-		-
Donations	7,987									-		7,987
	<u>\$ 7,987</u>	<u>\$ 11,850</u>	<u>\$ 4,027</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 204</u>	<u>\$ -</u>	<u>\$ 1,312</u>	<u>\$ -</u>	<u>\$ 17,393</u>	<u>\$ 6,038</u>	<u>\$ 31,419</u>
Changes in Net Assets	<u>\$ 15,006</u>	<u>\$ 56,903</u>	<u>\$ 25,828</u>	<u>\$ 100</u>	<u>\$ -</u>	<u>\$ (204)</u>	<u>\$ -</u>	<u>\$ (642)</u>	<u>\$ -</u>	<u>\$ 81,985</u>	<u>\$ (6,038)</u>	<u>\$ 90,953</u>

CHINO HILLS COMMUNITY FOUNDATION

Statement of Functional Activities

Cultural Arts Committee

	Art Contest	Jazz & Blues Series	Total	Art Exploration
Operating Revenues:				
Contributions:				
Sales	\$ -	\$ -	\$ -	\$ -
Donations/Sponsorships			-	
Advertising			-	
Raffles & Auctions			-	
Scholarships			-	
Concessions	-	670	670	
Interest Income	-	-	-	-
	-	670	670	-
Operating expenses:				
Licenses & Permits		25	25	
Financial Services		1	1	
Computer Services			-	
Contractual Services		1,050	1,050	
Advertising & Promotion			-	
Printing Services			-	
Postage			-	
Office Supplies			-	
Special Parts and Supplies	182		182	
Concessions		53	53	
Administrative Overhead			-	
Entertainment			-	
Catering and Refreshments			-	
Rentals			-	
Taxes			-	
Scholarships, Grants & Awards		-	-	-
Donations	-	-	-	-
	\$ 182	\$ 1,130	\$ 1,312	\$ -
Changes in Net Assets	\$ (182)	\$ (460)	\$ (642)	\$ -

Agenda Item # 6



STAFF REPORT

DATE: JANUARY 8, 2018

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: APPROVE DONATION FOR LOS SERRANOS PARK.

RECOMMENDATION:

Approve donation in the amount of \$20,000 to the City of Chino Hills for playground equipment at Los Serranos Park.

BACKGROUND/ANALYSIS:

At the July board meeting, the Foundation pledged a donation in the amount of \$150,000 for play equipment, and playground surfacing at the new park. At the November board meeting, the board voted to allocate an additional \$3,000 from the Special Needs Fund for the Los Serranos Park, for the purchase of special needs play equipment at the at the park. On November 7, the McCombs Family Foundation donated \$20,000 to the Chino Hills Community Foundation "for use in its project of equipping the new Los Serranos Park playground." They made the donation in memoriam of four individuals who as residents played important roles in the early day development and sustaining of Los Serranos as a community, Harry Dixon, James Neller, Paul J. Ansley, and Christine Hoop.

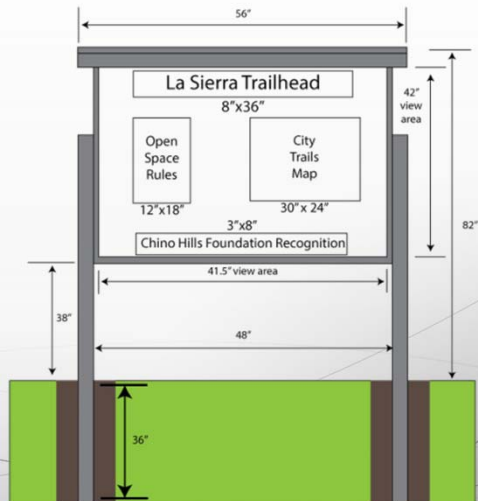
Agenda Item # 7

City of Chino Hills Trails Enhancement Project Donation Update

Community Services Department



La Sierra Trailhead Monument







Phase I

La Sierra Trailhead Cost

ITEMS	EXPENSES
Trailhead Monument & Signage	\$1,670
Secondary Access Points	\$618
Mileage Markers	\$4,133
Equipment & Supplies	\$687
TOTAL	\$7,108



Phase II

Trailhead Kiosks

ITEMS	ESTIMATED EXPENSES
(14) Kiosk w/ signage \$1,700 per kiosk	\$24,100

Phase III

McCoy & Community Park Trailhead Mile Markers

ITEMS	ESTIMATED EXPENSES
Secondary Access Points	\$700
Mileage Markers (Every .50 Mile)	\$3,900
Equipment & Supplies	\$800
TOTAL	\$5,400



Chino Hills Community Foundation Donation

PHASE I	\$7,108
PHASE II	\$24,100*
PHASE III	\$5,400*
Total Estimated Cost	\$36,608*
Remaining Donation	\$13,392*

*estimate



PHASE IV – Remaining Funds

1. Continue trail enhancements with additional mileage markers
2. Remaining \$13,000 estimated to cover three trails
3. Trailheads will be selected after completion of Phase II and III

Moving Forward

1. 10 trailheads remain
2. Additional \$30,000 needed to complete project

City Application and Website



Agenda Item # 8



Strategic Planning

Strategic Planning Committee Update

as of January 8, 2018

2018-2019 Foundation Goal Planning



Executive Summary

- Strategic Planning (SP) Committee met on December 6, 2017 to discuss goal setting in line with the Foundation Strategic Goals 2015-2020
- The committee agreed to use the January – June 2018 period to identify one goal per committee and plan how to achieve the goal during the 2018-2019 fiscal year.

Items for Board Attention

- Grace Capps to meet with Committee Chairs to discuss next steps (January)
- **By March Board meeting**, each committee should identify one goal in line with the Foundation Strategic Goals and present to the Board for approval/discussion
- **By May Board meeting**, each committee should target completing a plan and budget to achieve the goal and present to Board for approval/discussion

Key Decisions Made

- Utilize Foundation committees to identify goal(s) for 2018-2019
- Identify at least one goal per committee and develop budget and plan by the end of the 2017/2018 fiscal year. Execute plan in 2018/2019.

What to Expect For Next Period

- Board discussion/approval of each committee's Foundation goal at the March Foundation Board meeting

Objective: To identify 2018/2019 Foundation goals with budget and plan by the end of 2017/2018 fiscal year.

Key Project Milestones

Milestone	Start Date	Expected End Date	Status
SP Committee meeting		12/6/2017	Complete
Board discussion		1/8/2018	On Track
Committee Chair meeting	1/8/2018	1/15/2018	On Track
Committee goals identified	1/8/2018	3/5/2018	On Track
Board review of goals		3/12/2018	On Track
Committee goal planning	3/12/2018	5/7/2018	On Track
Board review of plans / budget		5/14/2018	On Track
2018/2019 Goals / Plans Approved		5/14/2018	On Track

Status Legend: Complete On Track At Risk Miss Baseline



Appendix

Foundation Board Committees



	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning
Aimee Davis				X	X	
Bill Hughes					X	
Bill Taylor	X			X		X
Cynthia Moran		X			X (c)	
Dan Capener	X		X (c)			
Darrin Lee		X				
Darryll Goodman		X			X	
David Kramer						X
Delinia Lewis				X	X	
Glen Anderson		X				X
Grace Capps	X					X (c)
Kathleen Smith				X		
Peter Rogers	X (c)	X (c)				
Spencer Bogner			X		X	
Sylvia Nash				X (c)		

Executive Committee

Comprised of the Officers of the Foundation



Responsibilities include, but are not limited to:

1. Approval of agendas for full Board meetings.
2. Action on issues requiring attention between Board meetings, as authorized by the full Board.
3. Preliminary discussion and review of issues prior to presentation to full Board for action.
4. Completion of tasks not delegated to other Board Committees.
5. Evaluation of staff and consultants' job performance, as required.
6. Action on other issues as authorized by the full Board.

Board Development Committee



Responsibilities include, but are not limited to:

1. Evaluation of Board leadership requirements.
2. Development of criteria for Board membership.
3. Screening Board candidates.
4. Recommendations of potential Board members for consideration by the full Board.
5. Approval of orientation and training programs for new Board members and other volunteers.
6. Development of “continuing education” programs for Board members.
7. Approval of evaluation and assessment guidelines to measure the effectiveness of Board members and volunteers.
8. Development of programs to increase community involvement with the foundation and its fundraising programs.
9. Assistance with the recruitment of other volunteers to assist the Foundation with fundraising and public relations activities.

Finance and Investment Committee



Responsibilities include, but are not limited to:

1. Financial oversight of all Foundation activities.
2. Establishment of acceptable accounting procedures in concert with the appropriate staff of the City of Chino Hills.
3. Recommendations concerning the budget required to support Foundation activities.
4. Recommendations regarding cash management and investment policies and procedures for Board consideration and approval.
5. Oversight of the preparation of giving policies and treasury procedures for the acceptance and recording of gifts to the Foundation.
6. Recommendations regarding accounting software and bookkeeping procedures.
7. Development of policies related to endowment and special funds within the Foundation.
8. Oversight of all financial reporting, development of financial statements and the conduct of an annual audit and report of Foundation activities in cooperation with the City of Chino Hills.

Fund Development Committee



Responsibilities include, but are not limited to:

1. Development of fundraising plans.
2. Determination of leadership and organizational requirements to support fundraising through the Foundation.
3. Identification of immediate and long-term fundraising objectives for each element of the development program, including individual gifts, corporate and business gifts, grants, special events, giving clubs, direct mail and planned giving.
4. Appointment of sub-committees, subject to full Board approval, to assist with the various elements of the fundraising program, including Special Events and Planned Giving.
5. Development of an annual calendar and timetable for all fundraising activities.
6. Enlistment of fundraising leaders from the wider community, with the assistance of the Board Development Committee, to assist with the Foundation's fundraising activities.
7. Assistance with the implementation of the fundraising plan, including prospect identification, cultivation and solicitation, as appropriate.

Public Affairs Committee



Responsibilities include, but are not limited to:

1. Recommendations related to public relations plans and activities that will fully inform the residents and businesses in the city of Chino Hills and surrounding communities of the Foundation's mission, giving opportunities and importance in helping meet community needs.
2. Coordination of public relations activities to ensure communication, coordination and cooperation between the Foundation, the City of Chino Hills and other governmental agencies.
3. Approval of all leadership and donor recognition programs.
4. Development of printed materials required to support the Foundation, its volunteers and the various components of the fundraising program.
5. Identification of other public relations requirements, i.e. audio-visual presentations, website development, etc., to promote the Foundation.
6. Assistance with the implementation of all aspects of the public relations and government relations programs.
7. Development of a Speakers' Bureau to promote the Foundation and its activities and identification of organizations and key groups for presentations.
8. Recommendations regarding organizations and groups in which the Foundation should consider membership.

Strategic Planning Committee



Responsibilities include, but are not limited to:

1. Development and annual update of a long-range plan for the Foundation.
2. Recommendations related to the process required to identify community needs and projects for possible support by the Foundation.
3. Identification of opportunities to develop “donor advised” funds as part of the Foundation’s endowment.
4. Evaluation of other issues and opportunities for the Foundation.



Strategic Planning

Strategic Planning Committee Update

as of July 13, 2015

Selection of Next Foundation Major Project

As of July 13, 2015



Executive Summary

- Strategic Planning (SP) Committee met on June 15th to generate a list of potential projects for the Board to discuss
- An informal Facebook poll was conducted on the four key items identified by the SP Committee with a majority in favor of a splash pad. Enhancing an existing park came 2nd with less than half the number of the splash pad votes (38 splash pad vs. 15 park enhancement)

Items for Board Attention

- At the July Board meeting, discuss the 4 options identified by the SP Committee, and select one to begin the Idea Page phase
- Consider partnering with Healthy Hills, if appropriate

Objective: To identify the next big project the Foundation will support with funding

Key Project Milestones

Milestone	Start Date	Baseline End Date	Expected End Date	Status
SP Committee meeting	06/15/2015		06/15/2015	Complete
Board discussion	07/13/2015		07/13/2015	On Track
Project selection	07/13/2015		07/13/2015	On Track
Idea Page completed	07/14/2015		09/04/2015	On Track
SP Committee meeting	09/08/2015		09/11/2015	On Track
Board review of Idea Page	9/14/2015		09/14/2015	On Track

Status Legend: Complete On Track At Risk Miss Baseline

Key Decisions Made

- Potential projects in order of preference by the Strategic Planning Committee: 1) enhance a popular trail, e.g. La Sierra Trail; 2) additional amenities to a park in need; 3) marquee for the Community Center; 4) splash pad

What to Expect For Next Period

- Once a project has been selected, an Idea Page will need to be created.
- The Idea Page will be reviewed, first by the Strategic Planning Committee, then by the Board of Directors

Potential Projects



Strategic Planning Committee's Priority List

- Develop a Model Trail
- Enhance a Park in Need
- Community Center Marquee
- Splash Pad

Administrative Needs

- Assess alternatives to utilizing city employees for certain tasks (i.e. are there tasks that can be taken on by Foundation volunteers)

Facebook poll on Chino Hills Connections

- Splash Pad (38 votes)
- Enhance a Park in Need (15 votes)
- Enhance an Existing Hiking Trail (8 votes)
- Community Board (1 vote)
- Other ideas identified in poll:
 - Indoor basketball court (4 votes)
 - Enhance Community Center Teen Activities (3 votes)