

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

**JANUARY 8, 2018  
REGULAR MEETING**

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

### **CALL TO ORDER**

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:00 p.m.

### **ROLL CALL**

<b>PRESENT:</b>	<b>BOARD MEMBERS:</b>	
	BILL TAYLOR	CYNTHIA MORAN
	DAN CAPENER	DARRIN LEE
	DELINIA LEWIS	GLEN ANDERSON
	GRACE CAPPS	KATHLEEN SMITH
	PETER ROGERS	PETER PIRRITANO (via phone)
	SPENCER BOGNER	SYLVIA NASH

<b>ABSENT:</b>	<b>BOARD MEMBERS:</b>	
	AIMEE DAVIS	BILL HUGHES
	DARRYLL GOODMAN	DAVID KRAMER

**ALSO PRESENT:** JONATHAN MARSHALL, COMMUNITY SVCS. DIRECTOR  
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR

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

Board Member Cynthia Moran led the Assembly for the Pledge of Allegiance.

### **PRESENTATIONS**

#### **WELCOME NEW BOARD MEMBER**

Chair Rogers introduced Peter Pirritano as the newest Board Member. He was unable to attend the meeting but joined via conference call.

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

Nikki Applebaum, three time donor to the Foundation, stated that she was interested in how the Foundation operated.

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

**APPROVE NOVEMBER 13, 2017, FOUNDATION MEETING MINUTES**

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

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: CAPENER, LEE, MORAN.

ABSENT: BOARD MEMBERS: DAVIS, GOODMAN, HUGHES, KRAMER, PIRRITANO.

**APPROVE FY 16/17 AUDIT REPORT**

Motion was made by Treasurer Dan Capener and seconded by Secretary Bill Taylor to approve the audit report.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, CAPPS, LEE, LEWIS, MORAN, NASH, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, GOODMAN, HUGHES, KRAMER, PIRRITANO.

**RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF DECEMBER 31, 2017**

Motion was made by Board Member Sylvia Nash and seconded by Board Member Kathleen Smith. The Board received and filed the financial report as of December 31, 2017, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, CAPPS, LEE, LEWIS, MORAN, NASH, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, GOODMAN, HUGHES, KRAMER, PIRRITANO.

**APPROVE DONATION IN THE AMOUNT OF \$20,000 TO LOS SERRANOS PARK**

Motion was made by Board Member Spencer Bogner and seconded by Board Member Darrin Lee. The Board approved the donation in the amount of \$20,000 to the City of Chino Hills for Los Serranos Park.

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Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, CAPPS, LEE, LEWIS, MORAN, NASH, ROGERS, SMITH, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, GOODMAN, HUGHES, KRAMER, PIRRITANO.

## **DISCUSSION CALENDAR**

### **PROGRESS ON TRAILS PROGRAM**

Supervisor Melissa Armit updated the board on the trails project. La Sierra Trail is the prototype trail with the trailhead kiosk, secondary signage, and mile markers completely installed, concluding Phase I of the project. Phase II will outfit the remaining 14 trails with trailhead kiosks by April. The kiosks will include a current trails map and recognition of the Chino Hills Community Foundation for their donation to the project. Phase III will install mile markers and secondary signage at the McCoy Trail and Community Park Trail. With the remaining funds, Phase IV will be implemented to outfit three more trails with mile makers and secondary signage. Ms. Armit estimated that an additional \$30,000 is needed to outfit the remaining 10 trails with mile markers and secondary signage. Ms. Armit thanked the Foundation for their generous donation.

### **STRATEGIC PLAN**

Vice Chair Grace Capps reviewed the Strategic Plan. She proposed that each committee meet and propose a goal(s) for FY 18-19 for discussion at the March meeting. The board as a whole would then select a goal(s) and determine the steps to move forward to accomplish that goal.

## **EVENT RECAP**

### **HOLIDAY HOME TOUR**

Board Member Sylvia Nash stated that the Home Tour brought in \$37,000. She thanked Board Member Cynthia Moran, staff, Board Member Kathleen Smith and volunteer coordinator Mary Faulhaber for their efforts.

### **VOLUNTEER RECEPTION**

Board Member Cynthia Moran stated that the reception was a success with approximately 75 attendees. There were lots of door prizes given away.

## **COMMITTEE REPORTS**

### **FUND DEVELOPMENT – JAZZ & BLUES FESTIVAL**

Chair Rogers stated that the planning of the Jazz & Blues Festival is in progress.

- Artist contracts are in progress

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- Darryll Goodman will allow the Foundation to place a large marketing banner at The Shoppes
- Discount tickets will be available for students with high school or college student I.D. for \$25
- Local food vendors will be approached to provide food
- Chair Rogers emphasized the importance of training volunteers
- Board Member Moran suggested distributing flyers at other jazz & blues events
- Director Jonathan Marshall heavily suggested that every single board member market the event in their own circles to increase ticket sales.

### **BOARD DEVELOPMENT – DONOR RECEPTION**

Chair Rogers stated that a location has still not been determined for the Donor Reception. Alternative locations are being scouted.

### **CHARTS UPDATE**

Board Member Anderson said there are two events that will be scheduled later in the year.

### **BOARD COMMENTS**

**Bogner:** Board Member Spencer Bogner suggested Peter Pirritano be assigned to a committee.

**Moran:** Board Member Moran asked if the Foundation will be hosting an Art Exploration event this year. Chair Rogers stated that last year's organizers are unable to assist this year so they are looking for replacements. Board Member Moran offered to assist the new event organizers. The tentative date is May 19 at The Shoppes. Board Member Moran asked to schedule the Volunteer Recognition dinner on December 10. She also asked to add as a future discussion item the topic of sponsorship efforts for our 3 signature events. Currently it appears that each event is competing against each other for sponsorship dollars. It was decided that this item would be discussed at the committee level first before it is discussed with the entire board.

**Lee:** Board Member Darrin Lee asked that the board reach out to people who want to help with the Jazz & Blues Festival as unofficial volunteers.

### **ADJOURNMENT**

Chair Rogers adjourned the meeting at 5:46 p.m. until the next regular meeting scheduled on March 12, 2018, at 4:00 p.m.

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Respectfully submitted by:

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Emily Ortiz  
Community Services Department

Signed by:

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Bill Taylor, Board Secretary  
Chino Hills Community Foundation