

# **MINUTES**

CHINO HILLS COMMUNITY FOUNDATION

JULY 9, 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 4:02 p.m.

## **ROLL CALL**

PRESENT:                   BOARD MEMBERS:  
BILL TAYLOR                   CYNTHIA MORAN  
DAN CAPENER                   DARRIN LEE  
GLEN ANDERSON                   DARRYLL GOODMAN  
GRACE CAPPS                   KATHLEEN SMITH  
PETER PIRRITANO                   PETER ROGERS  
SPENCER BOGNER                   SYLVIA NASH

ABSENT:                   BOARD MEMBERS:  
AIMEE DAVIS                   BILL HUGHES  
DELINIA LEWIS                   DAVID KRAMER

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR  
ROBYN ROGERS, COMMUNITY SERVICES ADMIN. ASST. II

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

Community Services Administrative Assistant II Robyn Rogers led the Assembly for the Pledge of Allegiance.

## **FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR**

### **APPROVE MAY 14, 2018, FOUNDATION MEETING MINUTES**

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: TAYLOR, MORAN, CAPENER, LEE, GOODMAN,  
CAPPS, PIRRITANO, ROGERS, BOGNER, SMITH.

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NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, LEWIS, HUGHES, KRAMER.

**RECEIVE AND FILE THE PELIMINARY FINANCIAL REPORT AS OF JUNE 30, 2018**

Motion was made by Board Member Darryll Goodman and seconded by Board Member Bill Taylor to receive and file the preliminary financial report as submitted.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, LEWIS, HUGHES, KRAMER

**APPOINT BOARD MEMBERS TO FISCAL YEAR 2018-2019 COMMITTEES**

Motion was made by Board Member Sylvia Nash and seconded by Board Member Peter Pirritano to appoint Board Members to the following committees:

EXECUTIVE – ROGERS (CHAIR), TAYLOR, CAPENER, CAPPS.

BOARD DEVELOPMENT – ROGERS (CHAIR), LEE, GOODMAN, ANDERSON, PIRRITANO.

FINANCE AND INVESTMENT – CAPENER (CHAIR), HUGHES, BOGNER.

FUND DEVELOPMENT – NASH (CHAIR), DAVIS, TAYLOR, LEWIS, SMITH.

PUBLIC AFFAIRS – MORAN (CHAIR), LEE, GOODMAN, LEWIS, ANDERSON, BOGNER.

STRATEGIC PLANNING – CAPPS (CHAIR), TAYLOR, KRAMER, ANDERSON, ROGERS.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, LEWIS, HUGHES, KRAMER

**APPROVE DIRECT MAILING BUDGET**

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Motion was made by Board Member Darryll Goodman and seconded by Board Member Darrin Lee to approve the Direct Mailing Budget.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: DAVIS, LEWIS, HUGHES, KRAMER

### **REVIEW FISCAL YEAR 2017-2018 PRELIMINARY DONOR LIST**

Board members reviewed the contributions for Fiscal Year 2017-2018 for display on the Donor Wall at the Community Center. Installation of wall leaves should take place within the next two months.

### **REVIEW SCHOLARSHIP PROGRAM STATISTICS**

Senior Management Analyst Alma Hernandez provided a summary on families who received a scholarship during the last three years. Two families sent "Thank You" cards to the Foundation, which were passed to each Board Member for review.

### **STATUS UPDATE ON COMMITTEE GOALS AND PLAN 2018-2019**

Board Member Grace Capps stated the Executive Board met on June 11, 2018 and discussed the volunteer database, community outreach, and upcoming tasks for the new committees. The Foundation is looking for future projects to incorporate. Chair Rogers shared thoughts from the Executive Board meeting regarding ways to improve, events, donations and succession planning. He said the Board Commitment Form may need to be fine-tuned. A speaker will be scheduled for the next City Council meeting to provide a summary about the Foundation. Chair Rogers discussed the possibility of creating an outreach committee to speak at various meetings outside of the City Council. Board Member Cynthia Moran informed the Board that the Public Affairs committee is working on creating a Speakers Bureau as the outreach committee.

### **COMMITTEE REPORTS**

#### **WINE WALK SUBCOMMITTEE**

Chair Rogers stated the sub-committee has met several times already and has incorporated a new PR member. Outreach to wineries has begun. Tickets will go on sale July 16, 2018 with "early bird" pricing. Ticket prices will increase as the event gets closer. There will be various performers stationed in several areas of Wine Walk and a Beer Garden area will be set up for the second year.

#### **CHARTS UPDATE**

Board Member Glen Anderson reported a concert is scheduled for August. The committee is working on a play for the end of the year as well as a kid's band.

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### **PUBLIC AFFAIRS COMMITTEE**

Board Member Cynthia Moran shared the schedule for speaking at City Council.

### **FUND DEVELOPMENT COMMITTEE**

Board Member Sylvia Nash informed the Foundation that the Budget has been approved for the direct mailing campaign. An ad hoc committee will review the sponsorship structure to look for ways to improve.

### **BOARD COMMENTS**

**Rogers:** Chair Rogers said the Kramer family will be donating again in the new Fiscal Year.

**Moran:** Board Member Moran informed the Foundation about Non-Backpack Day at Chino Hills High School on August 13<sup>th</sup>.

**Lee:** Board Member Lee stated he has secured three food vendors for Wine Walk. He asked the Foundation for assistance in reaching out to more vendors. He also mentioned creating videos of our events to share with the public

**Nash:** Board Member Nash is working on a committee for Home Tours food donations.

**Anderson:** Board Member Anderson would like to have an offline meeting to discuss the music festival. He informed the Foundation that events need to be booked further in advance.

### **ADJOURNMENT**

Chair Rogers adjourned the meeting at 5:14 p.m. until the next meeting scheduled on September 10, 2018, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

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Robyn Rogers  
Community Services Department

Signed by:

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Bill Taylor, Board Secretary  
Chino Hills Community Foundation