

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

JANUARY 14, 2019
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:
PETER ROGERS CYNTHIA MORAN
DAN CAPENER DARRIN LEE
GLEN ANDERSON GRACE CAPPS
PETER PIRRITANO KATHLEEN SMITH
SPENCER BOGNER SYLVIA NASH

ABSENT: BOARD MEMBERS:
BILL TAYLOR BILL HUGHES
DAVID KRAMER DARRYLL GOODMAN
DELINIA LEWIS

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

PLEDGE OF ALLEGIANCE TO THE FLAG

Chair Peter Rogers led the Assembly for the Pledge of Allegiance.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE NOVEMBER 19, 2018, FOUNDATION MEETING MINUTES

Motion was made by Board Member Spencer Bogner and seconded by Board Member Peter Pirritano to approve the meeting minutes, as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: TAYLOR, HUGHES, KRAMER, GOODMAN, LEWIS.

APPROVE FY 17/18 AUDIT REPORT

The Board was presented an Audit Report for FY 17/18 conducted by LSL CPAs and Advisors.

Motion was made by Board Member Dan Capener and seconded by Board Member Kathleen Smith to approve the FY 17/18 Audit Report.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: TAYLOR, HUGHES, KRAMER, GOODMAN, LEWIS.

PRELIMINARY FINANCIAL REPORT

Board Members received and filed the Preliminary Financial Report as of December 31, 2018.

Motion was made by Board Member Dan Capener and seconded by Board Member Spencer Bogner to receive and file the Preliminary Financial Report as of December 31, 2018.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: TAYLOR, HUGHES, KRAMER, GOODMAN, LEWIS.

DISCUSS AND APPROVE THE KIDS ART EXPO BUDGET

The Chino Hills Cultural Arts Committee, a subcommittee of the Chino Hills Community Foundation, is hosting a Kids Art Expo on March 2, 2019. The Committee is proposing

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the use of \$2,887 from the remaining fund balance from the Brighton Collections donation to cover the cost of this event.

Motion was made by Board Member Glen Anderson and seconded by Board Member Sylvia Nash to approve the use of \$2,887 of the remaining fund balance from the Brighton Collections donation to cover the cost of the Kids Art Expo.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: TAYLOR, HUGHES, KRAMER, GOODMAN, LEWIS.

DISCUSS AND APPROVE CONCERT SERIES BUDGET

Chair Peter Rogers presented the Board with the Concert Series, which would replace the Jazz and Blues Festival. The Concert Series consists of three separate concerts to include several genres of music. The Board discussed a budget for each of the concerts.

Motion was made by Board Member Glen Anderson and seconded by Board Member Spencer Bogner to approve a budget of \$7,000 for the Fiscal Year 2018/19 Concert Series.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, GOODMAN, LEE, KRAMER.

DISCUSS AND APPROVE DONATION FOR THE VETERAN'S MONUMENT

At the November 19, 2018 meeting, the 55+ Club solicited a donation in the amount of \$6,000 for the Veteran's Monument to be built at the Chino Hills Community Center. The Board discussed an amount to be donated to the 55+ Club for the Veteran's Monument however would like the City Attorney to review this item.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Kathleen Smith to approve a \$3,000 donation to the 55+ Club for the Veteran's Monument contingent upon review by the City Attorney.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HUGHES, GOODMAN, LEE, KRAMER.

COMMITTEE REPORTS

FUND DEVELOPMENT – UPDATE ON DIRECT MAILING PROGRAM

Board Member Sylvia Nash informed the Foundation that the Direct Mailing Program cost \$700 and brought in a total of \$1,300. Board Members liked the pamphlet and would like to have it updated. Board Member Cynthia Moran would like to have more pamphlets for each Board Member to be able to give to personal contacts.

STRATEGIC PLANNING COMMITTEE – STRATEGIC EVENTS PLANNING

Vice Chair Grace Capps informed the Foundation of upcoming items including a Large Donor Policy, the Volunteer Program including a Volunteer Handbook, Social Media guidelines, and speakers to share at City Council meetings.

BOARD DEVELOPMENT – VOLUNTEER RECEPTION & DONOR RECEPTION

The Board Development Committee informed the Foundation that the Volunteer Reception went very well. Chair Peter Rogers reminded the Foundation that the Donor Reception is March 9, 2019.

CHARTS

The Christmas Carol theater event on December 9, 2018 was successful with 250 tickets being sold.

BOARD COMMENTS

Chair Peter Rogers inquired about Brick sales for the final phase of Community Center Bricks. Senior Management Analyst Alma Hernandez informed the Foundation that 50 bricks have been sold and should be installed in the Spring.

Board Member Darrin Lee expressed the pamphlet used for the donation solicitation is helpful in sharing with others about the Chino Hills Community Foundation. He shared it was a good idea for the Foundation to participate in the Boat Parade. Mr. Lee also reminded Foundation Members to wear name badges at events to identify Board Members and promote the Foundation.

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Board Member Peter Pirritano would like to see the Foundation Brochures distributed more to the public.

At the January meeting, Board Member Cynthia Moran asked to create a Strategic Calendar for yearly events, this task has been assigned to the Strategic Planning Committee.

ADJOURNMENT

Chair Peter Rogers adjourned the meeting at 5:35 p.m. until the next meeting scheduled on March 11, 2019, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

Robyn Rogers
Community Services Department

Signed by:

Bill Taylor, Board Secretary
Chino Hills Community Foundation