

# **MINUTES**

CHINO HILLS COMMUNITY FOUNDATION

NOVEMBER 19, 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 4:04 p.m.

## **ROLL CALL**

PRESENT:                   BOARD MEMBERS:  
PETER ROGERS                   CYNTHIA MORAN – Arrived at 4:16  
DAN CAPENER                   BILL TAYLOR – Arrived at 4:13  
GLEN ANDERSON               GRACE CAPPS  
PETER PIRRITANO              DELINIA LEWIS – Arrived at 4:28  
SPENCER BOGNER              SYLVIA NASH  
KATHLEEN SMITH

ABSENT:                   BOARD MEMBERS:  
DARRIN LEE                   BILL HUGHES  
DAVID KRAMER               DARRYLL GOODMAN

ALSO PRESENT: ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
VANESSA BADOSA, COUMMUNITY SERVICES COORDINATOR  
ROBYN ROGERS, COMMUNITY SERVICES ADMIN. ASST. II

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

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

## **PUBLIC COMMENTS**

Resident George DeFrank of the Veteran's Group and 55+ Club presented the Foundation with the Veteran's Monument Project proposal. He asked the Foundation for a donation of \$6,000.

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

**APPROVE SEPTEMBER 10, 2018, FOUNDATION MEETING MINUTES**

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

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

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

### **WINE WALK RECAP**

Foundation Chair Peter Rogers provided a review of the 2018 Wine Walk. Chair Rogers asked the Board to approve a transfer of \$10,000 from the Wine Walk proceeds to the Endowment Fund.

Motion was made by Board Member Dan Capener and seconded by Board Member Peter Pirritano to approve the transfer of \$10,000 from the Wine Walk proceeds to the Endowment Fund.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

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

### **PRELIMINARY FINANCIAL REPORT**

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

### **QUARTERLY INVESTMENT REPORT**

Board Members received and filed the Quarterly Investment Report as of September 30, 2018.

### **DISCUSS AND APPROVE MILITARY BANNER PROJECT SPONSORSHIP**

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Community Services Coordinator Vanessa Badosa presented several options for the Military Banner Program Sponsorship. Board Members requested an audit of current Military Banners be provided before making a decision.

### **PROVIDE DIRECTION ON CASH HANDLING FOR VOLUNTEERS AND BOARD MEMBERS**

Board Member Spencer Bogner presented a summary of the Finance and Investment Committee's research regarding volunteers handling cash. Board Members agree that volunteers should not handle cash. Current Board Members will be designated to handle cash at Foundation events.

Motion was made by Board Member Kathleen Smith and seconded by Board Member Glen Anderson to only allow Board Members to handle cash at Foundation events.

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.

### **REVIEW AND DISCUSS 2019 MUSIC FESTIVAL AND 2019 CALENDAR OF EVENTS**

Chair Peter Rogers informed the board that there would be no Jazz and Blues Festival for 2019. Instead, the committee is considering a concert series, with the first concert being held on April 6, 2019 at the Chino Hills Community Center. The board requested a proposal to be submitted at the next Foundation meeting.

Board Member Cynthia Moran suggested a Long Term Goals and Planning Committee. She also suggested moving the 2019 Volunteer Dinner to January as there are several events that take place in December. Vice Chair Grace Capps suggested the Executive Committee and the Strategic Committee review calendar changes and make a recommendation to the Board. Board Members also discussed moving the Home Tour to the Spring.

### **DISCUSS CHARTS LONG-TERM PLANNING GOALS**

Saturday, March 2, 2019 is the Kids Art Exploration Day at the Shoppes. There is a Theater Event on December 9, 2018.

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## **COMMITTEE REPORTS**

### **2018-2019 GOALS PLAN UPDATE**

Vice Chair Grace Capps shared with the Foundation that the committee is working on engaging volunteers and updating the volunteer application.

### **BOARD DEVELOPMENT: VOLUNTEER RECEPTION AND DONOR RECEPTION**

The Volunteer Reception is December 10, 2019 and the Donor Reception is March 9, 2019. The Committee created pins for volunteers.

### **HOME TOURS SUBCOMMITTEE**

There are three homes for the Holiday Home Tour. There have been 100 tickets sold for this event thus far.

### **CHARTS**

A Christmas Carol theater event is on December 9, 2018. 140 tickets have been sold thus far.

## **BOARD COMMENTS**

Board Member Moran asked about the bricks at the Community Center. It appears some of the letters are coming off. Senior Management Analyst Alma Hernandez will audit the bricks.

Board Member Bill Taylor informed the Foundation that the Fund Committee created an ad hoc committee to develop a large donor policy.

## **ADJOURNMENT**

Vice Chair Capps adjourned the meeting at 5:49 p.m. until the next meeting scheduled on January 10, 2019, 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

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Signed by:

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Bill Taylor, Board Secretary  
Chino Hills Community Foundation