

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
November 10, 2008
McCOY EQUESTRIAN AND RECREATION CENTER
14280 Peyton Drive, Chino Hills, California

I. CALL TO ORDER

Director Michael Fleager called the Chino Hills Community Foundation Meeting to order at 7:07 p.m.

II. PLEDGE OF ALLEGIANCE

Director Fleager led the Assembly in the Pledge of Allegiance to the Flag.

III. ROLL CALL

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| PRESENT: | Bill Hughes | Kristine Thalman |
| | Bruce Wood | Peter Rogers |
| | David Kramer | Scott Kaplan |
| | Jeff Hill | Steven Elie |
| | John R. Young | |

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|---------|-----------------|---------------------|
| ABSENT: | Curt Hagman | Frank Williams |
| | Dave Ault | Jeanette Young |
| | Dr. James Lally | John H. Semcken III |

ALSO PRESENT: Michael S. Fleager, Director
Lara Christensen, Administrative Analyst II
Jonathan Marshall, Recreation Manager
Bob Zuer, Development Management Associates Consultant

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no public comments.

V. ACTION ITEMS

a. Election of Officers

Chair and Vice Chair - On motion by Ms. Kristine Thalman, seconded by Mr. Bill Hughes, the Mayor and Mayor Pro Tem will serve as Chair and Vice Chair until the first business meeting in June 2009. MOTION UNANIMOUSLY CARRIED.

Secretary/Treasurer – On motion by Mr. Steven Elie, seconded by Mr. Scott Kaplan, the appointment for the Secretary/Treasurer position be put on hold until the next Special Meeting for a review to change the By-Laws. MOTION UNANIMOUSLY CARRIED.

b. Establish Board Committees

Consultant Bob Zuer gave a brief summary on the Board Committees' functions and the responsibilities required by each position.

Director Fleager noted that, there is a possibility to expand the Board to allow for 30 members on the Foundation. The Board members requested to be seated in the following Committees:

Executive Committee

Peter Rogers, Board Chairman

On motion by Steven Elie, seconded by John Young, the Executive Committee is established. MOTION UNANIMOUSLY CARRIED.

Board Development Committee

Scott Kaplan

Finance and Investment Committee

Kristine Thalman and Bill Hughes

Fund Development Committee

Steven Elie, Kristine Thalman, and Bruce Wood

Public Affairs

John Young, Scott Kaplan, and Bill Hughes

Strategic Planning

David Kramer, Steven Elie, Bruce Wood, and Scott Kaplan.

On motion by Bruce Wood, seconded by Bill Hughes, Committee members were accepted as requested. MOTION PASSED.

On motion by Steven Elie, seconded by Bruce Wood, John Young was appointed Chair of Public Affairs Committee. MOTION PASSED.

On motion by Bruce Wood, seconded by _____, Steven Elie was appointed Chairman for Fund Development Committee. MOTION PASSED.

Director Fleager stated that a second meeting has to be scheduled as soon as possible. He added that staff is flexible with the schedule and will be open to meeting during the day. Director Fleager stated that the establishment of Executive Committees will be placed back in the agenda for the next meeting to allow other Board members to request to be seated in Committees.

c. Establish Board and Committee Meeting Dates

Director Fleager stated that more frequent meetings are anticipated before the first fundraiser, which will be an opportunity for the Chino Hills Foundation to be introduced to the community, after which the Board will decide when to schedule the regular meetings for the Chino Hills Foundation Board.

VI. FOUNDATION BUSINESS

a. Review By-Laws – Director Fleager invited questions from the Board members relative to the By-Laws.

Mr. Hughes asked how many Board members are needed to change the By-Laws. Director Fleager stated that a majority of the quorum is needed.

Ms. Thalman asked if there is anything in the By-Laws that should be outlined as far as what it would take to transfer money from a restricted to an unrestricted fund. Mr. Zuer stated that permission from donors would have to be acquired for the transfer of funds from restricted to another accounts.

Mr. Zuer noted that the By-Laws indicate 4-year terms that may be problematic. He suggested that terms may be staggered for smooth transitions. Director Fleager stated that staff had planned to put that item in the agenda at the next meeting for consideration.

b. Review Planning Study and Case Statement – Mr. Zuer gave a brief summary of the study and case statement. He stated that a comprehensive development program was recommended to be established. He added that the Board has to review and comment on the program. Director Fleager stated that a promotional packet was developed based on the goals and objective of the Foundation.

Mr. Wood asked how soon the brochure would be available. Director Fleager stated that, relative to the Library Fundraising, staff could provide something that would be sufficient.

c. Discuss Proposed Fundraising Events – Director Fleager stated that the area between the City Hall and the Library could be used for the initial fundraising event. He added that as the budget for the Foundation is established, the fundraising to support those activities is established as well.

Mr. Rogers asked what the time frame for the fundraising event would be. Director Fleager stated that the event would be sometime in spring.

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- d. Budget Discussion – Director Fleager stated that the Foundation should be self-sufficient and that the Finance Committee’s first task is to identify the steps for the Foundation to get there, such as the promotional materials, the major event in spring, and the fundraising.

VII. COMMENTS

VIII. ADJOURNMENT

The meeting was adjourned at 8:40 p.m.