



A G E N D A

CHINO HILLS COMMUNITY FOUNDATION
ANNUAL MEETING
MONDAY, MAY 10, 2021

4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

TELECONFERENCE VIA ZOOM WEBINAR
WEBINAR ID 833-1619-0103

**PUBLIC ADVISORY: THE CHINO HILLS COMMUNITY ROOM WILL
NOT BE OPEN TO THE PUBLIC**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Chino Hills Community Foundation for November 9, 2020 will be conducted remotely through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Chino Hills Community Room will not be open for the meeting. Board Members will be participating remotely and will not be physically present in the Community Room.

If you would like to speak on an agenda item, you can access the meeting remotely:
Join from a PC, Mac, iPad, iPhone, or Android device, or by phone. Please use this
URL <https://us02web.zoom.us/j/833-1619-0103>.

If you do not wish for your name to appear on the screen, then use the drop down menu and
click on "rename" to rename yourself to be anonymous.

Or join by phone:
1-669-900-6833
Enter Meeting ID: 833-1619-0103

If you want to comment during the public comment portion of the agenda, Press *9 and we
will select you from the meeting cue.

**NOTE: Your phone number will appear on the screen unless you first dial *67 before
dialing the numbers as shown above.**

The Community Foundation wants you to know that you can also submit your comments via
email to rrogers@chinohills.org. To give staff adequate time to print out your comments for
consideration at the meeting, please submit your written comments prior to 3:30 p.m.; or if you
are unable to email, please call the Chino Hills Community Services Department at (909) 364-
2712 by 3:30 p.m.

If you wish to have your comments read to the Board during the appropriate Public Comment
period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item
number you wish to comment on. Comments that you want read to the Council will be subject
to the three-minute time limitation (approximately 350 words). Written comments that are only
to be provided to Board and not read at the meeting will be distributed to the Board prior to
the meeting.

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda, unless the Chino Hills Community Foundation makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Foundation subsequent to the posting of the agenda. The Chino Hills Community Foundation has on file copies of written documentation relating to each item of business on this Agenda available for public inspection at <http://chinohillsfoundation.com/chcf-board/>. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation after distribution of the agenda packet are available for public inspection at <http://chinohillsfoundation.com/chcf-board/>.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the Community Services Department, (909) 364-2710 within 48 hours of the meeting.

The Community Foundation thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR
CYNTHIA MORAN, VICE CHAIR
MARY FAULHABER, SECRETARY
PETER PIRRITANO, TREASURER

BILL HUGHES
DARRYLL GOODMAN
GRACE CAPPS
SPENCER BOGNER

DAN CAPENER
DAVID KRAMER
KATHLEEN SMITH
SYLVIA NASH

DARRIN LEE
GLEN ANDERSON
SAMANTHA JAMES-PEREZ

4:00 P.M. – CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PRESENTATIONS

1. INTRODUCTION – New board member Samantha James-Perez
2. RECOGNITION – Outgoing board member Delinia Lewis
3. RECOGNITION – Outgoing board member Grace Capps
4. **PUBLIC COMMENTS:** At this time members of the public may address the Board Members regarding any items within the subject jurisdiction of the Board – Individual audience participation is limited to three minutes per speaker. Please complete and submit a speaker card to the Foundation Secretary.

FOUNDATION DEPARTMENT BUSINESS

DISCUSSION CALENDAR – This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Please raise your hand via Zoom or dial *9 to be selected from the meeting cue. Individual audience participation is limited to three minutes.

5. Approve March 8, 2021 Foundation Meeting Minutes.
6. Election of Officers.
7. Receive and file Quarterly Investment Report as of March 31, 2021.
8. Receive and file Financial Report as of April 30, 2021.
9. Approve FY 21-22 proposed budget.
10. Recommend approval of re-appointment of board members.
11. Recommend approval of new board member.
12. Discuss donation for military monument flagpole.
13. Discuss ideas for community engagement.
14. Provide direction on how to conduct future board meetings.
15. Review calendar.

COMMITTEE REPORTS

Chair Rogers

- Executive Committee
- Board Development Committee

Treasurer Peter Pirritano

- Finance & Investment Committee
- Fund Development Committee
 - Anedot App

Board Member Delinia Lewis

- Public Affairs Committee
 - Anedot App

Board Member Grace Capps

- Strategic Committee
 - Charitable Giving Program

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**MARCH 8, 2021
REGULAR MEETING**

CHINO HILLS, CALIFORNIA

The Regular meeting of the Chino Hills Community Foundation was held pursuant to Section 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and all members joined this meeting remotely through Zoom

CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:03 p.m.

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	PETER ROGERS	CYNTHIA MORAN
	SYLVIA NASH	PETER PIRRITANO
	SPENCER BOGNER	BILL HUGHES
	MARY FAULHABER	KATHLEEN SMITH
	GLEN ANDERSON	DAN CAPENER
	DARRYLL GOODMAN	DARRIN LEE – ARRIVED AT 4:11
	DAVID KRAMER	

ABSENT:	BOARD MEMBERS:	
	DELINIA LEWIS	GRACE CAPPS

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

PLEDGE OF ALLEGIANCE TO THE FLAG

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

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE JANUARY 11, 2021 MEETING MINUTES

Motion was made by Board Member Sylvia Nash and seconded by Board Member Darryll Goodman to approve the minutes as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, CAPENER, FAULHABER, GOODMAN, HUGHES, KRAMER, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, LEE, LEWIS.

RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF DECEMBER 31, 2020

Board Members received and filed a copy of the of the Quarterly Investment Report.

Motion was made by Board Member Glen Anderson and seconded by Board Member Peter Pirritano to accept the Quarterly Investment Report as of December 31, 2020.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, CAPENER, FAULHABER, GOODMAN, HUGHES, KRAMER, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, LEE, LEWIS.

RECEIVE AND FILE FINANCIAL REPORT AS OF FEBRUARY 28, 2021

Board Members received and filed a copy of the of the Financial Report.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Peter Pirritano to accept the Financial Report as of February 28, 2021.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, CAPENER, FAULHABER, GOODMAN, HUGHES, KRAMER, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, LEE, LEWIS.

APPROVE AUDIT REPORT AS OF JUNE 30, 2020

Board Members received and filed a copy of the of the Audit Report.

Motion was made by Board Member Glen Anderson and seconded by Board Member Kathleen Smith to accept the Audit Report as of June 30, 2020.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, CAPENER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, LEWIS.

RATIFY BUDGET AMENDMENT FOR COMMUNITY CARE PACKAGES PROGRAM

Board Chair Peter Rogers informed the Board that a budget amendment is required for the Community Care Packages Program. The care packages have been distributed to

the public. Board Members discussed using \$1,000 from the Donor Reception budget to cover the cost of the Community Care Packages Program.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Peter Pirritano to ratify a budget amendment in the amount of \$1,000 for the Community Care Packages Program.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, CAPENER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, LEWIS.

DISCUSS IDEAS FOR COMMUNITY ENGAGEMENT

In an effort to get the Foundation's name out there and show the community that it is still active and doing things, Board Member Mary Faulhaber presented the board with the idea of sponsoring a City program, such as the Rec to Go program, or doing things on their own, such as an art contest. Various board members concurred that it was a good idea to market the Foundation by way of small events that don't expend huge resources.

After much discussion, Chair Rogers proposed that the Foundation sponsor one of the City's upcoming virtual contests. The actual contest was not identified, as City staff was still working on finalizing details for summer programming. He mentioned that no budget amendment would be needed, as the cost would be about \$100. A small team was formed which included Board Members Faulhaber, Anderson, Goodman, and Smith to evaluate ideas for the board to consider at their next meeting, as well as weigh the pros and cons of collaborating with the City or having one or two Foundation events. Board Member Faulhaber stated she would reach out to Community Services Supervisor Armit to schedule a meeting along with the team.

Vice Chair Cynthia Moran expressed that this was a good time to harness the Foundation's volunteers to assist with different things. Chair Rogers added that the Foundation probably needed to reengage the volunteers to update them on what has been going on, perhaps sending them a letter. Board Member Faulhaber stated that she had made note of the letter and that she and Chair Rogers could discuss at a later time.

No formal action or vote was taken on this item.

REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 21-22 BUDGET

Board Members reviewed the Proposed FY 21-22 Budget. No changes were made.

REVIEW BOARD MEMBER TERM EXPIRATIONS

Board Chair Peter Rogers asked Board Members with upcoming term expirations to notify Vice Chair Moran, Senior Management Analyst Hernandez, or himself if they wish to remain on the Board.

OPEN NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS

Board Chair Peter Rogers declared nominations open for Executive Board positions and asked Board Members to notify Vice Chair Moran, Senior Management Analyst Hernandez, or himself should they be interested in an Executive Board position.

RECOMMEND APPROVAL OF NEW BOARD MEMBER

Board Chair Peter Rogers informed Board Members that the Board Development Committee has reviewed the qualifications of Samantha James-Perez. The committee found Ms. James-Perez to be a good candidate to serve as a new Board Member.

Motion was made by Board Member Glen Anderson and seconded by Board Member Sylvia Nash to approve Samantha James-Perez as a new Community Foundation Board Member.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, CAPENER, FAULHABER, GOODMAN, HUGHES, KRAMER, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, LEWIS.

REVIEW CALENDAR

Board Members reviewed the tentative calendar for 2021. Board Chair Peter Rogers informed Board Members that it is hopeful there will be one concert in late Summer or

early Fall. He asked staff to provide the calendar to new Board Member Samantha James-Perez.

COMMITTEE REPORTS

FUND DEVELOPMENT COMMITTEE

Board Chair Peter Rogers said Wine Walk is scheduled for October 9, 2021. Planning is set to begin in late April 2021. He mentioned that the budget may need to be adjusted as some wineries may not be able to donate as much this year.

Board Member Glen Anderson said a concert is tentatively scheduled for September 11, 2021 with Derek Bordeaux. The concert will take place at the Community Center with social distance protocols. He also said the Kids Art Expo may be moved to the Fall or will be scheduled for March 2022.

BOARD COMMENTS

Rogers: Board Chair Rogers informed the Board that the Foundation website is being updated. He explained that there has been an issue with an outside entity redirecting the Foundation website. The updated website will have fresh content and the new Foundation logo. Chair Rogers said a volunteer outreach letter will be sent out soon to keep volunteers engaged. He informed the Board that the Veteran's Group has reached out for a donation towards the Military Monument flagpole, which is estimated to cost \$10,000. Chair Rogers requested the item be agendaized at the May meeting.

Moran: Board Member Moran said the community care packages came together nicely. She thanked Board Members Faulhaber, Nash, Rogers, Anderson, and Lee as well as Parks and Recreation Commissioner Gavela and Diane Reese.

Faulhaber: Board Member Faulhaber thanked all who helped with the community care packages. She thanked Board Member Smith for her help with all of the bags.

Nash: Board Member Nash said cars flowed well and remained consistent during the Community Care Package event.

Pirritano: Board Member Pirritano said the Foundation is a great Board with members who have great hearts. He said he would like to extend his term on the Board.

Hughes: Board Member Hughes said he would like to extend his term. He said the McCoy Equestrian Center has been a success and will fulfill what the McCoy's envisioned.

Anderson: Board Member Anderson inquired if the City still plans to install a marquee in 2022, to which Chair Rogers responded affirmatively.

Nash: Board Member Nash informed the Board that there will be a Prayer Breakfast on May 11, 2021 at Los Serranos Country Club. She said actor Kirk Cameron will be the key-note speaker and will be co-hosted by various Mayors from surrounding cities.

Kramer: Board Member Kramer said he would like to get youth involved in the Foundation. He suggested a Junior Foundation. Mr. Kramer also said he would love the City to have a slogan.

Smith: Board Member Smith welcomed Samantha James-Perez to the Board.

Lee: Board Member Lee informed the Board that he was promoted to Lieutenant and will work the weekend graveyard shift. He said he enjoyed engaging with the community during the Community Care Package event. Mr. Lee said he spoke with a gentleman named David Hernandez who is willing to volunteer to play acoustic music at future events.

Bogner: Board Member Spencer Bogner said he is looking forward to meeting in person again.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:31 p.m.

Respectfully submitted by:

Robyn Rogers
Community Services Department

Signed by:

Mary Faulhaber, Board Secretary
Chino Hills Community Foundation



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: ELECTION OF OFFICERS

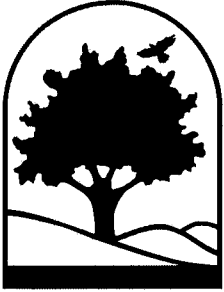
RECOMMENDATION:

1. Open the floor for nominations for Chair, Vice Chairperson, Secretary, and Treasurer.
2. Call for a vote for each candidate nominated for the Chair, Vice Chairperson, Secretary, and Treasurer.

BACKGROUND/ANALYSIS:

Article VI, Section 2 of the Foundation's Bylaws states that, "The Board shall elect a Chairperson, Vice Chairperson, a Secretary, and a Treasurer at the annual meeting. Their terms of office are one (1) year. The yearly term of the officers shall begin and end at the conclusion of the annual meeting." The current officers are:

Chair: Peter Rogers
Vice Chairperson: Cynthia Moran
Secretary: Mary Faulhaber
Treasurer: Peter Pirritano



City of Chino Hills

MEMORANDUM

DATE: APRIL 15, 2021

TO: BOARD OF DIRECTORS
CHINO HILLS COMMUNITY FOUNDATION

VIA: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

FROM: CHRISTA BUHAGIAR, INVESTMENT TRUSTEE CB

SUBJECT: QUARTERLY INVESTMENT TRUSTEE REPORT

To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended March 31, 2021.

In the event you have any questions, please feel free to contact Nicole Lugotoff, Accounting Supervisor, at (909) 364-2648.

CB:NL:ch

cc: Nicole Lugotoff, Accounting Supervisor
Alma Hernandez, Senior Management Analyst

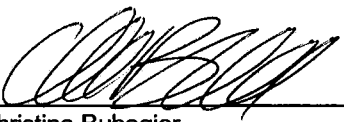
**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending March 31, 2021**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 7,809	\$ 7,809	0.02%
LAIF	568,113	568,835	0.36%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 576,222</u>	<u>\$ 576,944</u>	

Blended Yield of Cash and Investments	0.35%
--	--------------

Benchmarks:	
LAIF	0.36%
6mo U.S. Treasury	0.05%
2yr U.S. Treasury	0.16%
5yr U.S. Treasury	0.92%

In accordance with the Bylaws of the Chino Hills Community Foundation Article XI, Section 1, the Investment Trustee shall render an accounting of the investment transactions concerning the Foundation to the Board of Directors at least quarterly.


 Christina Buhagiar
 Investment Trustee

Chino Hills Community Foundation
Statement of Revenues, Expenditures and Changes in Fund Balances
March 31, 2021

	Fiscal Year 20/21	Fiscal Year 19/20
Revenues:		
Donation contributions/Other Revenues	\$ 70,839	\$ 163,154
Fees for activities	-	-
Interest income	3,132	1,377
Fair Market Value	(2,358)	2,358
Total Revenues	<u>71,613</u>	<u>166,889</u>
Expenditures:		
Memberships and certifications	265	240
Professional and contractual services	1,145	20,126
Bank charges	259	812
Services and supplies	6,169	18,475
Special departmental exp	3,000	24,222
Total Expenditures	<u>10,838</u>	<u>63,875</u>
Excess of revenues over (under) expenditures	<u>\$ 60,775</u>	<u>\$ 103,014</u>
Fund Balances:		
Beginning of fiscal year	\$ 515,447	\$ 412,433
Excess of revenues over (under) expenditures	60,775	103,014
End of fiscal year	<u>\$ 576,222</u>	<u>\$ 515,447</u>



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Financial Report as of April 30, 2021.

BACKGROUND/ANALYSIS:

The Financial Report as of April 30, 2021 is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. Unrestricted balance as of April 30, 2021 is \$260,929.

Temporarily Restricted:

These funds are donations which the donor has designated or restricted the use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The board, at the March 2016 meeting, approved a donation of \$10,000; at the September 2019 meeting, an additional \$6,700 was approved.
- B. Brighton – Brighton Collectibles designated these funds to only be used for Children's Art programs.

- C. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.
- D. Trails Enhancement Program – The board, at the March 2016 board meeting, approved a donation in the amount \$50,000 to the City of Chino Hills for enhancements to the City’s trails; at the September 2018 board meeting, an additional \$25,000 was approved.
- E. S.B. County – In May 2019, Supervisor Curt Hagman donated \$2,500 to the Chino Hills Community Foundation. This donation was given with a restriction, but details are pending. In January 2021, Chair Rogers informed the committee that the funds had been unrestricted by Supervisor Curt Hagman.
- F. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- G. The California Community Foundation (“in memory of Gloria and Jack Kramer”), which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.
- H. Inclusive Playground at Crossroads Park – In January 2021, the board approved a donation in the amount of \$100,000 for an inclusive playground at Crossroads Park. The donation included a \$50,000 donation from the H. Applebaum Family Trust.

Permanently Restricted:

The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of May 10, 2021 is \$155,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of April 30, 2021

	Adjusted Budget	Amended Budget	Actuals										Total	Variance
			Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Trail Enhancement Donation Temporarily Restricted (D)	S.B. County Temporarily Restricted (E)	Special Needs Temporarily Restricted (F)	Scholarship Funds Temporarily Restricted (G)	Inclusive Playground Temporarily Restricted (H)	Endowment Fund Permanently Restricted		
Operating Revenue:														
Contributions:														
Donations	\$ -	\$ -	\$ 10,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 60,589	\$ 60,589
Grants			10,000										\$ 10,000	\$ 10,000
Special Events	161,100	161,100	250		-	-							250	(160,850)
Interest Income		-	64									711	774	774
Total Operating Revenue	161,100	161,100	20,903	-	-	-	-	-	-	-	50,000	711	71,613	(89,487)
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,228	1,228											-	(1,228)
Aquatics Scholarship	3,150	-											-	-
Community Care Packages Program		1,000	981										981	(19)
Concerts in the Parking Lot		3,000	3,000										3,000	-
Cultural Arts					-	-	-	-	-	-	-	-	-	-
Military Banner Program	7,700	7,700											-	(7,700)
Summer Day Camps	9,856	13,006											-	(13,006)
Utility Box Art Program		3,660											-	(3,660)
Total Program Expenses	21,934	29,594	3,981	-	-	-	-	-	-	-	-	-	3,981	(25,613)
Supporting Services:														
Fundraising	42,200	42,200	656										656	(41,544)
Administration	11,600	11,600	6,733										6,733	(4,867)
Total Support Services	53,800	53,800	7,389	-	-	-	-	-	-	-	-	-	7,389	(46,411)
Total Operating Expenses	75,734	83,394	11,370	-	-	-	-	-	-	-	-	-	11,370	(72,024)
Interfund Transfers:	-	-	(47,500)	-	-	-		(2,500)			50,000	-	-	-
Changes in Net Assets	\$ 85,366	\$ 77,706	\$ (37,967)	\$ -	\$ -	\$ -	\$ -	\$ (2,500)	\$ -	\$ -	\$ 100,000	\$ 711	\$ 60,243	\$ (17,463)
Net Assets, beginning of the year	513,090	513,090	298,896	15,531	2,067	21,070	12,115	2,500	3,000	5,000		155,270	515,449	
Net Assets, end of the year	<u>\$ 598,456</u>	<u>\$ 590,796</u>	<u>\$ 260,929</u>	<u>\$ 15,531</u>	<u>\$ 2,067</u>	<u>\$ 21,070</u>	<u>\$ 12,115</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 100,000</u>	<u>\$ 155,981</u>	<u>\$ 575,692</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of April 30, 2021

	PROGRAM SERVICES	Fundrasing			Administration	
	Donations	2019 Holiday Home Tour	Donor Recognition	Total	General Management	Total
Operating Revenues:						
Contributions:						
Sales	\$ -	\$ -		\$ -	\$ -	\$ -
Donations/Sponsorships	58,089			-		58,089
Donations(COVID)	2,500			-		2,500
Grants (CARES Act)	10,000			-		10,000
Advertising		250		250		250
Other Revenues				-		-
Interest Income	774			-		774
	<u>71,363</u>	<u>250</u>		<u>250</u>	<u>-</u>	<u>71,613</u>
Operating expenses:						
Licenses & Permits				-	25	25
Memberships					240	240
Liability Insurance				-	4,440	4,440
Financial Services				-	259	259
Computer Services				-	1,702	1,702
Contractual Services				-		-
Advertising & Promotion				-		-
Printing Services			22	22		22
Postage			68	68		68
Office Supplies				-	67	67
Special Parts and Supplies			567	567		567
Concessions				-		-
Administrative Overhead				-		-
Entertainment				-		-
Catering and Refreshments				-		-
Rentals				-		-
Taxes				-		-
Scholarships, Grants & Awards				-		-
Donations						-
Concerts in the Car	3,000					3,000
Community Care Packages Provided	981			-		981
	<u>\$ 3,981</u>	<u>\$ -</u>	<u>\$ 656</u>	<u>\$ 656</u>	<u>\$ 6,733</u>	<u>\$ 11,370</u>
Changes in Net Assets	<u>\$ 67,383</u>	<u>\$ 250</u>	<u>\$ (656)</u>	<u>\$ (406)</u>	<u>\$ (6,733)</u>	<u>\$ 60,243</u>



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: ANNUAL BUDGET

RECOMMENDATION:

Approve proposed FY 2021-2022 budget.

BACKGROUND/ANALYSIS:

The Foundation's bylaws (Article III, section 3) state that "Adoption of a budget for the upcoming fiscal year shall occur at the annual meeting". Attached is a proposed budget for the board's approval.

**CHINO HILLS COMMUNITY FOUNDATION
PROPOSED BUDGET
FISCAL YEAR 2021-2022**

	PROGRAM SERVICES	SUPPORT SERVICES						
		Fundraising					Administration	
		CH500028	CH500037	CH500036	CH500038			
	Donations	Wine Walk	Donor Recognition	Volunteer Reception	Concert Series	Total	General Management	Total
Support Services Revenues:								
Special Events:						-		
Ticket Sales	\$ -	\$ 52,500			\$ 6,000	58,500	\$ -	\$ 58,500
Sponsorships		50,000				50,000		50,000
Other Revenues:		3,400				3,400	-	3,400
		-	-		-	-	-	-
	-	105,900	-	-	6,000	111,900	-	111,900
Expenses:								
Advertising & Promotion	-	300				300		300
Catering and Refreshments	-		3,000	2,000		5,000		5,000
Contractual Services	-	150			700	850	700	1,550
Entertainment	-	500		300	5,200	6,000		6,000
Financial Services	-					-	1,200	1,200
Liability Insurance	-					-	4,500	4,500
Licenses & Permits	-	50			100	150		150
Memberships	-					-	300	300
Printing Services	-	1,800				1,800		1,800
Rentals	-	11,000		400	650	12,050		12,050
Special Parts and Supplies	-	5,600	500	800	400	7,300	400	7,700
Website & Software Services	-					-	5,500	5,500
Taxes	-	-	-	-	-	-	100	100
	\$ -	\$ 19,400	\$ 3,500	\$ 3,500	\$ 7,050	\$ 33,450	\$ 12,700	\$ 46,150
Program Services								
Donations:								
Adopt A Family	1,245					-		1,245
Military Banner Program	7,700							7,700
Utility Box Art Program	6,100							6,100
Summer Day Camp Scholarship:	12,800					-		12,800
						-		-
	\$ 27,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,845
Changes in Net Assets	\$ (27,845)	\$ 86,500	\$ (3,500)	\$ (3,500)	\$ (1,050)	\$ 78,450	\$ (12,700)	\$ 37,905



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: BOARD MEMBER RE-APPOINTMENTS

RECOMMENDATION:

Approve re-appointment of board members Sylvia Nash, Kathleen Smith and Peter Pirritano for a term ending May 2025 for recommendation to the Chino Hills City Council.

BACKGROUND/ANALYSIS:

Sylvia Nash, Kathleen Smith, and Peter Pirritano's term will expire at the end of this month. They have expressed interest in serving another term.



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: APPROVE NEW BOARD MEMBER.

RECOMMENDATION:

Approve appointment of new board member to fill vacancy.

BACKGROUND/ANALYSIS:

The executive committee is recommending appointing Aimee Holliday Davis to the board. Attached is a biography.

Biography: Aimee Holliday Davis

Aimee Holliday Davis is a graduate of California State Polytechnic University, Pomona with a BS in Communications with a Public Relations emphasis. While in college she was very active in the Cal Poly community serving on the Greek Council Executive Board, Public Relations Student Society Executive Board, and Co-Chairing a campus wide fundraiser to raise money for Saint Jude Children's Research Hospital. Aimee also was inducted into Golden Key Honor Society & Order of Omega, Greek Honorary Society for scholastic achievements.

Since college Aimee has joined her brother as the 3rd generation running the family business. Holliday Rock is one of the largest independent producers of aggregates, concrete, and asphalt in the United States. She was an integral part in the construction of their new corporate office in Upland.

Her other passion is her horses. Aimee is a multiple World & National Champion Equestrian. She has owned, shown, and raised miniature horses most of her life. She currently has 60 miniatures and has around 10 foals a year. She has served as president of the Southern California Miniature Horse Club & has been very active in the American Miniature Horse Association & American Miniature Horse Registry where she is currently co-chair of the Youth Committee.

Aimee grew up in Upland & Claremont and when her horse dreams got large enough her family and she found property in Chino Hills to build their horse ranch. The Holliday family has lived in Chino Hills since 2004. Aimee is married to Dustin Davis and they have a daughter Hensley. Their home was featured on the 2014 Chino Hills Home Tour. Aimee & Dustin own and operate Painted H Ranch & Dustin Davis Horsemanship out of the ranch. Aimee is very excited to be returning to the Community Foundation Board of Directors and continue her involvement with the community.



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: FLAGPOLE DONATION

RECOMMENDATION:

Approve a donation in the amount of \$2,500 to the City of Chino Hills for the purchase and installation of a flagpole as part of the military monument at the Chino Hills Community Center.


BACKGROUND/ANALYSIS:

See attached.

Idea Page

Idea Name	Veteran's Flag Pole at the Veteran's Monument		Idea Log #	
Board Member Sponsor	Peter Rogers			
Planned Start Period	March 2021	Planned Finish Period	November 2021	
Total Project Cost	\$12,000			
Current State	I am proposing donating \$2500 to assist with the purchase and installation of a flag pole to complete the original vision of the monument located at the Community Center. The Foundation also donated to the original construction of the monument, which was dedicated in November 2019.			
Desired End State				

Improve Local Facilities
 Improve current community facilities



Enhance Education
 Provide opportunities for personal development and knowledge

Protect Environment
 Mitigate risks to and sustain the beauty of our surroundings

Promote the Arts
 Support the growth of and the exposure to the arts in the community



STAFF REPORT

DATE: MAY 10, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: BOARD MEETINGS

RECOMMENDATION:

Seek direction from the board on how to conduct future board meetings.

BACKGROUND/ANALYSIS:

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in response to the COVID-19 public health emergency. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 which included provisions authorizing local legislative bodies to conduct public meetings telephonically. Pursuant to Section 3 of the Executive Order, the regular meetings of the board have been conducted telephonically through Zoom beginning on May 11, 2020. Subsequently, all meetings since then have been taking place via Zoom with the City Hall Community Room closed to the public.

Given that the State of California is moving towards fully opening its economy with common sense health measures such as masking remaining across the state, staff is seeking direction from the Board on how they would like board meetings to be conducted moving forward.

**CHINO HILLS COMMUNITY FOUNDATION
THREE YEAR EVENT PLANNING SCHEDULE**

*** Dates should be scheduled at least 6 months in advance ***

	2021	2022	2023
JANUARY	11 Board Meeting	3 Volunteer Reception - Send Invitations 10 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY	20 Community Care Packages	7 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	6 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale
MARCH	8 Board Meeting	TBD Donor Recognition 14 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 13 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL		10 Spring Home Tour	TBD Spring Home Tour
MAY	1 Wine Walk Planning Begins 10 Board Meeting 31 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 9 Board Meeting TBD Concert Series #2 - TBD 30 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 8 Board Meeting TBD Concert Series #2 - TBD 29 Wine Walk Webpage LIVE TBD Play - TBD
JUNE			
JULY	12 Board Meeting	11 Board Meeting	10 Board Meeting
AUGUST	9 Wine Walk Tickets on Sale TBD Concert Series - TBD	8 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	7 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD
SEPT.	11 Concert Series #1 - Derek Bordeaux 13 Board Meeting	12 Board Meeting	11 Board Meeting
OCT.	9 Chino Hills Wine Walk	8 Chino Hills Wine Walk	14 Chino Hills Wine Walk
NOVEMBER	TBD Concert Series Planning Begins 8 Board Meeting *** Date Due: Donor Recognition 2022 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 14 Board Meeting *** Date Due: Donor Recognition 2023 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 13 Board Meeting TBD Date Due: Donor Recognition 2024 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites
DECEMBER	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE
CANCELLED EVENTS	Volunteer Reception Donor Recognition Spring Home Tour		
POSTPONED EVENTS	Concert Series #2 - TBD Concert Series #3 - TBD Kids Art Exploration		