

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

**MAY 10, 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 4:04 p.m.

### **ROLL CALL**

**PRESENT:**

**BOARD MEMBERS:**

PETER ROGERS  
SYLVIA NASH  
SPENCER BOGNER  
KATHLEEN SMITH  
GLEN ANDERSON  
DAN CAPENER

GRACE CAPPS  
PETER PIRRITANO  
DARRIN LEE  
DAVID KRAMER – Arrived at 4:52  
SAMANTHA JAMES-PEREZ

**ABSENT:**

**BOARD MEMBERS:**

CYNTHIA MORAN  
DARRYLL GOODMAN  
DELINIA LEWIS

MARY FAULHABER  
BILL HUGHES

**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.

## **PRESENTATIONS**

### **INTRODUCTION OF NEW BOARD MEMBER**

Board Chair Peter Rogers introduced new Board Member Samantha James-Perez and welcomed her to the Foundation.

### **RECOGNITION OF OUTGOING BOARD MEMBERS**

Board Chair Peter Rogers recognized outgoing Board Members Delinia Lewis and Grace Capps. He thanked each for their contributions to the Foundation.

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

### **APPROVE MARCH 8, 2021 MEETING MINUTES**

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

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: CAPPS, JAMES-PEREZ.

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

### **ELECTION OF OFFICERS**

Nominations were opened for the Chair, Vice Chair, Secretary, and Treasurer positions to the Executive Board.

Motion was made by Board Member Glen Anderson and seconded by Board Member Kathleen Smith to nominate Peter Rogers as Chair, Cynthia Moran as Vice Chair, Mary Faulhaber as Secretary, and Peter Pirritano as Treasurer.

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Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

**RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF MARCH 31, 2021**

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

**RECEIVE AND FILE FINANCIAL REPORT AS OF APRIL 30, 2021**

Board Members received and filed a copy of the of the Financial Report. Board Chair Peter Rogers inquired if the City is proceeding with the all-inclusive playground. Community Services Director Jonathan Marshall explained the City is awaiting grant funds before proceeding with the project. Mr. Rogers asked how the City would decide on the amenities at the park and recommended reaching out to parents with special needs children. Mr. Marshall mentioned the Parks and Recreation Commission will review this project and residents will be invited to provide comment. Board Member Spencer Bogner informed board members that most parks and landscape architects will have a resource called Certified Access Specialists (CASp) who have specialized knowledge on the needs of the disabled community.

**APPROVE FY 21-22 PROPOSED BUDGET**

Senior Management Analyst Alma Hernandez explained the changes made to the FY 21/22 proposed budget presented at the March board meeting. The administration budget was increased by \$400 for computer services; contractual services was increased by \$700 for preparation of the tax return; and the Utility Box Art sponsorship was added in the amount of \$6,100. Board Chair Peter Rogers inquired about the Home Tour budget as it was omitted. Board Member Sylvia Nash confirmed the Home Tour will take place. Board Members discussed approving the budget as presented and amending the budget to include Home Tour at a later date.

Motion was made by Board Member Glen Anderson and seconded by Board Member Peter Pirritano to accept the FY 21-22 Proposed Budget as presented.

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Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

**RECOMMEND APPROVAL OF RE-APPOINTMENT OF BOARD MEMBERS**

Board Members Sylvia Nash, Kathleen Smith, and Peter Pirritano's four-year terms are set to expire and all expressed their desire to remain on the board.

Motion was made by Board Chair Peter Rogers and seconded by Board Member Glen Anderson to approve Board Member re-appointments as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

**RECOMMEND APPROVAL OF NEW BOARD MEMBER**

Board Chair Peter Rogers informed Board Members that the Board Development Committee recommends the re-appointment of Aimee Holliday Davis to the Community Foundation after a brief absence from the Board.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Spencer Bogner to approve the appointment of Aimee Holliday Davis to the Board.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SMITH.

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NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

**DISCUSS DONATION FOR MILITARY MONUMENT FLAGPOLE**

Board Chair Peter Rogers informed Board Members that the Chino Hills 55+ Club Veteran's Group solicited donations to install a flagpole at the Military Monument located at the Community Center.

Motion was made by Board Chair Peter Rogers and seconded by Board Member Peter Pirritano to approve a donation to the City of Chino Hills in the amount of \$2,500 for the purchase and installation of a flagpole as part of the Military Monument at the Chino Hills Community Center.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER, CAPPES, JAMES-PEREZ, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

**DISCUSS IDEAS FOR COMMUNITY ENGAGEMENT**

Board Chair Peter Rogers reminded the board that at the last meeting, they had approved sponsoring two City Virtual Recreation contests, the Chalk Art Contest and Sandcastle contest with the objective of getting the Foundation's name out there. He asked Board Members to contemplate ideas for future opportunities and send them to Board Member Mary Faulhaber. Community Services Supervisor Melissa Armit informed Board Members that there will be one contest in the Winter, and two contests in the Spring that the Foundation may sponsor if they choose. After discussion, the Board agreed to sponsor three remaining City Virtual Recreation contests for an additional \$225 bringing the total amount of sponsorships to \$375. Mr. Rogers explained there was some concern

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over the bylaws and whether participation in such events is allowed and commented that additional research is needed.

Motion was made by Board Member Kathleen Smith and seconded by Board Member Peter Pirritano to sponsor the three remaining Virtual Recreation contests for an additional \$225 bringing the total amount of sponsorships to \$375.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER, CAPP, JAMES-PEREZ, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: MORAN, FAULHABER, GOODMAN, HUGHES, KRAMER.

### **PROVIDE DIRECTION ON HOW TO CONDUCT FUTURE BOARD MEETINGS**

Board Chair Peter Rogers opened discussion on the location of future board meetings. He presented several options including meeting live in person, a hybrid of in person and zoom, and meeting at the Community Center if social distancing is an issue. Board Members expressed their desire to return to live meetings. If Board Members request accommodations for social distancing they may attend via zoom. Board Members should notify staff if they are unable to attend in person so provisions can be made.

### **REVIEW CALENDAR**

Board Members reviewed the tentative calendar for 2021. Board Chair Peter Rogers informed Board Members that Derek Bordeaux will be performing on September 11, 2021, as part of the Concert Series.

### **COMMITTEE REPORTS**

#### **BOARD DEVELOPMENT COMMITTEE**

Board Chair Peter Rogers informed Board Members that the Board Development Committee has a future board member in mind and will have more information in the coming months.

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### **BOARD COMMENTS**

**Rogers:** Board Chair Rogers said there are 6-10 leftover Jazz Festival shirts in size extra-large. Board Member Glen Anderson said he will pick them up and use them as prizes at the next concert. Mr. Rogers informed the Board that the Wine Walk Committee has begun approaching sponsors. The committee would like to sell 1,300 tickets this year with more of the pouring stations being located outside as some businesses may not be comfortable to host patrons indoors. He said the committee would like to enhance the Hop & Vine Garden. Board Members who may know of potential sponsors should contact Chair Rogers. He said there are some concerns regarding the food at Wine Walk as restaurants may still be recovering. Finally, he informed the Board that the Fund Development Committee will meet regarding the possibility of adding additional concerts in 2021.

**James-Perez:** Board Member James-Perez said she is happy to be part of the Foundation. She informed Board Members that the Parks and Recreation Commission would like the City to seek community input on the all-inclusive playground.

**Anderson:** Board Member Anderson said he is looking into local theater groups for possible outdoor table readings.

**Lee:** Board Member Lee said he would love to see a table reading from a local theater group. He said he has been thinking of ways to bring more recognition to the Foundation and suggested shirts and/or badges to wear at events. He also suggested a banner to put up at events.

**Smith:** Board Member Smith said she likes Board Member Lee's suggestions. She welcomed Board Member James-Perez and said she is sorry to see Board Members Capps and Lewis step down.

**Kramer:** Board Member Kramer apologized for arriving late. He agreed that the Foundation would benefit from being noticed further by the public. He said the Foundation is open-ended, non-discriminatory, open-hearted, and cognizant of the ability to create our own progress. Mr. Kramer would like to see the Foundation use hats, shirts, or other ways to get the attention of the community.

**Capener:** Board Member Capener informed Board Members that there is a Prayer Breakfast event tomorrow for which he has an extra seat for free if anyone is interested.

**Bogner:** Board Member Bogner mentioned he would like the Foundation to somehow honor Mr. Al Combs who passed away in March, in light of his contributions to the Foundation.

**Capps:** Board Member Capps said leaving the Foundation is bittersweet and she will miss being a Board Member. She asked that everyone keep in touch and said she will continue to support the Foundation.

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**ADJOURNMENT**

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

Respectfully submitted by:

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Robyn Rogers  
Community Services Department

Signed by:

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Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation





## STAFF REPORT

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DATE: JULY 12, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** PRELIMINARY FINANCIAL REPORT

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### RECOMMENDATION:

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

### BACKGROUND/ANALYSIS:

The Financial Report as of June 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 June 30, 2021 is \$262,841.

### 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 June 30, 2021, is \$155,981.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of June 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			
<b>Operating Revenue:</b>															
Contributions:															
Donations	\$ -	\$ -	\$ 18,094	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 68,094	\$ 68,094
Grants			10,000											\$ 10,000	\$ 10,000
Special Events	161,100	161,100	8,750											8,750	(152,350)
Interest Income			637										711	1,348	1,348
<b>Total Operating Revenue</b>	<b>161,100</b>	<b>161,100</b>	<b>37,481</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>711</b>	<b>88,192</b>	<b>(72,908)</b>
<b>Operating Expenses:</b>															
Program Services:															
Adopt-A-Family Program	1,228	1,228	777											777	(451)
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														-	-
Flagpole Donation		2,500	2,500											2,500	-
Military Banner Program	7,700	7,700	5,629											5,629	(2,071)
Summer Day Camps	9,856	13,006												-	(13,006)
Utility Box Art Program		3,660	3,660											3,660	-
Virtual Recreation Contests			300											300	-
<b>Total Program Expenses</b>	<b>21,934</b>	<b>32,094</b>	<b>16,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,847</b>	<b>(15,547)</b>
Supporting Services:															
Fundraising	42,200	42,200	656	8,405			11,897							20,958	(21,242)
Administration	11,600	11,600	8,751											8,751	(2,849)
<b>Total Support Services</b>	<b>53,800</b>	<b>53,800</b>	<b>9,407</b>	<b>8,405</b>	<b>-</b>	<b>-</b>	<b>11,897</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,709</b>	<b>(24,091)</b>
<b>Total Operating Expenses</b>	<b>75,734</b>	<b>85,894</b>	<b>26,254</b>	<b>8,405</b>	<b>-</b>	<b>-</b>	<b>11,897</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,556</b>	<b>(39,638)</b>
Interfund Transfers:	-	-	(47,282)	-	-	-	(218)	(2,500)				50,000	-	-	-
<b>Changes in Net Assets</b>	<b>\$ 85,366</b>	<b>\$ 75,206</b>	<b>\$ (36,055)</b>	<b>\$ (8,405)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (12,115)</b>	<b>\$ (2,500)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 711</b>	<b>\$ 41,636</b>	<b>\$ (33,270)</b>	
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		
<b>Net Assets, end of the year</b>	<b>\$ 598,456</b>	<b>\$ 588,296</b>	<b>\$ 262,841</b>	<b>\$ 7,127</b>	<b>\$ 2,067</b>	<b>\$ 21,070</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 5,000</b>	<b>\$ 100,000</b>	<b>\$ 155,981</b>	<b>\$ 557,085</b>		

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

	PROGRAM SERVICES	Fundraising				Administration	Total
		2019 Holiday	2021	Donor	Total	General Management	
		Home Tour	Wine Walk	Recognition			
	Donations						
Operating Revenues:							
Contributions:							
Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations/Sponsorships	58,089		8,500	8,500			66,589
Donations(COVID)	10,000			-			10,000
Grants (CARES Act)	10,000			-			10,000
Advertising		250		250			250
Other Revenues	5			-			5
Interest Income	1,348			-			1,348
	<u>79,442</u>	<u>250</u>	<u>8,500</u>	<u>8,750</u>	<u>-</u>	<u>-</u>	<u>88,192</u>
Operating expenses:							
Licenses & Permits				-		25	25
Memberships						240	240
Liability Insurance				-		4,440	4,440
Financial Services				-		332	332
Computer Services				-		3,574	3,574
Contractual Services				-		-	-
Advertising & Promotion				-		-	-
Printing Services				22	22		22
Postage				68	68	14	81
Office Supplies					-	67	67
Special Parts and Supplies				567	567		567
Concessions				-			-
Administrative Overhead				-			-
Entertainment				-			-
Catering and Refreshments				-			-
Rentals				-			-
Taxes				-		60	60
Scholarships, Grants & Awards				-			-
Donations							-
Adopt A Family	777						777
Concerts in the Car	3,000						3,000
Community Care Packages Pr	981						981
Flagpole Donation	2,500						2,500
Lobby Furniture (cc)	8,405						8,405
Military Banners	5,629						5,629
Trail Enhancement Project	11,897						11,897
Virtual Recreation Contests	300						300
Utility Box Art Program	3,660				-		3,660
	<u>\$ 37,148</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 656</u>	<u>\$ 656</u>	<u>\$ 8,751</u>	<u>\$ 46,556</u>
Changes in Net Assets	<u>\$ 42,293</u>	<u>\$ 250</u>	<u>\$ 8,500</u>	<u>\$ (656)</u>	<u>\$ 8,094</u>	<u>\$ (8,751)</u>	<u>\$ 41,636</u>



## STAFF REPORT

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DATE: JULY 12, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** COMMITTEE APPOINTMENTS

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### RECOMMENDATION:

Appoint board members to the Board Development, Fund Development, Finance & Investment, Public Affairs, Strategic Planning, and Volunteer committees.

### BACKGROUND/ANALYSIS:

Every year, at the July board meeting, board members are assigned to serve on the various committees. Attached is a description of the roles and responsibilities of the committees, as well as current committee assignments. No more than six board members shall service on each committee.

**CHINO HILLS COMMUNITY FOUNDATION  
BOARD COMMITTEES  
Revised: May 11, 2020**

Executive Committee

Comprised of the Officers of the Foundation

Responsibilities include, but are not limited to:

1. Approval of agendas for full Board meetings.
2. Action on issues requiring attention between Board meetings, as authorized by the full Board.
3. Preliminary discussion and review of issues prior to presentation to full Board for action.
4. Completion of tasks not delegated to other Board Committees.
5. Evaluation of staff and consultants' job performance, as required.
6. Action on other issues as authorized by the full Board.
7. Approval of all leadership and donor recognition programs.

Board Development Committee

Responsibilities include, but are not limited to:

1. Evaluation of Board leadership requirements.
2. Development of criteria for Board membership.
3. Screening Board candidates.
4. Recommendations of potential Board members for consideration by the full Board.
5. Approval of orientation and training programs for new Board members.
6. Development of "continuing education" programs for Board members.
7. Approval of evaluation and assessment guidelines to measure the effectiveness of Board members.
8. Development of programs to increase community involvement with the foundation and its fundraising programs.

Finance and Investment Committee

Responsibilities include, but are not limited to:

1. Financial oversight of all Foundation activities.
2. Establishment of acceptable accounting procedures in concert with the appropriate staff of the City of Chino Hills.
3. Recommendations concerning the budget required to support Foundation activities.

4. Recommendations regarding cash management and investment policies and procedures for Board consideration and approval.
5. Oversight of the preparation of giving policies and treasury procedures for the acceptance and recording of gifts to the Foundation.
6. Recommendations regarding accounting software and bookkeeping procedures.
7. Development of policies related to endowment and special funds within the Foundation.
8. Oversight of all financial reporting, development of financial statements and the conduct of an annual audit and report of Foundation activities in cooperation with the City of Chino Hills.

#### Fund Development Committee

Responsibilities include, but are not limited to:

1. Development of fundraising plans.
2. Determination of leadership and organizational requirements to support fundraising through the Foundation.
3. Identification of immediate and long-term fundraising objectives for each element of the development program, including individual gifts, corporate and business gifts, grants, special events, giving clubs, direct mail and planned giving.
4. Appointment of sub-committees, subject to full Board approval, to assist with the various elements of the fundraising program, including Special Events and Planned Giving.
5. Development of an annual calendar and timetable for all fundraising activities.
6. Enlistment of fundraising leaders from the wider community, with the assistance of the Board Development Committee, to assist with the Foundation's fundraising activities.
7. Assistance with the implementation of the fundraising plan, including prospect identification, cultivation and solicitation, as appropriate.

#### Public Affairs Committee

Responsibilities include, but are not limited to:

1. Recommendations related to public relations plans and activities that will fully inform the residents and businesses in the city of Chino Hills and surrounding communities of the Foundation's mission, giving opportunities and importance in helping meet community needs.
2. Coordination of public relations activities to ensure communication, coordination and cooperation between the Foundation, the City of Chino Hills and other governmental agencies.
3. Development of printed materials required to support the Foundation, its volunteers and the various components of the fundraising program.

4. Identification of other public relations requirements, i.e. audio-visual presentations, website development, etc., to promote the Foundation.
5. Assistance with the implementation of all aspects of the public relations and government relations programs.
6. Development of a Speakers' Bureau to promote the Foundation and its activities and identification of organizations and key groups for presentations.
7. Recommendations regarding organizations and groups in which the Foundation should consider membership.

#### Strategic Planning Committee

Responsibilities include, but are not limited to:

1. Development and annual update of a long-range plan for the Foundation.
2. Recommendations related to the process required to identify community needs and projects for possible support by the Foundation.
3. Identification of opportunities to develop "donor advised" funds as part of the Foundation's endowment.
4. Evaluation of other issues and opportunities for the Foundation.

#### Volunteer Committee

Responsibilities include, but are not limited to:

1. Recruit volunteers to assist the Foundation with fundraising and public relations activities.
2. Screen volunteer candidates
3. Approval of orientation and training programs for new volunteers.
4. Approval of evaluation and assessment guidelines to measure the effectiveness of volunteers.

All Board members are expected to assist with Foundation fundraising activities and events.

Board members may serve on all Board committees with the exception of the Executive Committee.



## Chino Hills Community Foundation Board Committee Appointments

### FY 2020-2021

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning	Volunteer
Bill Hughes			x				
Cynthia Moran	x				x		x
Dan Capener			x				
Darrin Lee		x			x		
Darryll Goodman		x			x		
David Kramer						x	
Delinia Lewis				x	x(c )		
Glen Anderson		x			x	x	x
Grace Capps						x(c )	
Kathleen Smith				x			
Mary Faulhaber	x						x(c )
Peter Pirritano	x		x(c )	x(c )			
Peter Rogers	x(c )	x(c )				x	x
Spencer Bogner			x		x		
Sylvia Nash				x			

### FY 2021-2022

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning	Volunteer
Aimee Holliday Davis							
Bill Hughes							
Cynthia Moran	x						
Dan Capener							
Darrin Lee							
Darryll Goodman							
David Kramer							
Glen Anderson							
Kathleen Smith							
Mary Faulhaber	x						
Peter Pirritano	x						
Peter Rogers	x(c )						
Samantha James Perez							
Spencer Bogner							
Sylvia Nash							

(c) committee chair



## STAFF REPORT

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DATE: JULY 12, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** FY 2020-2021 PRELIMINARY DONOR LIST

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### RECOMMENDATION:

Review FY 2020-2021 preliminary donor list for recognition on the Donor Wall at the Chino Hills Community Center.

### BACKGROUND/ANALYSIS:

The Donor Recognition Policy, approved on September 12, 2016 and amended on November 9, 2020, states that, "Donations will be cumulative over the lifetime of the donor; starting with November 4, 2009. Recognition of a donor will be permanent. Donations from July 1 through June 30 of every year will be calculated and added to previous years' donations and reflected on the Donor Tree located in the lobby of the Community Center. The donor tree has leaves of different sizes to reflect the various levels of donations. New donor leaves will be purchased and displayed on the donor wall to reflect any changes in donor levels."

Attached is the preliminary list of donors for the 2020-2021 fiscal year. Once the list has been confirmed, the donor wall at the Chino Hills Community Center will be updated with the new donors and/or donor level changes.

Moved from one category to another

New

Donor Recognition report from 11/04/2009 to 6/30/2021

	Donor Name	As of June 30, 2020	Corrections from Prior Year	FY 20-21 Donations	As of June 30, 2021
<b>level (\$20,000 to \$99,999)</b>	1 Howard and Nikki Applebaum	\$ 12,500.00		\$ 55,000.00	\$ 67,500.00
	2 Gloria & Jack Kramer Family Foundation	\$ 65,000.00			\$ 65,000.00
	3 The Shoppes @ Chino Hills	\$ 47,500.00			\$ 47,500.00
	4 Republic Services	\$ 41,581.80		\$ 964.00	\$ 42,545.80
	5 Trumark Homes	\$ 37,500.00			\$ 37,500.00
	6 Pomona Valley Hospital Medical Center	\$ 37,000.00			\$ 37,000.00
	7 The Honorable Curt Hagman, San Bernardino County Supervisor	\$ 25,500.00		\$ 10,000.00	\$ 35,500.00
	8 Dr. James M. Lally, President & CMO	\$ 27,740.00			\$ 27,740.00
	9 Capital Group	\$ 19,530.00		\$ 750.00	\$ 20,280.00
	10 Supervisor Gary Ovitt, County of San Bernardino	\$ 20,000.00			\$ 20,000.00
	11 McCombs Family Foundation	\$ 20,000.00			\$ 20,000.00
<b>level (\$10,000 to \$19,999)</b>	1 Holliday Rock Co. Inc.	\$ 16,000.00			\$ 16,000.00
	2 Executive Development	\$ 10,000.00		\$ 5,000.00	\$ 15,000.00
	3 Lewis Operating Corporation	\$ 13,400.00		\$ 1,000.00	\$ 14,400.00
	4 Eric and Rochelle Glade, Ameriprise Financial Services, Inc.	\$ 13,594.02			\$ 13,594.02
	5 CalPortland	\$ 12,500.00			\$ 12,500.00
	Howard and Nikki Applebaum	<del>\$ 12,500.00</del>			<del>\$ 12,500.00</del>
	6 KV Kumar	\$ 12,475.00			\$ 12,475.00
	7 Maria and John R. Young	\$ 12,164.80			\$ 12,164.80
	8 Merry and Peter Rogers	\$ 11,000.00			\$ 11,000.00
	9 Pirritano Insurance Agency	\$ 9,700.00		\$ 1,000.00	\$ 10,700.00
	10 Overton Moore Properties	\$ 10,000.00			\$ 10,000.00
11 Cynthia and David Moran	\$ 10,000.00			\$ 10,000.00	
<b>level (\$5,000 to \$9,999)</b>	<del>Pirritano Insurance Agency</del>	<del>\$ 9,700.00</del>			<del>\$ 9,700.00</del>
	1 Sylvia Nash and Loren Lillestrand	\$ 9,550.00			\$ 9,550.00
	2 The SoCalGas Company	\$ 9,000.00			\$ 9,000.00
	3 Grace Capps and Family	\$ 8,540.00		\$ 375.00	\$ 8,915.00
	4 Derek Williams, CPA	\$ 8,500.00			\$ 8,500.00
	5 Brian, Nemie, Matthew and Miah Pollack	\$ 7,917.00			\$ 7,917.00
	6 BAPS Charities	\$ 7,500.00			\$ 7,500.00
	7 Citizens Business Bank	\$ 7,000.00			\$ 7,000.00
	8 Waste Management	\$ 6,500.00			\$ 6,500.00
	9 Hensley Law Group	\$ 6,200.00			\$ 6,200.00
	10 John A. Kramer	\$ 6,000.00			\$ 6,000.00
	11 Oliver McMillan, LLC	\$ 6,000.00			\$ 6,000.00
	12 Athens Services	\$ 6,000.00			\$ 6,000.00
	13 Clark's Nutrition & Natural Foods Market	\$ 5,500.00			\$ 5,500.00
	14 Rosie and David F. Kramer	\$ 5,020.00			\$ 5,020.00
	15 Beacon Investments, LLC	\$ 5,000.00			\$ 5,000.00
	16 Arrow Pacific Electronics	\$ 5,000.00			\$ 5,000.00
<b>level (\$2,500 to \$4,999)</b>	1 Lehigh Hanson	\$ 4,500.00			\$ 4,500.00
	2 Curt Hagman Family	\$ 4,490.00			\$ 4,490.00
	3 Aimee and Dustin Davis	\$ 4,250.00			\$ 4,250.00
	4 CBRE	\$ 4,000.00			\$ 4,000.00
	5 Priscilla and Doug Duckworth	\$ 4,000.00			\$ 4,000.00
	6 Emerline Kaiser/ Tryst Med Aesthetics Inc.	\$ 4,000.00			\$ 4,000.00
	7 Los Serranos Golf and Country Club	\$ 3,710.00			\$ 3,710.00
	8 Division of Adult Institution CA Institution for Men	\$ 3,622.00			\$ 3,622.00
	9 Barbara and Ray Marquez	\$ 3,575.00			\$ 3,575.00
	10 Steven J. Elie	\$ 3,525.00			\$ 3,525.00
	11 Chopra Family Charitable Foundation	\$ 3,500.00			\$ 3,500.00
	12 Southern California Edison	\$ 3,500.00			\$ 3,500.00
	13 Century21 Beachside	\$ 3,000.00			\$ 3,000.00
	14 CalAtlantic Homes	\$ 3,000.00			\$ 3,000.00
	15 Big League Dreams-Chino Hills	\$ 3,000.00			\$ 3,000.00
	16 Brighton Collectibles	\$ 2,601.65			\$ 2,601.65
	17 Kalter Financial Group	\$ 2,500.00			\$ 2,500.00
	18 Hidden Oaks Country Club	\$ 2,500.00			\$ 2,500.00
	19 Smart & Final Charitable Foundation	\$ 2,500.00			\$ 2,500.00
	20 Chino Fireman's Association Inc.	\$ 2,500.00			\$ 2,500.00
	21 Boral Resources, Inc. (Headwater Resources)	\$ 2,500.00			\$ 2,500.00
22 Parentex Enterprises	\$ 2,500.00			\$ 2,500.00	

**Donor Recognition report from 11/04/2009 to 6/30/2021**

	Donor Name	As of June 30, 2020	Corrections from Prior Year	FY 20-21 Donations	As of June 30, 2021
	23 Team Lally, Inc.	\$ 2,500.00			\$ 2,500.00
	24 Townsend Public Affairs	\$ 2,500.00			\$ 2,500.00
	25 Tri-Counties Association of Realtors	\$ 2,500.00			\$ 2,500.00
	26 KASA Construction Inc., Kasbar Family	\$ 2,500.00			\$ 2,500.00
	27 <b>PDQ Urgent Care &amp; More</b>			\$ 2,500.00	\$ 2,500.00
<b>Level (\$1,000 to \$2,499)</b>	1 Kathleen Smith	\$ 2,250.00			\$ 2,250.00
	2 Lennar Homes	\$ 2,000.00			\$ 2,000.00
	3 Peter Pirritano	\$ 2,000.00			\$ 2,000.00
	4 Orange Community Foundation	\$ 2,000.00			\$ 2,000.00
	5 Bruce and Debbie Wood	\$ 2,000.00			\$ 2,000.00
	6 Gallant Risk & Insurance Services, Inc.	\$ 2,000.00			\$ 2,000.00
	7 Marion and Mike Proffitt	\$ 2,000.00			\$ 2,000.00
	8 Re/Max Top Producers Chino/Chino Hills Office	\$ 2,000.00			\$ 2,000.00
	9 Farmers Insurance Agency	\$ 2,000.00			\$ 2,000.00
	10 Kristine E. Thalman	\$ 1,700.00			\$ 1,700.00
	11 The Kaplan Family	\$ 1,520.00			\$ 1,520.00
	12 CGM Development, Inc.	\$ 1,500.00			\$ 1,500.00
	13 Cornell Custom Homes	\$ 1,500.00			\$ 1,500.00
	14 Apollo Insurance Services	\$ 1,500.00			\$ 1,500.00
	15 Platinum Cargo Logistics Inc.	\$ 1,400.00			\$ 1,400.00
	16 Denise and Ed Graham	\$ 1,240.00			\$ 1,240.00
	17 Melba and Jeff Mayes	\$ 1,200.00			\$ 1,200.00
	18 <b>Janelle &amp; Rick Shiba</b>		\$ 1,120.00		\$ 1,120.00
	19 Patti and Fred Aguiar	\$ 1,000.00			\$ 1,000.00
	20 Catalyst Solutions	\$ 1,000.00			\$ 1,000.00
	21 Chino Hills Land West, LLC.	\$ 1,000.00			\$ 1,000.00
	22 Jean and Phil Gorgone	\$ 1,000.00			\$ 1,000.00
	23 Guardian Risk & Insurance Services, Inc.	\$ 1,000.00			\$ 1,000.00
	24 Inland Valley Humane Society	\$ 1,000.00			\$ 1,000.00
	25 Emmi and Michael J. Kaiser	\$ 1,000.00			\$ 1,000.00
	26 Pierre Laband	\$ 1,000.00			\$ 1,000.00
	27 Tim McMahon	\$ 1,000.00			\$ 1,000.00
	28 Joanne and Wayne Scaggs	\$ 1,000.00			\$ 1,000.00
	29 Percy Segura	\$ 1,000.00			\$ 1,000.00
	30 TREH Partners, LLC	\$ 1,000.00			\$ 1,000.00
	31 Voorhees Investments, Inc.	\$ 1,000.00			\$ 1,000.00
	32 Gaytriba Ghanshyamsinh Zala	\$ 1,000.00			\$ 1,000.00
	33 Young's Market	\$ 1,000.00			\$ 1,000.00
	34 Dean and Delinia Lewis	\$ 1,000.00			\$ 1,000.00
	35 MillerCoors	\$ 1,000.00			\$ 1,000.00
	36 June Chern, Farmers/Insurance District Manager	\$ 1,000.00			\$ 1,000.00
	37 US Bank Home Mortgage	\$ 1,000.00			\$ 1,000.00
	38 K.A.R. Construction	\$ 1,000.00			\$ 1,000.00
	39 KB Homes	\$ 1,000.00			\$ 1,000.00
	40 Oke Poke	\$ 1,000.00			\$ 1,000.00
	41 Re/Max Edge	\$ 1,000.00			\$ 1,000.00
	42 Foddrill Construction Corp	\$ 1,000.00			\$ 1,000.00
	43 Chino Hills Ford	\$ 1,000.00			\$ 1,000.00
	44 Chino Valley Real-Estate	\$ 1,000.00			\$ 1,000.00
	45 Iris Tonti, Coldwell Banker Alliance Realty	\$ 1,000.00			\$ 1,000.00
	46 JLL	\$ 1,000.00			\$ 1,000.00
	47 Securitas Security Services	\$ 1,000.00			\$ 1,000.00
	48 Western Water Works	\$ 1,000.00			\$ 1,000.00
	49 Century 21 Award	\$ 1,000.00			\$ 1,000.00



## STAFF REPORT

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DATE: JULY 12, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** BUDGET AMENDMENT – HOME TOUR PROGRAM BUDGET

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RECOMMENDATION:

Approve the program budget for the Home Tour.

BACKGROUND/ANALYSIS:

The annual budget approved at the May 10, 2021 meeting did not include a program budget for the Home Tour. The Home Tour is scheduled for April 2022. Attached is the program budget for the board's review.

# HOLIDAY HOME TOUR

Project # CH500027

## INCOME

Ticket Sales		Proposed Budget	
	100	Pre-Sale @	\$40.00
	5	Day of @	\$40.00
			<b>\$4,200.00</b>

Sponsorships		Proposed Budget	
	4	Estate @	\$2,500.00
	10	Mansion @	\$1,000.00
	15	Cottage @	\$500.00
	2	Misc @	\$250.00
			<b>\$28,000.00</b>

Advertising		Proposed Budget	
	1	Back Cover Pages @	\$400.00
	1	Inside Cover @	\$350.00
	1	Inside back Cover @	\$325.00
	10	Full Page @	\$250.00
	1	Center fold 2 @	\$750.00
			<b>\$4,325.00</b>

Raffles, Auctions, Alcohol		Proposed Budget	
	70	Raffle @	\$20.00
	1700	Silent Auction @	\$1.00
	25	Alcohol @	\$5.00
			<b>\$1,875.00</b>

Total Income	Actual
	<b>\$38,400.00</b>

## EXPENSES

Licenses & Permits	Account Number	Proposed Budget
ABC License (beer & wine)	7200-00-80-800-000000-610015	\$50.00
<b>Total</b>		<b>\$50.00</b>

Advertising	Account Number	Proposed Budget
West Coast Media	7200-00-80-800-000000-620005	\$300.00
<b>Total</b>		<b>\$300.00</b>

Special Parts & Supplies	Account Number	Proposed Budget
Wristbands	7200-00-80-800-000000-620075	\$100.00
Misc.	7200-00-80-800-000000-620075	\$200.00
Plotter Paper	7200-00-80-800-000000-620075	\$110.00
Decorations - Babies Breath (costco)	7200-00-80-800-000000-620075	\$65.00
Misc. Sterno (Smart & Final)	7200-00-80-800-000000-620075	\$25.00
Misc. Plates (Target)	7200-00-80-800-000000-620075	\$400.00
<b>Total</b>		<b>\$900.00</b>

Catering & Refreshments	Account Number	Proposed Budget
Food	7200-00-80-800-000000-620075	\$100.00
<b>Total</b>		<b>\$100.00</b>

Rentals	Account Number	Proposed Budget
Linens	6200-00-80-800-000000-630055	\$800.00
<b>Total</b>		<b>\$800.00</b>

Entertainment	Account Number	Proposed Budget
Chino Hills Choir	7200-00-80-800-000000-610015	\$100.00
<b>Total</b>		<b>\$100.00</b>

Printing Services	Account Number	Proposed Budget
Banner/Signs/graphics	7200-00-80-800-000000-620060	\$700.00
Program	7200-00-80-800-000000-620060	\$2,000.00
Postcards	7200-00-80-800-000000-620060	\$150.00
<b>Total</b>		<b>\$2,850.00</b>

Total Expenses	Proposed Budget
	<b>\$5,100.00</b>

Net Income	Proposed Budget
	<b>\$33,300.00</b>