



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
GENERAL MEETING
MONDAY, NOVEMBER 8, 2021

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

CHINO HILLS COMMUNITY ROOM
14000 CITY CENTER DR., CHINO HILLS, CALIFORNIA

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 Board makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Board subsequent to the posting of the agenda. The Board Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the City of Chino Hills Community Services Department, and on the Board's website at www.chinohillsfoundation.org/chcf-board. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation Board after distribution of the agenda packet are available for public inspection in the Chino Hills Community Services Department at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Chino Hills Community Foundation Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form available at the entrance to the Chino Hills Community Room. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Foundation Secretary to call upon you.** Comments will be limited to three minutes per speaker.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Chino Hills Community Foundation, please contact the Chino Hills Community Services Department, (909) 364-2712, at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COUNCIL IS IN SESSION. Thank you.

FOUNDATION BOARD MEMBERS

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

AIMEE HOLLIDAY DAVIS
DARRIN LEE
GLEN ANDERSON
SPENCER BOGNER

BILL HUGHES
DARRYLL GOODMAN
KATHLEEN SMITH
SYLVIA NASH

DAN CAPENER
DAVID KRAMER
SAMANTHA JAMES-PEREZ

4:00 P.M. – CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

1. **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

CONSENT CALENDAR (7 ITEMS) – *All matters listed on the Consent Calendar are considered routine by the Foundation Board and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Foundation Board votes on the motion to adopt, Members of the Foundation Board or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

2. Approve Amended July 12, 2021, Foundation Meeting Minutes.
3. Approve September 13, 2021, Foundation Meeting Minutes.
4. Receive and file Quarterly Investment Report as of September 30, 2021.
5. Receive and file Preliminary Financial Report as of October 31, 2021.
6. Approve FY 20/21 Audit Report.
7. Approve new board member.
8. Approve Budget Amendment for Wine Walk and Transfer to the Endowment Fund.

DISCUSSION CALENDAR – *This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Please complete and submit a speaker card to the Foundation Secretary. Individual audience participation is limited to three minutes.*

9. Designate a member of the chARTS committee to serve on the City of Chino Hills Flag Selection Committee.
10. Discuss Canvas Sign for use the Shoppes
11. Discuss dates for the Volunteer and Donors Reception and review three-year events planning calendar.
12. Wine Walk Recap

COMMITTEE REPORTS

Chair Rogers

- Executive Committee
- Board Development Committee

Treasurer Peter Pirritano

- Finance & Investment Committee
- Fund Development Committee

- Anedot App

Board Member Darrin Lee

- Public Affairs Committee
 - Anedot App
 - Board Member shirts
 - Marketing materials
 - Branding photos with logo

Board Member Glen Anderson

- Strategic Committee
 - Charitable Giving Program
 - Chino Hills Music & Arts Festival

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

JULY 12, 2021
REGULAR MEETING

CHINO HILLS, CALIFORNIA

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
PETER PIRRITANO
MARY FAULHABER
GLEN ANDERSON
SPENCER BOGNER
DARRYLL GOODMAN
SAMANTHA JAMES-PEREZ
DAVID KRAMER
DARRIN LEE
SYLVIA NASH
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DAN CAPENER
AIMEE HOLLIDAY DAVIS
BILL HUGHES

ALSO PRESENT: 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 postponed introduction of Board Member Aimee Holliday Davis as she was unable to attend the meeting.

PUBLIC COMMENTS

Mr. Daniel Galindo addressed the Board regarding his desire to see statues in the City such as the City of Chino's Spirit of Achievement Statue. He referenced several other cities who have statues and suggested a Steve McQueen statue near the Shoppes.

FOUNDATION DEPARTMENT BUSINESS

DISCUSSION CALENDAR

APPROVE MAY 10, 2021 MEETING MINUTES

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

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, JAMES-PEREZ~~CAPENER~~, FAULHABER, GOODMAN, KRAMER, LEE, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: MORAN.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES.

RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF JUNE 30, 2021

Board Members received and filed the Preliminary Financial Report as of June 30, 2021. Motion was made by Board Member Kathleen Smith and seconded by Board Member Peter Pirritano to receive and file the Preliminary Financial Report as of June 30, 2021.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, JAMES-PEREZ~~CAPENER~~, FAULHABER, GOODMAN, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES.

APPOINT BOARD MEMBERS TO COMMITTEES FOR FY 2021-2022

Motion was made by Board Member Sylvia Nash and seconded by Board Member Glen Anderson to appoint Board Members to the following committees:

- Executive: ROGERS (CHAIR), FAULHABER, MORAN, PIRRITANO.
- Board Development: ROGERS (CHAIR), ANDERSON, GOODMAN, KRAMER, LEE.
- Finance and Investment: PIRRITANO (CHAIR), BOGNER, CAPENER, HUGHES, SMITH.
- Fund Development: PIRRITANO (CHAIR), BOGNER, HOLLIDAY DAVIS, NASH.
- Public Affairs: LEE (CHAIR), BOGNER, HOLLIDAY DAVIS, JAMES-PEREZ, MORAN.
- Strategic Planning: ANDERSON (CHAIR), JAMES-PEREZ, KRAMER, ROGERS.

- Volunteer: FAULHABER (CHAIR), JAMES-PEREZ, NASH, ROGERS, SMITH.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, JAMES-PEREZCAPENER, FAULHABER, GOODMAN, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES.

REVIEW FY 2020-2021 PRELIMINARY DONOR LIST

Board Members reviewed the FY 2020-2021 Preliminary Donor List. No changes were made. Board Member Sylvia Nash requested a document indicating when each donor's last donation occurred.

APPROVE HOLIDAY HOME TOUR PROGRAM BUDGET

Board Member Sylvia Nash presented the 2022 Holiday Home Tour Program Budget. Motion was made by Board Member Cynthia Moran and seconded by Board Member Spencer Bogner to approve the Holiday Home Tour program budget as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, JAMES-PEREZCAPENER, FAULHABER, GOODMAN, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES.

APPROVE BUDGET AMENDMENT FOR PURCHASE OF MARKETING MATERIALS

Board Member Darrin Lee discussed the purchase of two tablecloths and a feather flag with the Foundation logo and one feather flag with the Foundation logo to be used at special events.

Motion was made by Board Member Cynthia Moran and seconded by Board Member Peter Pirritano to amend the budget in the amount of \$700.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES.

DISCUSS BOARD MEMBER SHIRTS

Board Member Darrin Lee suggested shirts for Board Members to make board members more visible at events and to promote the Foundation. After discussion, it was determined that additional research was needed. Issues still pending were style of the shirt that would be satisfactory for both men and women, color of the shirt, and the vendor. Board Members decided to revisit the purchase of shirts at a later time. Board Members also discussed the purchase of aprons with the Foundation logo for volunteers to use at events.

Motion was made by Board Member Lee and seconded by Board Member Anderson to purchase six Foundation aprons, and to amend the budget for a not-to-exceed amount of \$250.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, ~~JAMES-PEREZ~~~~CAPENER~~, FAULHABER, GOODMAN, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES.

PROGRAM UPDATES

Board Member Glen Anderson said the Kids Art Expo is scheduled for March 2022. He suggested a Music and Art Festival to be held at the McCoy Equestrian Center. It would be a community event with several bands, wine, beer, and food trucks. After discussion and without formal motion, the Board decided an ad hoc committee should meet to discuss the idea and details of the event.

Committee members are as follows: ANDERSON, FAULHABER, GOODMAN, LEE, PIRRITANO, ROGERS.

REVIEW CALENDAR

Board Members reviewed the Three-Year Event Planning Schedule. No changes were made.

COMMITTEE REPORTS

Chair Peter Rogers

- **BOARD DEVELOPMENT COMMITTEE**

Chair 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.

- **WINE WALK SUBCOMMITTEE**

Chair Rogers said the Wine Walk is moving forward as the committee has met two times. Mr. Rogers said tickets will be on sale beginning July 19, 2021 with 1,300 tickets available. Board Member Faulhaber said the volunteer letter will be going out shortly. Board Member Lee asked for restaurant recommendations for Wine Walk.

Treasurer Peter Pirritano

- **FUND DEVELOPMENT COMMITTEE**

Board Member Bogner again suggested recognizing Al McCombs for his contributions to the Foundation. Board Member Moran said the committee will discuss how the Andedot App can be used for fundraising.

BOARD COMMENTS

Rogers: Board Chair Rogers inquired into the timeline of the all-inclusive playground at Crossroads Park. Senior Management Analyst Hernandez informed the Board that staff will know more after the next Council meeting.

Goodman: Board Member Goodman said he secured the first page of the September edition of Inland Empire Magazine for a full-page Wine Walk ad.

Bogner: Board Member Bogner said it is good to see everyone and he is looking forward to another exciting year.

Kramer: Board Member Kramer said he would like to consider ways to recognize the Police and Fire Departments and said public safety officers deserve support.

Lee: Board Member Lee informed Board Members that the Chino Hills Rotary Club is hosting a Lobsterfest on September 19, 2021.

Pirritano: Board Member Pirritano suggested asking for sponsorships from anyone Board Members make a large purchase from.

Moran: Board Member Moran suggested using a “consent calendar” for items that do not need discussion similar to City Council. She said discussions should be had amongst committees prior to agendaizing items for board meetings.

Smith: Board Member Smith thanked Board Member Lee for his public service. She welcomed Board Member James-Perez.

Nash: Board Member Nash said she is glad to see everyone back in person. She welcomed Board Member James-Perez.

James-Perez: Board Member James-Perez said she is glad to be here and thanked everyone for welcoming her.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:50 p.m.

Respectfully submitted by:

Robyn Rogers, Administrative Assistant II
Community Services Department, City of Chino Hills

Signed by:

Mary Faulhaber, Board Secretary
Chino Hills Community Foundation

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

September 13, 2021
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:07 p.m.

ROLL CALL

PRESENT: BOARD MEMBERS: PETER ROGERS
PETER PIRRITANO
MARY FAULHABER
GLEN ANDERSON
SPENCER BOGNER
DARRYLL GOODMAN
SAMANTHA JAMES-PEREZ
DAVID KRAMER
DARRIN LEE
SYLVIA NASH

ABSENT: BOARD MEMBERS: AIMEE HOLLIDAY DAVIS
DAN CAPENER
CYNTHIA MORAN
KATHLEEN SMITH
BILL HUGHES

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
MELISSA ARMIT, SR. COMMUNITY SERVICES SUPERVISOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MARLENE SIU, 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 Foundation Secretary Marlene Siu.

PUBLIC COMMENTS

None.

FOUNDATION DEPARTMENT BUSINESS

CONSENT CALENDAR

Board Chair Rogers announced the Consent Calendar and asked the Board if there were any items to pull. Hearing none, a motion was made by Board Member Sylvia Nash and seconded by Board Member Samantha James-Perez to approve the following Consent Calendar items:

MINUTES

The Board members approved the July 12, 2021, Chino Hills Community Foundation Meeting Minutes, as presented.

INVESTMENT REPORT

The Board members received and filed the Quarterly Investment Report as of June 30, 2021, as presented.

FINANCIAL REPORT

The Board members received and filed the Preliminary Financial Report as of August 31, 2021, as presented.

EVENTS PLANNING CALENDAR

The Board members received the Three-Year Events Planning Calendar, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, FAULHABER, GOODMAN, JAMES-PEREZ, KRAMER, LEE, NASH, PIRRITANO.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, HOLLIDAY DAVIS, HUGHES, MORAN, SMITH

DISCUSSION CALENDAR

DISCUSS WEBSITE

Board Chair Peter Rogers discussed the updates to the website redesign. He stated the redesign is nearly complete, however there are areas that still require adjustments. Although, he is working with Michelle "Misha" Mace, foundation webmaster, to correct these errors.

Board Member Glen Anderson asked who oversees website content, and if there are corrections that need to be updated, who should they be directed to. Board Chair Rogers informed him the corrections first begin with Supervisor Armit, then are routed to Misha Mace for final updates.

DISCUSS FUTURE PROJECTS

Board Chair Rogers asked Director Jonathan Marshall for an update to the All-Inclusive Playground at Crossroads Park and reiterated that the Foundation committed to donating

\$100,000 towards the project. Chair Rogers added that the Foundation could increase the amount, if necessary. He informed the board that The Applebaum Family donated \$50,000, and The Kramer Family Foundation donated \$20,000 towards the All-Inclusive Playground at Crossroads Park. Director Marshall added that the City received \$260,000 of Prop 68 funds towards the All-Inclusive Playground at Crossroads Park, so that project is considered fully funded, and will be completed in early Spring 2022. Updates will include the playground and surfacing, fitness equipment, gazebo and pathway improvements, parking lot, and signage. The Foundation funds are specifically being used to update the playground.

Chair Rogers emphasized the need for an up-to-date discussion regarding future projects for the Foundation to consider for donation. Discussion included the possibility of donating defibrillators to the Chino Valley Fire Foundation or making inquiries to the James S. Thalman Chino Hills Branch Library to see if there is anything of need. Board Chair Rogers then questioned Director Marshall about other possible City projects in need of funding. Director Marshall suggested the Mobile Recreation vehicle, which is over ten years old. In addition, he mentioned that Torrey Pines Park, Veteran's Park Amphitheater, lighting for the Skate Park, Grand Avenue Park renovation, and a Splash Pad would be presented to the Parks and Recreation Commission in October for their consideration.

Board Member Darrin Lee asked if the proposal for the Splash Pad is specifically for placement at Crossroads Park. Director Marshall informed Board Member Lee the location has not been decided and will be discussed at an upcoming Parks and Recreation Commission meeting, as well as if the project should continue. Board Member Lee asked if there were liability issues involving a Splash Pad. Board Chair Rogers stated that research will be conducted to determine if this project is practical. Board Member James-Perez mentioned the Splash Pad has lots of support from the community, though there are plenty of complicated factors that go with the project. She also stated she fully supports the Mobile Recreation vehicle purchase being that it is a direct benefit to the community. Board Member Lee asked the lifespan of a Mobile Recreation vehicle. Supervisor Armit responded that because of the customization of the vehicle, besides the motor, there was no set timeline of the true lifespan of the vehicle. Director Marshall added that updates are necessary with the increase in usage, and as graphics and technology changes. He also mentioned that the budget for this annually is \$100,000.

Director Marshall also suggested the Mobile Show Wagon for consideration for funding. He explained this is used at all the Concerts in the Parks, and at various events throughout Southern California, which has contributed to the degradation of the wagon. Board Secretary Mary Faulhaber asked if the old van would be in operation as well if a potential new van was added. Director Marshall stated he would approve the use of both vehicles for things such as special events which require a need for both. He added these projects will be considered for funding by the \$10.5 million in recovery money the City will receive as well, and discussed amongst the Parks and Recreation Commission, and City Council, to prioritize. He commented that any added donations by the Foundation to these projects are appreciated.

Board Chair Rogers suggested providing an estimate of what a new Mobile Recreation vehicle would cost, to the Foundation, and in the next six months the board can consider funding a portion of the project. Director Marshall gave a rough estimate of \$100,000, for now. Board Member Anderson questioned how the public is informed of the vehicle's schedule. Director Marshall stated that information is updated in the City's Recreation Guide. Board Member James-Perez suggested bringing the Mobile Recreation vehicle to a future meeting, Director Marshall agreed. Board Member Lee asked if other funding sources are available to supplement any costs the Foundation's donation would not cover. Director Marshall informed the Board the City seeks out funding from grants, or other subsidized funding.

Board Member Anderson questioned how the schedule is compiled to determine the locations that the Mobile Recreation vehicle visits, and when. Board Chair Rogers explained that the schedule is based on a specific day of the week, and that is repeated weekly. Supervisor Armit added that it follows the schedule for the schools in the Chino Valley Unified School District, and it can vary depending on the season. Board Member Lee inquired if local service clubs could provide donations towards a new vehicle as a community project, specifying if funding had to be solely from the Foundation. Chair Rogers confirmed service clubs could contribute towards funding, noting that the Show Wagon was donated by the Lyon's Club, as an example. Director Marshall added that the Show Wagon carries the Lyon's Club logo, and a similar form of advertisement would be possible for donations towards the new Mobile Recreation vehicle.

Board Secretary Faulhaber asked for feedback on the Utility Box Art Box Program, she questioned if there are plans for additional wraps in the future. Rogers explained that it was on a yearly basis, and the next round of boxes will be wrapped in 2022. She asked how long they typically last, and about the community's response to the project. Director Marshall commented the feedback has been positive, and the lifespan varies depending on surrounding environmental factors. He added the selection process for new photos will begin in the new year as well.

Board Chair Rogers concluded the discussion with explaining the Foundation will consider these options for a large donation, and possibly include other smaller donations as well.

COMMITTEE REPORTS

Chair Peter Rogers

- **EXECUTIVE COMMITTEE**

Chair Rogers informed Board Members that the Executive Committee has not met recently, but will meet soon, and he will provide updates accordingly.

- **BOARD DEVELOPMENT COMMITTEE**

Chair Rogers informed Board Members that the Board Development Committee has not met recently either, but plans are set to meet soon, as there is an opening

which he currently has a prospective member in mind for based on the needs of the committee.

- **WINE WALK SUBCOMMITTEE**

Chair Rogers stated the sponsorships are flourishing, and a banner showcasing the sponsorships above \$5,000 will be displayed at the event. He added the VIP tickets are currently sold out, though if there are any returned from sponsors, they will be added back to the website for sale. Chair Rogers also added that if any Board Members are interested in donating their time to volunteering, they are to notify Board Secretary Faulhaber.

Treasurer Peter Pirritano

- **FUND DEVELOPMENT COMMITTEE**

Board Treasurer Peter Pirritano delivered the Investment Report. Board Chair Rogers and Board Secretary Faulhaber requested an update on the Anedot App, a possible application to use for donation software. Senior Management Analyst Hernandez noted that she asked Board Vice Chair Cynthia Moran to provide additional research on the application, and how it would be used to fundraise for the Foundation, specifically how the outreach will be done and the legalities of sending text messages.

BOARD COMMENTS

Lee: Board Member Lee questioned if the Community Relations team for the City could assist with advertising for the Foundation and help define the group's purpose. Chair Rogers responded that there could be a possibility and would discuss with the City Manager. Board Member Anderson stated the marquee would be beneficial to advertise the Foundation's events because the location is in a great centralized location. Board Secretary Faulhaber proposed additional banners throughout the City, stating that as she's passing them, they are easily noticeable. Board Treasurer Pirritano suggested submitting an article to a local magazine, advertising the Foundation's purpose. Board Member Goodman added the Foundation could advertise, adding the website or donation information, at the Shoppes when the banner site was not being utilized. Board Member Lee requested a YouTube video to assist with marketing the Foundation's purpose. He also requested a decision on a Chino Hills Community Foundation shirt, and recommended starting with a consensus on the color, suggesting any shade of blue. He added that it could vary in style, as every person prefers a specific cut or style that is flattering to them; so long as the color is a shade of blue, ranging from light blue to royal blue, then we can collectively send each individual member's selection in to add the logo through Threadworks Inc. Board Member Lee asked Senior Management Analyst Hernandez to request a quote for solely the stitching, versus the purchase of a shirt through Threadworks, with the addition of the Foundations logo and each member's title. Senior Management Analyst Hernandez stated she would follow up to provide quotes for the stitching on an individually purchased shirt. Board Member Lee said he would send an email to all board members with the options discussed, as well as include the

Threadworks Inc. catalog for members to view. Senior Management Analyst Hernandez added certain styles of shirts through Threadworks are backlogged.

Anderson: Board Member Anderson Chair mentioned that the Charitable Giving Program could work in combination with the Donate page on the Foundation's website. He added that the committee will be working on a letter. He suggested March 11th or March 25th for Kid's Art Exploration Day at the Shoppes. Chino Hills Music and Arts Festival ad-hoc committee is formed and will meet after Wine Walk is complete.

Faulhaber: Board Secretary Faulhaber will provide an update for the Volunteer Committee at the next meeting. The Wine Walk volunteers will meet at the Community Center on October 4th. She also gave her congratulations to Glen Anderson on his performance at the Derek Bordeaux concert.

Nash: Board Member Nash said she is glad to see everyone.

James-Perez: Board Member James-Perez considers the Derek Bordeaux Concert a success and was pleased with the turnout.

Lee: Board member Lee announced that the Chino Valley Rotary has a Lobster Festival on the September 19th, the tickets are available on the Chino Valley Rotary Facebook.

Goodman: Board Member Goodman notified the Board the ad for the Wine Walk was released in the Inland Empire Daily Bulletin.

Kramer: Board Member Kramer questioned the size of the digital marquee. Board Chair Rogers stated he estimates it to be four feet high, and nine feet wide. He suggested reducing the speed limit on Peyton Drive as a mark of appreciation to the City.

Anderson: Board Member Anderson questioned if the new Military Monument Flagpole has been raised, Supervisor Armit informed him the flag raising will take place at the Salute to Service Event.

Bogner: Board Member Bogner suggested focusing on the endowment this year so as not to lose money due to inflation. Senior Management Analyst Hernandez gave the Board direction that any changes to the investments would need to be provided to the Board Trustee, which is the Finance Director.

Rogers: Welcome Marlene Siu as the new Chino Hills Community Foundation Secretary.

ADJOURNMENT

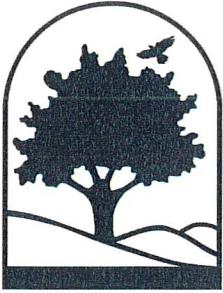
Board Chair Rogers adjourned the meeting at 5:57 p.m.

Respectfully submitted by:

Marlene Siu, Administrative Assistant II
Community Services Department, City of Chino Hills

Signed by:

Mary Faulhaber, Board Secretary
Chino Hills Community Foundation



City of Chino Hills

MEMORANDUM

DATE: OCTOBER 28, 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 September 30, 2021.

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

CB:NL:sa

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

**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending September 30, 2021**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 76,416	\$ 76,416	0.02%
LAIF	539,145	539,077	0.21%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 615,861</u>	<u>\$ 615,793</u>	

Blended Yield of Cash and Investments	0.18%
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Benchmarks:	
LAIF	0.21%
6mo U.S. Treasury	0.05%
2yr U.S. Treasury	0.28%
5yr U.S. Treasury	0.98%

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



STAFF REPORT

DATE: NOVEMBER 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: PRELIMINARY FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of October 31, 2021.

BACKGROUND/ANALYSIS:

The Financial Report as of October 31, 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 October 31, 2021 is \$302,273.

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. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- E. 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.
- F. 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. In August 2021, The California Community Foundation (“in memory of Gloria and Jack Kramer” donated \$20,000 towards the project.

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 October 31, 2021, is \$155,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of October 31, 2021

			Actuals									
	Adjusted Budget	Amended Budget	Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Special Needs Temporarily Restricted (D)	Scholarship Funds Temporarily Restricted (E)	Inclusive Playground Temporarily Restricted (F)	Endowment Fund Permanently Restricted	Total	Variance
Operating Revenue:												
Contributions:												
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
Grants			-								\$ -	\$ -
Special Events	111,900	150,300	72,130			860					72,990	(38,910)
Interest Income		-	-								-	-
Total Operating Revenue	111,900	150,300	72,130	-	-	860	-	-	20,000	-	92,990	(18,910)
Operating Expenses:												
Program Services:												
Adopt-A-Family Program	1,245	1,245									-	(1,245)
Cultural Arts	7,050	7,050									-	(7,050)
Military Banner Program	7,700	7,700									-	(7,700)
Summer Day Camps	12,800	12,800									-	(12,800)
Utility Box Art Program	6,100	6,100									-	(6,100)
											-	-
Total Program Expenses	34,895	34,895	-	-	-	-	-	-	-	-	-	(34,895)
Supporting Services:												
Fundraising	26,400	31,500	25,923			2,736					28,659	(2,841)
Administration	12,700	13,650	6,775								6,775	(6,875)
Total Support Services	39,100	45,150	32,698	-	-	2,736	-	-	-	-	35,434	(9,716)
Total Operating Expenses	73,995	80,045	32,698	-	-	2,736	-	-	-	-	35,434	(44,611)
Interfund Transfers:	-	-		-	-	-			-	-	-	-
Changes in Net Assets	\$ 37,905	\$ 70,255	\$ 39,432	\$ -	\$ -	\$ (1,876)	\$ -	\$ -	\$ 20,000	\$ -	\$ 57,556	\$ 25,701
Net Assets, beginning of the year	557,086	557,086	262,841	7,127	2,067	21,070	3,000	5,000	100,000	155,981	557,086	
Net Assets, end of the year	\$ 594,991	\$ 627,341	\$ 302,273	\$ 7,127	\$ 2,067	\$ 19,194	\$ 3,000	\$ 5,000	\$ 120,000	\$ 155,981	\$ 614,642	

CHINO HILLS COMMUNITY FOUNDATION

Statement of Functional Activities

As of October 31, 2021

	PROGRAM SERVICES	Fundraising				Administration	Total
		2019	2021	chARTS	Total	General	
		Donations	Wine Walk			Management	
Operating Revenues:							
Contributions:							
Sales	\$ -	\$ -	\$ 160	\$ -	\$ 160	\$ -	\$ 160
Donations/Sponsorships	20,000	500	70,500		71,000		91,000
Donations(COVID)					-		-
Grants (CARES Act)					-		-
Advertising					-		-
Other Revenues			970	860	1,830		1,830
Interest Income					-		-
	20,000	500	71,630	860	72,990	-	92,990
Operating expenses:							
Licenses & Permits			51	51	103		103
Memberships							-
Liability Insurance					-	4,375	4,375
Financial Services			319		319	303	623
Computer Services					-	1,220	1,220
Contractual Services				400	400		400
Advertising & Promotion					-		-
Printing Services			3,258		3,258	715	3,972
Postage					-		-
Office Supplies					-	28	28
Special Parts and Supplies			8,520	57	8,577	134	8,711
Concessions					-		-
Administrative Overhead					-		-
Entertainment				2,000	2,000		2,000
Catering and Refreshments				118	118		118
Rentals			13,774	110	13,884		13,884
Taxes					-		-
Scholarships, Grants & Awards					-		-
Donations					-		-
	\$ -	\$ -	\$ 25,922	\$ 2,736	\$ 28,659	\$ 6,775	\$ 35,434
Changes in Net Assets	\$ 20,000	\$ 500	\$ 45,708	\$ (1,876)	\$ 44,331	\$ (6,775)	\$ 57,556



THE CHINO HILLS COMMUNITY FOUNDATION

FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

FINANCIAL STATEMENTS

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THE CHINO HILLS COMMUNITY FOUNDATION
FINANCIAL STATEMENTS
FOR FISCAL YEARS ENDED JUNE 30, 2021 AND 2020

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THE CHINO HILLS COMMUNITY FOUNDATION

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2021 AND 2020

TABLE OF CONTENTS

Page
Number

FINANCIAL SECTION:

INDEPENDENT AUDITORS' REPORT	1
------------------------------------	---

BASIC FINANCIAL STATEMENTS:

Statement of Financial Position June 30, 2021 and June 30, 2020	4
Statement of Activities for the Year Ended June 30, 2021	5
Statement of Activities for the Year Ended June 30, 2020	6
Statement of Functional Expenses June 30, 2021	7
Statement of Functional Expenses June 30, 2020	9
Statement of Cash Flows for the Year Ended June 30, 2021 and June 30, 2020	12
Notes to Financial Statements	13

DRAFT



INDEPENDENT AUDITORS' REPORT

Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the Chino Hills Community Foundation (a nonprofit organization), as of and for the year ended June 30, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the Chino Hills Community Foundation's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Chino Hills Community Foundation (the Foundation) as of June 30, 2021 and 2020, and the changes in net assets and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for twelve months beyond the date of the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with the GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions,





Board of Directors
The Chino Hills Community Foundation
Chino Hills, California

misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated [REDACTED], 2021 on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

Lance, Soll & Lughard, LLP

Brea, California
DATE

FINANCIAL STATEMENTS

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THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FINANCIAL POSITION
JUNE 30, 2021 AND JUNE 30, 2020

	2021	2020
Assets:		
Cash and cash equivalents	\$ 558,647	\$ 515,448
Receivables:		
Accrued interest	458	-
Total Assets	\$ 559,105	\$ 515,448
Liabilities:		
Current Liabilities:		
Accounts payable	\$ 2,862	\$ -
Total Liabilities	2,862	-
Net Assets:		
Without donor restrictions	262,000	298,896
With donor restrictions	294,243	216,552
Total Net Assets	556,243	515,448
Total Net Assets	\$ 559,105	\$ 515,448

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The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Operating Revenues:			
Interest income	\$ 1,141	\$ 711	\$ 1,852
Government grants	10,000	-	10,000
Special events, net of direct expenses	8,750	-	8,750
Donations/Sponsorships	18,094	50,000	68,094
Net assets reclassified to restrictions for donation matching	(47,282)	47,282	-
Total Operating Revenues	(9,297)	97,993	88,696
Operating Expenses:			
Program Services:			
Adopt-A-Family Program	777	-	777
Concerts in the Parking Lot	3,000	-	3,000
Community Care Packages	981	-	981
Flagpole Donation	2,500	-	2,500
Military Banner Program	5,629	-	5,629
Utility Box Art Program	3,660	-	3,660
Virtual Recreation Classes	300	-	300
Total Program Services	16,847	-	16,847
Supporting Services:			
Management and general	10,096	-	10,096
Fundraising	656	20,302	20,958
Total Supporting Services	10,752	20,302	31,054
Total Operating Expenses	27,599	20,302	47,901
Change in Net Assets	(36,896)	77,691	40,795
Net Assets - Beginning	298,896	216,552	515,448
Net Assets - Ending	\$ 262,000	\$ 294,243	\$ 556,243

The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Operating Revenues:			
Ticket sales	\$ 57,270	\$ -	\$ 57,270
Interest income	2,556	1,179	3,735
Special events, net of direct expenses	76,195	11,788	87,983
Donations/Sponsorships	4,901	13,000	17,901
Net assets reclassified to restrictions for donation matching	(10,000)	10,000	-
Total Operating Revenues	130,922	35,967	166,889
Operating Expenses:			
Program Services:			
Cultural Arts	-	1,988	1,988
Adopt-A-Family Program	874	-	874
Summer Day Camps	174	-	174
Military Banner Program	1,664	-	1,664
Trails Enhancement Program	-	20,323	20,323
Total Program Services	2,712	22,311	25,023
Supporting Services:			
Management and general	10,037	-	10,037
Fundraising	27,627	1,187	28,814
Total Supporting Services	37,664	1,187	38,851
Total Operating Expenses	40,376	23,498	63,874
Change in Net Assets	90,546	12,469	103,015
Net Assets - Beginning	208,350	204,083	412,433
Net Assets - Ending	\$ 298,896	\$ 216,552	\$ 515,448

The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021 AND JUNE 30, 2020

	2021	2020
Cash Flows From Operating Activities		
Increase (decrease) in net assets	\$ 40,795	\$ 103,015
Adjustment to reconcile changes in net assets to net cash provided by (used for) operating activities:		
(Increase) decrease in assets:		
Interest receivable	(458)	-
Increase (decrease) in liabilities:		
Accounts payable	2,862	-
Net Cash Flows Provided by Operating Activities	43,199	103,015
Net Increase (Decrease) in Cash and Cash Equivalents	43,199	103,015
Cash and Cash Equivalents, July 1	515,448	412,433
Cash and Cash Equivalents, June 30	\$ 558,647	\$ 515,448

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The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021

Program Services									
Donations									
	Adopt-A-Family Program	Concerts in the Parking Lot	Community Care Packages	Flagpole Donation	Military Banner Program	Utility Box Art Program	Virtual Recreation Contests	Total Program Services	
Licenses & Permits	-	\$ -	-	\$ -	-	-	-	\$ -	
Memberships	-	-	-	-	-	-	-	-	
Liability Insurance	-	-	-	-	-	-	-	-	
Professional Services	-	-	-	-	-	-	-	-	
Financial Services	-	-	-	-	-	-	-	-	
Computer Services	-	-	-	-	-	-	-	-	
Printing Services	-	-	-	-	-	-	-	-	
Postage	-	-	-	-	-	-	-	-	
Office Supplies	-	-	-	-	-	-	-	-	
Special Parts and Supplies	-	-	-	-	-	-	-	-	
Taxes	-	-	-	-	-	-	-	-	
Donations	777	3,000	981	2,500	5,629	3,660	300	16,847	
Total Expenses	\$ 777	\$ 3,000	\$ 981	\$ 2,500	\$ 5,629	\$ 3,660	\$ 300	\$ 16,847	

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021

	Supporting Services			
	Fundraising			
	Management and General	Donations	Donor Recognition	Total Supporting Services
	\$	\$	\$	\$
Licenses & Permits	25	-	-	25
Memberships	240	-	-	240
Liability Insurance	4,440	-	-	4,440
Professional Services	1,000	-	-	1,000
Financial Services	604	-	-	604
Computer Services	3,574	-	-	3,574
Printing Services	-	-	22	22
Postage	14	-	67	81
Office Supplies	67	-	-	67
Special Parts and Supplies	-	-	567	567
Taxes	60	-	-	60
Donations	72	20,302	-	20,374
Total Expenses	\$ 40,096	\$ 20,302	\$ 656	\$ 31,054
				\$ 47,901

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

Program Services						
	Donations					
	Cultural Arts	Adopt-A-Family Program	Summer Day Camps	Military Banner Program	Trail Enhancement Program	Total Program Services
Licenses & Permits	50	\$ -	\$ -	\$ -	-	\$ 50
Memberships	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
Financial Services	1	-	-	-	-	1
Computer Services	-	-	-	-	-	-
Contractual Services	1,150	-	-	-	-	1,150
Advertising & Promotion	-	-	-	-	-	-
Printing Services	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Special Parts and Supplies	517	-	-	-	-	517
Entertainment	-	-	-	-	-	-
Catering and Refreshments	-	-	-	-	-	-
Rentals	270	-	-	-	-	270
Taxes	-	-	-	-	-	-
Scholarships, Grants & Awards	-	-	174	-	-	174
Donations	-	874	-	1,664	20,323	22,861
Total Expenses	\$ 1,988	\$ 874	\$ 174	\$ 1,664	\$ 20,323	\$ 25,023

The notes to financial statements are an integral part of this statement.

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

	Supporting Services						
	Fundraising						
	Management and General	Donations	Wine Walk 2019	Holiday Home Tour	Donor Recognition	Volunteer Recognition	
Licenses & Permits	-	\$	50	\$	\$	\$	
Memberships	240	-	-	-	-	-	
Liability Insurance	4,229	-	-	-	-	-	
Financial Services	808	-	1	1	-	-	
Computer Services	4,062	-	-	-	-	-	
Contractual Services	-	-	600	-	-	-	
Advertising & Promotion	-	-	299	299	-	-	
Printing Services	229	-	1,672	2,721	-	-	
Office Supplies	54	-	-	-	-	-	
Special Parts and Supplies	336	-	6,296	380	141	709	
Entertainment	-	-	-	100	-	250	
Catering and Refreshments	-	-	-	-	-	1,944	
Rentals	-	-	11,001	748	-	365	
Taxes	60	-	-	-	-	-	
Scholarships, Grants & Awards	-	-	-	-	-	-	
Donations	-	1,187	-	-	-	-	
Total Expenses	\$ 10,037	\$ 1,187	\$ 19,919	\$ 4,299	\$ 141	\$ 3,268	

THE CHINO HILLS COMMUNITY FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

	Total Supporting Services	2020 Total
Licenses & Permits	\$ 100	\$ 150
Memberships	240	240
Liability Insurance	4,229	4,229
Financial Services	810	811
Computer Services	4,062	4,062
Contractual Services	600	1,750
Advertising & Promotion	598	598
Printing Services	4,622	4,622
Office Supplies	54	54
Special Parts and Supplies	7,881	8,398
Entertainment	350	350
Catering and Refreshments	1,944	1,944
Rentals	12,114	12,384
Taxes	60	60
Scholarships, Grants & Awards	-	174
Donations	1,187	24,048
Total Expenses	\$ 38,851	\$ 63,874

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THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

I. SIGNIFICANT ACCOUNTING POLICIES

Note 1: Organization and Summary of Significant Accounting Policies

Description of the Reporting Entity

The Chino Hills Community Foundation (the Foundation) was established to set up a permanent endowment fund to assist the government of the City of Chino Hills (the City) in improving the cultural, educational and recreational facilities and services for the citizens of the City. The major sources of revenue for the Foundation are ticket sales, sponsorships and donations.

Basis of Accounting

The financial statements of the Foundation have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Accounting for Endowment Funds

Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-205-45 *Donor Restricted Endowment Fund* requires net asset classification of funds subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), and enhanced disclosures for all endowment funds.

The Foundation has interpreted the law as requiring the preservation of the fair value of the original gift as of the gift date of the donor restricted endowment fund absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies permanently restricted endowment net assets at the original value of the gift donated to the permanent endowment.

The Foundation has adopted investment and distribution policies for endowment assets that attempt to provide acceptable long-term returns and protect the principal from inflation while assuming a moderate level of investment risk.

Revenue Recognition

All contributions are considered available for the Foundation's general programs unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor are reported as temporarily or permanently restricted support and increase the respective class of net assets. Contributions received with temporary restrictions that are met in the same reporting period are reported as unrestricted support and increases unrestricted net assets.

Revenues from ticket sales are reflected in the accounting period in which the event occurs and netted for group discounts and membership discounts.

Investment income that is limited to specific uses by donor restrictions is reported as increases in unrestricted net assets if the restrictions are met in the same reporting period as the income is recognized.

Cash and Cash Equivalents

Cash and cash equivalents include all highly liquid investments with original maturities of three months or less.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2021 AND 2020

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Fair Value Measurements

FASB ASC 820 (formerly SFAS No. 157) establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 - Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Advertising

The Foundation uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. Advertising expense for the years ended June 30, 2021 and 2020, was \$0 and \$598, respectively.

Income Taxes

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. The Foundation may, however, be subject to tax on income which is not related to its exempt purpose. For the years ended June 30, 2021 and 2020, no provision for income taxes has been made.

FASB ASC No. 740 *Income Taxes* applies to not-for-profit organizations because their financial statements contain assertions related to the Foundation's tax-exempt status and determination of net earnings subject to unrelated business income tax. Should the Foundation lose its tax-exempt status, it could be subject to interest and penalties. No liability for unrecognized tax obligations was required. As of June 30, 2021, and 2020, no interest or penalties have been recognized associated with any tax positions.

The Foundation's Form 990, *Return of Organization Exempt from Income Tax*, for the years beginning 2017, 2018, 2019 and 2020 are subject to examination by the Internal Revenue Service, generally for three years after they were filed. Similarly, the Foundation's Form 199, *California Exempt Organization Annual Information Return*, for the tax years beginning 2016, 2017, 2018, 2019 and 2020 are subject to examination by the Franchise Tax Board, generally for four years after they were filed.

Functional Allocation of Expenses

The cost of providing the various programs and other activities has been summarized on a functional basis in the statement of activities.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2021 AND 2020

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absences of donor grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The board has designated, from net assets without donor restrictions, net assets for an operating reserve and board-designated scholarships.

Net Assets with Donor Restriction – Net assets subject to donor- (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity.

The Foundation reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends, or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restriction and reported in the statements of activities as net assets released from restrictions.

Use of Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

The Foundation maintains cash balances at financial institutions located in California. Certain accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times during the year, the Foundation held cash in excess of federally insured limits.

The Foundation invests in money market funds. Investment securities in general, are subject to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain investment securities, it is reasonably possible that the changes in the value of investment securities will occur in the near term and that such change could materially affect the amounts reported in the financial statements.

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2021 AND 2020

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Effect of New Accounting Pronouncement

FASB ASU No. 2016-14 - In August 2016, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statement of Not-for-Profit Entities*. The new guidance improves and simplifies net asset classification requirements and information presented in financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance, and cash flows. ASU 2016-14 is effective for annual periods beginning after December 15, 2017. Accordingly, the Foundation has implemented the requirements of ASU No. 2016-14 beginning with the fiscal year ending June 30, 2020.

Note 2: Cash and Cash Equivalents

Cash and cash equivalents held by the Foundation are reported in the accompanying financial statements as follows at June 30, 2021 and 2020:

	2021	2020
Cash and cash equivalents	\$ 558,647	\$ 515,448
Total	\$ 558,647	\$ 515,448
Deposits	\$ 19,915	\$ 33,090
Short-term investments	538,732	482,358
Total	\$ 558,647	\$ 515,448

Fair Value Measurement and Application

The Foundation's recurring fair value measurements as of June 30, 2021 and 2020, was \$538,732 and \$482,358, respectively, with Level 2 inputs.

Note 3: Endowment

The Foundation, a 501(C)(3) organization, was formed as a means of establishing a permanent endowment fund and to hold and administer certain other assets for the support and benefit of the Foundation in order to further the charitable, educational and artistic purposes of the Foundation.

The Foundation's endowment as of June 30, 2021 and 2020, includes only funds designated by Donors as endowments; therefore, they are reported as permanently restricted.

The Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment and (b) the original value of subsequent gifts to the permanent endowment. The Foundation classifies as unrestricted net assets, those funds designated by the Board of Directors

THE CHINO HILLS COMMUNITY FOUNDATION

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2021 AND 2020

Note 4: Net Assets

Net assets as of June 30, 2021 and 2020, were comprised of the following:

	<u>2021</u>	<u>2020</u>
Without Donor Restrictions		
Unrestricted - available for programs	<u>\$ 262,000</u>	<u>\$ 298,896</u>
Total without donor restrictions	<u>262,000</u>	<u>298,896</u>
With Donor Restriction		
Temporary Restricted- program and timing	138,264	61,283
Permanent Endowment by the California Community Foundation at the recommendation of John A. Kramer, "in memory of Gloria and Jack Kramer" *	<u>155,979</u>	<u>155,269</u>
Total with donor restriction	<u>294,243</u>	<u>216,552</u>
Total net assets	<u>\$ 556,243</u>	<u>\$ 515,448</u>

The Foundation contributed matching portion was \$70,710 of the total \$155,979 Permanently Restricted Net Assets at June 30, 2021, and \$70,000 of the total \$155,269 Permanently Restricted Net Assets at June 30, 2020.

Note 5: Contingencies

The Foundation is subject to claims and possible litigation incidental to its operations, including personal injury claims filed by visitors and employment-related claims filed by employees and former employees.

Chino Hills Community Foundation
Statement of Revenues, Expenditures and Changes in Fund Balances
September 30, 2021

	Fiscal Year 21/22
Revenues:	
Donation contributions/Other	\$ 70,885
Fees for activities	
Interest income	2
Fair Market Value	(44)
Total Revenues	<u>70,843</u>
Expenditures:	
Memberships and certifications	103
Professional and contractual services	3,620
Bank charges	623
Services and supplies	9,328
Special departmental	-
Total Expenditures	<u>13,674</u>
Excess of revenues over (under) expenditures	<u>\$ 57,169</u>
Fund Balances:	
Beginning of fiscal year	\$ 556,243
Excess of revenues over (under) expenditures	57,169
End of fiscal year	<u>\$ 613,412</u> A

- A The ending fund balance amount of \$613,412 varies compared to the bank balance amount of \$615,861 due to a deposit of \$2,449 posted to the bank on 9/30/21, but was not posted to the general ledger until 10/6/21.



STAFF REPORT

DATE: NOVEMBER 8, 2021
TO: CHINO HILLS COMMUNITY FOUNDATION BOARD
FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
SUBJECT: NEW BOARD MEMBER

RECOMMENDATION:

Approve appointment of new board member to fill vacancy

BACKGROUND/ANALYSIS:

The executive committee is recommending appointing Denise Cattern to the board. Attached is a biography.

Denise Cattern Personal Profile

Denise Cattern retired as the Public Information Officer of the City of Chino Hills in March 2021 after a rewarding career that spanned nearly 33 years of service to the Chino Hills community. She is an excellent communicator with extensive experience in developing materials to educate and inform, promote programs and events, and share positive stories. Denise is an expert writer and marketing, publicity, media relations, event planning and execution are her strengths. Her friendly interpersonal skills and love of people led to many long-lasting relationships with people whom she met during her career and life in Chino Hills.

She has also been active in the Chino Valley in her personal endeavors. With a core group of long-time residents, she helped take the idea of a forming a Chino Hills Historical Society to fruition in 1994. Denise currently serves as President and has been a board member since the start. She handles publicity for the non-profit group and has played a key role in securing a variety of speakers for 14 historical presentations since 2014.

Denise also served on the Board of Directors for the Chino Valley Youth Museum as Secretary for a number of years. She handled publicity for Bingo events.

Denise is a graduate of California State University Fullerton having earned a Bachelor of Arts degree in Communication and Public Relations. She met her husband Mark on a blind date for a Gamma Phi Beta dance and they were married in 1979. She and Mark moved to Chino Hills in 1986. They raised their son Christopher and daughter Kelly in the community and were active in AYSO soccer, Little League, Chino Hills High School cross-country and track, Boy Scouts, and church. All four members of the family are proud CSUF alumnae! Today, both kids are married and Denise and Mark are enjoying their first granddaughter Kennedy and awaiting the 2022 spring arrival of their first grandson!



STAFF REPORT

DATE: NOVEMBER 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: WINE WALK BUDGET AMENDMENT AND TRANSFER TO
ENDOWMENT FUND

RECOMMENDATION:

1. Approve a budget amendment to the Wine Walk budget with a net increase to fund balance of \$40,700.
2. Approve a transfer in the amount of \$10,000 from funds raised through the Wine Walk to the Endowment Fund.

BACKGROUND/ANALYSIS:

Budget Amendment

This year's Wine Walk event exceeded expectations in both sponsorships and expenditures. Therefore, staff is requesting a budget amendment that will increase estimated revenues in the amount of \$49,200 and increase the expenditures budget by \$8,500. This amendment will increase the projected ending fund balance by \$40,700.

Transfer to the Endowment Fund

Every year the California Community Foundation at the recommendation of John A. Kramer, "in memory of Gloria and Jack Kramer" (Kramer Foundation) donates to the Foundation's Endowment Fund. As part of their donation, they require that the foundation match their contribution. This year, they decided to allocate their donation to the inclusive playground at Crossroads Park project without a matching requirement.

Regardless of the contribution made by the Kramer Foundation, the board has recommendation that every year funds raised from the annual Wine Walk fundraiser be transferred to the Endowment Fund. The event was held on October 9 and raised approximately \$120,000. Therefore, an amount of \$10,000 is being requested to be transferred to the Endowment Fund from the funds raised by the Wine Walk.



STAFF REPORT

DATE: NOVEMBER 8, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: CHINO HILLS FLAG SELECTION COMMITTEE

RECOMMENDATION:

Designate a member of the Chino Hills Arts Committee (chARTS) to serve on the City of Chino Hills Flag Selection Committee.

BACKGROUND/ANALYSIS:

At the October 12, 2021, Chino Hills City Council Meeting, City Council discussed hosting a City Flag Design Contest to engage the community and provide residents an opportunity to contribute to and inspire a new City flag design to serve as a symbol of civic and community pride.

By a 5-0 vote, the Council approved the contest and authorized the appointment of a Flag Design Selection Committee consisting of the Mayor, a City Council member, one commissioner from each City Commission, a chARTS member, and City staff.

Contest entries are being accepted as of Friday, October 15, and the deadline for residents to submit a design is Wednesday, November 10. The Committee will judge contest entries based off the guidelines provided in the attached contest flyer and award prizes to the top three contest flag designs. First, second, and third place winners will receive a Visa gift card in the amounts of \$150, \$100, and \$50, respectively. The Committee is expected to meet on Tuesday, November 16 following the submission deadline to review entries. The Committee will also recommend a variety of flag designs consisting of either a complete contest entry or a design inspired by multiple contest entries incorporating elements from various submissions for consideration by the Chino Hills City Council.

**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 26 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	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 19 Wine Walk Tickets on Sale	11 Board Meeting	10 Board Meeting
AUGUST	2 Concert #1 Tickets on Sale	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 Concert Series #2 Concert Series #3 Kids Art Exploration		