



A G E N D A

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, MAY 11, 2020

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

TELECONFERENCE VIA ZOOM WEBINAR
WEBINAR ID 833-1619-0103

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Chino Hills Community Foundation for May 11, 2020 will be conducted remotely through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Chino Hills Community Room will not be open for the meeting. Board Members will be participating remotely and will not be physically present in the Community Room.

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

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

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

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

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

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

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

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

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

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

FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR
CYNTHIA MORAN, VICE CHAIR
DELINIA LEWIS, SECRETARY
PETER PIRRITANO, TREASURER

BILL HUGHES
DARRYLL GOODMAN
GRACE CAPPS
SYLVIA NASH

DAN CAPENER
DAVID KRAMER
MARY FAULHABER
KATHLEEN SMITH

DARRIN LEE
GLEN ANDERSON
SPENCER BOGNER

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

2. Approve March 9, 2020 Foundation Meeting Minutes.
3. Election of Officers
4. Receive and file Financial Report as of April 30, 2020.
5. Receive and file Quarterly Investment Report as of March 31, 2020.
6. Approve FY 20-21 proposed budget
7. Approve new Volunteer Committee and committee responsibilities.
8. Review Event Calendar

COMMITTEE REPORTS

BOARD COMMENTS

ADJOURNMENT:

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**MARCH 9, 2020
REGULAR MEETING**

**CHINO HILLS COUNCIL CHAMBERS
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA**

CALL TO ORDER

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

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	PETER ROGERS	CYNTHIA MORAN
	DARRIN LEE	SYLVIA NASH
	MARY FAULHABER	DAN CAPENER
	SPENCER BOGNER	KATHLEEN SMITH
	GLEN ANDERSON	GRACE CAPPS
	DARRYLL GOODMAN	DAVID KRAMER – Arrived at 4:55pm

ABSENT:	BOARD MEMBERS:	
	BILL HUGHES	PETER PIRRITANO
	DELINIA LEWIS	

ALSO PRESENT: ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR
SYLVIA SALAS-RUFF, ADMINISTRATIVE ASSISTANT II

PLEDGE OF ALLEGIANCE TO THE FLAG

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

PUBLIC COMMENTS

Tracy Melchior addressed the Board regarding funding for a documentary about Law Enforcement. To incorporate Chino Hills residents she proposed a workshop in the community to solicit residents as extras, wardrobe, crew, for music, etc. In addition, there could be a showing at Harkins or at the High Schools to tie to the civic community.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE JANUARY 13, 2020 FOUNDATION MEETING MINUTES

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

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: LEWIS, KRAMER, PIRRITANO, HUGHES.

RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF DECEMBER 31, 2019

Board Members received a copy of the Quarterly Investment Report. The Finance and Investment Committee requested a meeting with the Investment Trustee to discuss investment options for the Endowment Fund.

Motion was made by Board Member Spencer Bogner and seconded by Board Member Darrin Lee to receive and file the Quarterly Investment Report.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: LEWIS, KRAMER, PIRRITANO, HUGHES.

RECEIVE AND FILE FINANCIAL REPORT AS OF FEBRUARY 29, 2020

Board Members received a copy of the Financial Report.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Kathleen Smith to receive and file the Financial Report.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: LEWIS, KRAMER, PIRRITANO, HUGHES.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 9, 2020

Page 3

APPROVE AUDIT REPORT (REVISED) AS OF JUNE 30, 2019

Board Members received a copy of the revised Audit Report as of June 30, 2019.

Motion was made by Board Chair Peter Rogers and seconded by Board Member Glen Anderson to approve the revised Audit Report as of June 30, 2019.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: LEWIS, PIRRITANO, HUGHES.

APPROVE KIDS ART EXPLORATION BUDGET

Board Member Glen Anderson provided an overview of the upcoming Kids Art Exploration event scheduled for March 28, 2020. Lowes donated buckets and there are eight art teachers working the event. There will be three sessions. 195 kids are currently registered with only 30 spots left. Board Member Anderson said the cost of the event would probably not exceed \$500.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Spencer Bogner to approve the budget for the Kids Art Exploration event in the amount of \$500.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: LEWIS, PIRRITANO, HUGHES.

REVIEW AND PROVIDE DIRECTION ON THE PROPOSED FY 20-21 BUDGET

Board Members reviewed the proposed FY 20-21 Budget. Senior Analyst Alma Hernandez informed the Board that fees will increase for the Day Camp and Aquatics programs in FY 20-21. Based on participation numbers for Aquatics, staff is proposing to decrease the budget for Aquatics and increase the budget for Day Camp leaving the overall budget the same as last year. Board Member Cynthia Moran noted that the Chamber of Commerce fees had increased. Ms. Moran also commented that a press

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 9, 2020

Page 4

release be issued for the donations that had been approved. Ms. Hernandez noted that it would be issued after official approval of the budget on May 11, 2020.

DISCUSS NEW PROJECT PROPOSALS

Board Members discussed possible new projects including an amphitheater or stage at Veteran's Park, a replacement Mobile Recreation Vehicle, a marquee, and an inclusive playground at Veteran's Park. Board Member David Kramer mentioned the possibility of a Chino Valley Performing Arts Center as a joint venture with the City of Chino, City of Chino Hills, and the Chino Valley Unified School District. No decision or direction was given as additional information is required for the projects mentioned.

REVIEW BOARD MEMBER TERM EXPIRATIONS

Board Member Terms ending in May 2020 include Board Member David Kramer and Board Member Glen Anderson.

Motion was made by Board Member Sylvia Nash and Seconded by Board Member Spencer Bogner to recommend to the City Council the re-appointment of Board Member David Kramer and Board Member Glen Anderson.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: LEWIS, PIRRITANO, HUGHES.

OPEN THE NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS

Chair Rogers announced that anyone interested in an executive position should notify him or Ms. Hernandez.

REVIEW EVENT CALENDAR

Board Members reviewed the event calendar. There will be no play in May. The third concert is tentatively scheduled for August 21, 2020 with the performer to be determined.

COMMITTEE REPORTS

STRATEGIC PLANNING COMMITTEE

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

March 9, 2020

Page 5

Board Member Grace Capps requested a committee meeting at the end of March. She provided a re-cap of strategic goals for 2015-2020 in which there was a goal to increase revenue by 10% each year. Ms. Capps would like to add an agenda item for the May 11, 2020 meeting for discussion of new strategic goals.

FUND DEVELOPMENT COMMITTEE

Board Member Glen Anderson provided an update on the Concert Series. Will Breman, from The Voice, is scheduled to perform on April 24, 2020. Derrick Bordeaux is scheduled to perform on May 15, 2020. The August concert performer is to be determined, with the possibility of having two performers on the bill.

Board Chair Peter Rogers said the Wine Walk Committee will meet later in the month.

BOARD COMMENTS

Lee: Board Member Lee said although Tracy Melchior requested funding for her Law Enforcement Documentary he has no position on it. Board Member Bogner said he would lean against supporting the idea. Board Chair Rogers reiterated projects need to have a strong community connection.

Nash: Board Member Nash inquired if there was a 3 minute limit on public comments. Board Chair Rogers explained there is a limit however if the Board asks questions, it extends the comment period.

Kramer: Board Member Kramer inspired Board Members and City Staff to lead with optimism, not fear, during this time. Mr. Kramer read a quote from Tocqueville.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:40 p.m. until the next meeting scheduled on May 11, 2020, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

Robyn Rogers
Community Services Department

Signed by:

Delinia Lewis, Board Secretary
Chino Hills Community Foundation



STAFF REPORT

DATE: MAY 11, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

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

Chair: Peter Rogers
Vice Chairperson: Cynthia Moran
Secretary: Delinia Lewis
Treasurer: Peter Pirritano



STAFF REPORT

DATE: MAY 11, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of April 30, 2020.

BACKGROUND/ANALYSIS:

The Financial Report as of April 30, 2020 is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. Unrestricted balance as of April 30 2020 is \$299,951.

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 2018, Supervisor Curt Hagman donated \$2,500 to the Chino Hills Community Foundation. This donation was given with a restriction, but details are pending.
- F. Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.

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 April 30, 2020 is \$153,764.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of April 30, 2020

	Adopted 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 (F)	Special Needs Temporarily Restricted (G)	Endowment Fund Permanently Restricted		
Operating Revenue:												
Contributions:												
Donations	\$ 62,500	\$ 62,500	\$ 2,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 5,000	\$ 10,301	\$ (52,199)
Special Events	68,650	68,650	133,465			11,788					145,253	76,603
Interest Income		-	1,281								1,281	1,281
Total Operating Revenue	131,150	131,150	137,047	-	-	11,788	-	-	3,000	5,000	156,835	25,685
Operating Expenses:												
Program Services:												
Adopt-A-Family Program	1,210	1,210									-	(1,210)
Aquatics Scholarship	4,500	4,500									-	(4,500)
Cultural Arts	10,500	10,500				1,894	-	-	-		1,894	(8,606)
Military Banner Program	-	7,680									-	(7,680)
Summer Day Camps	8,932	8,932	174								174	(8,758)
											-	-
Total Program Expenses	25,142	32,822	174	-	-	1,894	-	-	-	-	2,068	(30,754)
Supporting Services:												
Fundraising	23,425	23,425	27,628	1,187		-					28,815	5,390
Administration	11,000	11,500	7,971								7,971	(3,529)
Total Support Services	34,425	34,925	35,599	1,187	-	-	-	-	-	-	36,786	1,861
Total Operating Expenses	59,567	67,747	35,773	1,187	-	1,894	-	-	-	-	38,854	(28,893)
Interfund Transfers:	-	-	(10,000)	-	-	-				10,000	-	-
Changes in Net Assets	\$ 71,583	\$ 63,403	\$ 91,274	\$ (1,187)	\$ -	\$ 9,894	\$ -	\$ -	\$ 3,000	\$ 15,000	\$ 117,981	\$ 54,578
Net Assets, beginning of the year	598,448	584,261	208,677	16,718	2,161	11,176	32,438	2,500	-	138,764	412,434	
Net Assets, end of the year	<u>\$ 670,031</u>	<u>\$ 647,664</u>	<u>\$ 299,951</u>	<u>\$ 15,531</u>	<u>\$ 2,161</u>	<u>\$ 21,070</u>	<u>\$ 32,438</u>	<u>\$ 2,500</u>	<u>\$ 3,000</u>	<u>\$ 153,764</u>	<u>\$ 530,415</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of April 30, 2020

	PROGRAM SERVICES								Administration	
		2019 Wine Walk	2020 Wine Walk	Holiday Home Tour	Volunteer Recognition	Donor Recognition	chARTS	Total	General Management	Total
Operating Revenues:	Donations									
Contributions:										
Sales	\$ -	\$ 52,280	\$ -	\$ 3,200			\$ 1,790	\$ 57,270	\$ -	\$ 57,270
Donations/Sponsorships	10,300	40,500	1,000	26,000			9,000	\$ 76,500		86,800
Advertising				3,825				\$ 3,825		3,825
Raffles & Auctions		2,405		3,140				\$ 5,545		5,545
Scholarships								\$ -		-
Other Revenues	1	990		125			998	\$ 2,113		2,114
Interest Income	1,281							-		1,281
	<u>11,582</u>	<u>96,175</u>	<u>1,000</u>	<u>36,290</u>			<u>11,788</u>	<u>145,253</u>	<u>-</u>	<u>156,835</u>
Operating expenses:										
Licenses & Permits		50		50			50	150	60	210
Memberships									240	240
Liability Insurance							-	-	4,229	4,229
Financial Services		1		1			1	4	650	653
Computer Services							-	-	2,155	2,155
Contractual Services		600					1,150	1,750		1,750
Advertising & Promotion		299		299			-	598		598
Printing Services		1,672		2,721			-	4,393	229	4,623
Postage							-	-		-
Office Supplies							-	-	54	54
Special Parts and Supplies		6,296		380	709	141	422	7,949	355	8,304
Concessions							-	-		-
Administrative Overhead							-	-		-
Entertainment				100	250		-	350		350
Catering and Refreshments					1,944		-	1,944		1,944
Rentals		11,001		748	365		270	12,384		12,384
Taxes							-	-		-
Scholarships, Grants & Awards	174						-	-		174
Donations	1,187						-	-		1,187
	<u>\$ 1,361</u>	<u>\$ 19,919</u>	<u>\$ -</u>	<u>\$ 4,300</u>	<u>\$ 3,268</u>	<u>\$ 141</u>	<u>\$ 1,894</u>	<u>\$ 29,522</u>	<u>\$ 7,971</u>	<u>\$ 38,854</u>
Changes in Net Assets	<u>\$ 10,221</u>	<u>\$ 76,256</u>	<u>\$ 1,000</u>	<u>\$ 31,990</u>	<u>\$ (3,268)</u>	<u>\$ (141)</u>	<u>\$ 9,894</u>	<u>\$ 115,731</u>	<u>\$ (7,971)</u>	<u>\$ 117,981</u>

CHINO HILLS COMMUNITY FOUNDATION

Statement of Functional Activities

Cultural Arts Committee

	State of the City	Bedlam at the BallPark	2019 Concert Series	2020 Concert Series	Total
Operating Revenues:					
Contributions:					
Sales	\$ -	\$ -	\$ 1,790	\$ -	\$ 1,790
Donations/Sponsorships			6,500	2,500	9,000
Advertising					-
Raffles & Auctions					-
Scholarships					-
Concessions			998		998
Interest Income					-
		-	9,288	2,500	11,788
Operating expenses:					
Licenses & Permits			50		50
Liability					
Financial Services			1		1
Computer Services					-
Contractual Services	200		950		1,150
Advertising & Promotion					-
Printing Services					-
Postage					-
Office Supplies					-
Special Parts and Supplies		33	390		422
Concessions					-
Administrative Overhead					-
Entertainment					-
Catering and Refreshments					-
Rentals			270		270
Taxes					-
Scholarships, Grants & Awards		-	-		-
Donations		-	-		-
	\$ 200	\$ 33	\$ 1,661	\$ -	\$ 1,894
Changes in Net Assets	\$ (200)	\$ (33)	\$ 7,627	\$ 2,500	\$ 9,894



City of Chino Hills

MEMORANDUM

DATE: APRIL 28, 2020

TO: BOARD OF DIRECTORS
CHINO HILLS COMMUNITY FOUNDATION

VIA: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

FROM: CHRISTA BUHAGIAR, INVESTMENT TRUSTEE *CB*

SUBJECT: QUARTERLY INVESTMENT TRUSTEE REPORT

To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended March 31, 2020.

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

CB:rb

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

**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending March 31, 2020**

	Cost	Market Value	% Yield Earned
Cash			
Citizens Business Bank - Checking Account #231170421	126,892	\$ 126,892	0.10%
Citizens Business Bank - Money Market #231368558	145,053	145,053	0.40%
Citizens Business Bank - Premium Money Market #231368590	258,667	258,667	0.40%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 530,912</u>	<u>\$ 530,912</u>	

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



Christina Buhagiar
Investment Trustee

Chino Hills Community Foundation
Statement of Revenues, Expenditures and Changes in Fund Balances
March 31, 2020

	<u>Fiscal Year 19/20</u>	<u>Fiscal Year 18/19</u>
Revenues:		
Fees for activities	\$ -	\$ -
Interest income	1,281	1,872
Donation contributions	155,554	160,326
Total Revenues	<u>156,835</u>	<u>162,198</u>
Expenditures:		
Memberships and certifications	240	195
Bank Charges	653	1,782
Professional and contractual services	17,941	23,816
Services and supplies	18,311	26,608
Special Departmental Exp	1,361	201,587
Total Expenditures	<u>38,506</u>	<u>253,988</u>
Excess of revenues over (under) expenditures	<u>\$ 118,329</u>	<u>\$ (91,790)</u>
Fund Balances:		
Beginning of fiscal year	\$ 412,433	\$ 504,223
Excess of revenues over (under) expenditures	118,329	(91,790)
End of fiscal year	<u>\$ 530,762</u>	<u>\$ 412,433</u>

A The ending fund balance amount of \$530,762 varies compared to the bank balance amount of \$530,912 due to an outstanding check totaling \$150.00 which is reflected in the G/L but has not cleared the bank.



STAFF REPORT

DATE: MAY 11, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: APPROVE ANNUAL BUDGET

RECOMMENDATION:

Approve proposed FY 2020-2021 budget.

BACKGROUND/ANALYSIS:

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

CHINO HILLS COMMUNITY FOUNDATION
PROPOSED BUDGET
FISCAL YEAR 2020-2021

	PROGRAM SERVICES		SUPPORT SERVICES								
			Fundraising						Administration		
			CH500028	CH500027	CH500037	CH500036	CH500038	CH500035			
	Donations		Wine Walk	Home Tour	Donor Recognition	Volunteer Reception	Concert Series	Kids Art Exploration	Total	General Management	Total
Support Services											
Revenues:											
Donations			-	-	-	-	-	-	-	-	-
Special Events:											
Ticket Sales	\$ -	\$	52,500	\$ 3,200	\$ -	\$ -	\$ 9,000	\$ -	\$ 64,700	\$ -	\$ 64,700
Sponsorships			50,000	\$ 26,000			10,000		86,000		86,000
Advertising				3,900	-		-	-	3,900	-	3,900
Raffles & Auctions			2,400	3,100	-		-	-	5,500	-	5,500
Other Revenues:			-		-		-	-	-	-	-
Wine Pull			1,000						1,000		1,000
Interest Income			-		-		-	-	-	-	-
	-		105,900	36,200	-	-	19,000	-	161,100	-	161,100
Expenses:											
Advertising & Promotion	-		300	300					600		600
Catering and Refreshments	-				3,000	2,000			5,000		5,000
Contractual Services	-		650				1,050	50	1,750		1,750
Entertainment	-			100		300	7,800	200	8,400		8,400
Financial Services	-								-	1,200	1,200
Liability Insurance	-								-	4,500	4,500
Licenses & Permits	-		50	50			150		250		250
Memberships	-								-	300	300
Printing Services	-		1,800	2,800					4,600		4,600
Rentals	-		11,000	750		400	1,000		13,150		13,150
Special Parts and Supplies	-		5,600	400	500	800	600	550	8,450	400	8,850
Website & Software Services	-								-	5,100	5,100
Taxes	-								-	100	100
	\$ -	\$	19,400	\$ 4,400	\$ 3,500	\$ 3,500	\$ 10,600	\$ 800	\$ 42,200	\$ 11,600	\$ 53,800
Program Services											
Donations:											
Adopt A Family	1,228								-		1,228
Scholarship:									-		-
Summer Day Camp	9,856								-		9,856
Aquatics	3,150								-		3,150
Military Banner Program	7,700								-		7,700
	\$ 21,934	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,934
Changes in Net Assets	\$ (21,934)	\$	86,500	\$ 31,800	\$ (3,500)	\$ (3,500)	\$ 8,400	\$ (800)	\$ 118,900	\$ (11,600)	\$ 85,366

AGENDA ITEM #7

CHINO HILLS COMMUNITY FOUNDATION BOARD COMMITTEES

Revised: ~~September 10, 2018~~ 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 ~~and other volunteers.~~
6. Development of "continuing education" programs for Board members.
7. Approval of evaluation and assessment guidelines to measure the effectiveness of Board members ~~and volunteers.~~
8. Development of programs to increase community involvement with the foundation and its fundraising programs.
9. ~~Assistance with the recruitment of other volunteers to assist the Foundation with fundraising and public relations activities.~~

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.

AGENDA ITEM #8

CHINO HILLS COMMUNITY FOUNDATION THREE YEAR EVENT PLANNING SCHEDULE

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

	2020	2021	2022
JANUARY	9 Volunteer Reception - Send Invitations 13 Board Meeting 30 Design Donor Recognition Invites 30 Donor Recognition - Save the Date	4 Volunteer Reception - Send Invitations 11 Board Meeting TBD Donor Recognition - Send Invitations	3 Volunteer Reception - Send Invitations 10 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY	3 Volunteer Recognition 18 Donor Recognition - Send Invitations 25 Concert Series #1: Tickets on Sale	1 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	7 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale
MARCH	9 Board Meeting 9 Concert Series webpage LIVE	TBD Donor Recognition 8 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 14 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL		18 Spring Home Tour	TBD Spring Home Tour
MAY	1 Wine Walk Planning Begins 11 Board Meeting	1 Wine Walk Planning Begins 10 Board Meeting TBD Concert Series #2 - TBD 31 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 9 Board Meeting TBD Concert Series #2 - TBD 30 Wine Walk Webpage LIVE TBD Play - TBD
JUNE	1 Wine Walk Webpage LIVE		
JULY	13 Board Meeting	12 Board Meeting	11 Board Meeting
AUGUST	10 Wine Walk Tickets on Sale 21 Concert Series #3 - TBD *** Date Due: 2021 Concert Series	9 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	8 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD
SEPT.	14 Board Meeting	13 Board Meeting	12 Board Meeting
OCT.	10 Chino Hills Wine Walk	9 Chino Hills Wine Walk	8 Chino Hills Wine Walk
NOVEMBER	TBD Concert Series Planning Begins 9 Board Meeting *** Date Due: Donor Recognition 2021 Design Volunteer Reception Invites Design Donor Recognition Invites Spring Home Tour Planning Begins	TBD Concert Series Planning Begins 8 Board Meeting *** Date Due: Donor Recognition 2022 Design Volunteer Reception Invites Design Donor Recognition Invites	TBD Concert Series Planning Begins 14 Board Meeting *** Date Due: Donor Recognition 2023 Design Volunteer Reception Invites 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
POSTPONED EVENTS	Donor Recognition Kids Art Exploration Concert Series #1: Will Breman Concert Series #2 - Derek Bordeaux		