



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, SEPTEMBER 14, 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 September 14, 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 rogers@chinohills.org. To give staff adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 3:30 p.m.; or if you are unable to email, please call the Chino Hills Community Services Department at (909) 364-2712 by 3:30 p.m.

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

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

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

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

FOUNDATION BOARD MEMBERS

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

BILL HUGHES
DARRYLL GOODMAN
GLEN ANDERSON
SYLVIA NASH

DAN CAPENER
DAVID KRAMER
GRACE CAPPS
KATHLEEN SMITH

DARRIN LEE
DELINIA LEWIS
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 July 13, 2020 Foundation Meeting Minutes.
3. Receive and file Financial Report as of August 31, 2020.
4. Receive and file Quarterly Investment Report as of June 30, 2020.
5. Discuss Sponsorship of “Concerts in the Car” event
6. Discuss Charitable Giving Program
7. Review calendar.

COMMITTEE REPORTS

Volunteer Committee
Fund Development Committee

BOARD COMMENTS

ADJOURNMENT:

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

JULY 13, 2020
REGULAR MEETING

CHINO HILLS, CALIFORNIA

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

CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:02 p.m.

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	PETER ROGERS	CYNTHIA MORAN – ARRIVED AT 4:07
	SYLVIA NASH	PETER PIRRITANO
	MARY FAULHABER	BILL HUGHES
	SPENCER BOGNER	KATHLEEN SMITH
	GLEN ANDERSON	GRACE CAPPS
	DARRYLL GOODMAN	

ABSENT:	BOARD MEMBERS:	
	DAN CAPENER	DAVID KRAMER
	DARRIN LEE	DELINIA LEWIS

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

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Darryll Goodman led the Assembly for the Pledge of Allegiance.

PUBLIC COMMENTS

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

July 13, 2020

Page 2

Resident Jeff Vaka addressed the Chino Hills Community Foundation regarding Habitat For Humanity. He informed the Board that volunteers are needed for a home being constructed in Upland, CA. Mr. Vaka also said Habitat For Humanity will be constructing two homes in Chino Hills this year and each home costs approximately \$100,000 to \$150,000. These homes are for Veterans and families of Veterans. Habitat For Humanity will be in need of volunteers for these homes and volunteers can visit www.habitatpv.org to sign up. The Board informed Mr. Vaka that any monetary sponsorship will need to have a Board Sponsor to review the project.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE MAY 11, 2020 FOUNDATION MEETING MINUTES

Motion was made by Board Member Darryll Goodman and seconded by Board Member Kathleen Smith to approve the meeting minutes, as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, LEE, LEWIS, KRAMER.

RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF JUNE 30, 2020

Board Members received a copy of the Preliminary Financial Report.

Motion was made by Board Member Spencer Bogner and seconded by Board Member Bill Hughes to receive and file the Preliminary Financial Report.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, LEE, LEWIS, KRAMER.

APPOINTMENT OF BOARD MEMBERS TO COMMITTEES FOR FISCAL YEAR 20-21

After discussion, Board Members elected to remain on the same committees as Fiscal Year 19-20. The Volunteer Committee is new, therefore Board Members were chosen to serve on the Volunteer Committee.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

July 13, 2020

Page 3

Motion was made by Board Member Peter Pirritano and seconded by Board Member Darryll Goodman to elect Board Members Faulhaber, Moran, Anderson, and Rogers to the Volunteer Committee and to keep Board Members on the same committees as Fiscal Year 19-20.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, LEE, LEWIS, KRAMER.

REVIEW FISCAL YEAR 2019-20 PRELIMINARY DONOR LIST

Board Members received the Preliminary Donor List for recognition on the Donor Wall at the Chino Hills Community Center. The Board was asked to review the list for errors or omissions.

DISCUSS EVENTS FOR 2020 AND REVIEW EVENT CALENDAR

Board Members discussed possible future events for later in the year including a Concert in the Parking Lot similar to the Movies in the Parking Lot planned by the City and the Shoppes. All scheduled events for 2020 have been cancelled. Mrs. Armit informed the Board there will likely be an influx of weddings in 2021 at the Community Center due to all the cancellations this year. She encouraged the Board to reserve dates for 2021 as soon as possible.

DISCUSS IDEAS TO SUPPORT THE COMMUNITY

Board Members discussed events that could take place during the COVID-19 pandemic such as a virtual wine tasting since the Wine Walk cannot be held due to public gathering restrictions. Board Member Moran suggested re-writing the Foundation bylaws or having a one-time allowance to donate to other causes. After much discussion, Board Members agreed that discussions should begin with the Public Affairs Committee followed by the Strategic Planning Committee, and later brought to the Board for consideration.

DISCUSS CHARITABLE GIVING PROGRAM

Board Member Anderson presented the idea of creating a program for long term giving such as through a living trust or will. After discussion, Board Members requested this item be placed on the agenda at the next meeting. Several Board Members will meet to discuss this item and return to the Board with solid recommendations.

DISCUSS 2021-2026 STRATEGIC GOALS

Board Member Capps informed Board Members that the approved Strategic Goals document has not changed, other than new dates. New dates for the Strategic Goals document are 2021-2026. The main goal for the Foundation is to generate a 10% annual increase in income. Board Member Capps said the Foundation has averaged close to a 10% increase each year and said this amount is a guideline.

COMMITTEE REPORTS

FUND DEVELOPMENT COMMITTEE

Board Chair Rogers said he would like the Executive Committee to meet in August. He informed Board Members that although the Donor Reception is cancelled, plaques will still be made for those who donated \$2,500 or more to the Foundation. Plaques will be mailed and Community Services Senior Management Analyst Hernandez will include a note of gratitude.

BOARD COMMENTS

Pirritano: Board Member Pirritano said the City and Foundation are heading in the right direction to turn COVID-19 into a positive thing.

Moran: Board Member Moran clarified a comment from a previous discussion regarding City facilities and explained they are not profit generating and usually break even on events. She reminded all that salons are closed.

Faulhaber: Board Member Faulhaber complimented Board Member Capps for her work on the Strategic Plan.

Goodman: Board Member Goodman said Movies in the Parking Lot already sold 98 tickets and he hopes this is the first of many events like this during the pandemic.

Anderson: Board Member Anderson suggested a Trail Parade as a safe way to get kids out of the house while remaining socially distant.

Bogner: Board Member Bogner reminded everyone to stay safe and said he looks forward to seeing everyone in person.

Applebaum: Attendee Nikki Applebaum suggested the Foundation send out a letter to residents informing them of the work and accomplishments of the Foundation.

Hughes: Attendee MaryAnn Hughes said she is proud to live in Chino Hills and said it is a good community of people helping each other.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

July 13, 2020

Page 5

Rogers: Chair Rogers said the City is doing a great job adjusting to the new normal. He asked Board Members to send any ideas for supporting the community to the Public Affairs and Strategic Planning Committees.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:36 p.m. until the next meeting scheduled on September 14, 2020, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

Robyn Rogers
Community Services Department

Signed by:

Mary Faulhaber, Board Secretary
Chino Hills Community Foundation



STAFF REPORT

DATE: SEPTEMBER 14, 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 August 31, 2020.

BACKGROUND/ANALYSIS:

The Financial Report as of August 31, 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 August 31, 2020 is \$302,882.

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.
- G. The California Community Foundation, which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.

Permanently Restricted:

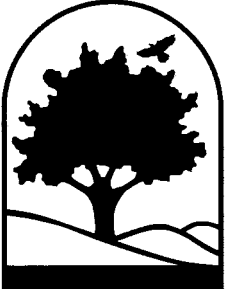
The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of August 31, 2020 is \$155,483.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of August 31, 2020

	Adopted 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)	Scholarship Funds Temporarily Restricted (H)			Endowment Fund Permanently Restricted
Operating Revenue:												
Contributions:												
Donations	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Special Events	161,100	250	-	-	-	-	-	-	-	-	250	(160,850)
Interest Income		930								402	1,332	1,332
Total Operating Revenue	161,100	6,180	-	-	-	-	-	-	-	402	6,582	(154,518)
Operating Expenses:												
Program Services:												
Adopt-A-Family Program	1,228											(1,228)
Aquatics Scholarship	3,150											(3,150)
Cultural Arts												-
Military Banner Program	7,700											(7,700)
Summer Day Camps	9,856											(9,856)
												-
Total Program Expenses	21,934	-	-	-	-	-	-	-	-	-	-	(21,934)
Supporting Services:												
Fundraising	42,200											(42,200)
Administration	11,600	24									24	(11,576)
Total Support Services	53,800	24	-	-	-	-	-	-	-	-	24	(53,776)
Total Operating Expenses	75,734	24	-	-	-	-	-	-	-	-	24	(75,710)
Interfund Transfers:												
	-	-	-	-	-	-	-	-	-	-	-	-
Changes in Net Assets	\$ 85,366	\$ 6,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402	\$ 6,558	\$ (78,808)
Net Assets, beginning of the year	513,090	296,726	15,531	2,067	21,070	12,115	2,500	3,000	5,000	155,081	513,090	
Net Assets, end of the year	<u>\$ 598,456</u>	<u>\$ 302,882</u>	<u>\$ 15,531</u>	<u>\$ 2,067</u>	<u>\$ 21,070</u>	<u>\$ 12,115</u>	<u>\$ 2,500</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 155,483</u>	<u>\$ 519,648</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of August 31, 2020

	PROGRAM SERVICES						Administration	
		2020 Wine Walk	2019 Holiday Home Tour	Volunteer Recognition	Donor Recognition	chARTS	Total	General Management
Operating Revenues:								
Contributions:								
Sales	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Donations/Sponsorships	5,000					-		5,000
Advertising			250			250		250
Other Revenues						-		-
Interest Income						-		-
	<u>5,000</u>	<u>-</u>	<u>250</u>			<u>-</u>	<u>250</u>	<u>5,250</u>
Operating expenses:								
Licenses & Permits						-		-
Memberships						-		-
Liability Insurance						-		-
Financial Services						-	24	24
Computer Services						-		-
Contractual Services						-		-
Advertising & Promotion						-		-
Printing Services						-		-
Postage						-		-
Office Supplies						-		-
Special Parts and Supplies						-		-
Concessions						-		-
Administrative Overhead						-		-
Entertainment						-		-
Catering and Refreshments						-		-
Rentals						-		-
Taxes						-		-
Scholarships, Grants & Awards						-		-
Donations						-		-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24</u>	<u>\$ 24</u>
Changes in Net Assets	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ (24)</u>	<u>\$ 5,226</u>



City of Chino Hills

MEMORANDUM

DATE: JULY 16, 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 June 30, 2020.

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

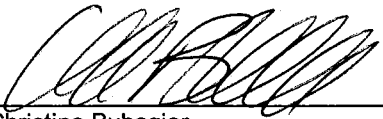
CB:rb

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

**Chino Hills Community Foundation
 Quarterly Investment Trustee Report
 For the Quarter Ending June 30, 2020**

	<u>Cost</u>	<u>Market Value</u>	<u>% Yield Earned</u>
Cash			
Citizens Business Bank - Checking Account #231170421	\$ 32,790	\$ 32,790	0.10%
Citizens Business Bank - Money Market #231368558	-	-	0.00%
Citizens Business Bank - Premium Money Market #231368590	-	-	0.00%
LAIF - Account #45-36-003	480,000	483,591	1.22%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 513,090</u>	<u>\$ 516,681</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
June 30, 2020

	Fiscal Year 19/20	Fiscal Year 18/19
Revenues:		
Fees for activities	\$ -	\$ -
Interest income	1,377	1,872
Donation contributions	163,154	160,326
Total Revenues	164,531	162,198
Expenditures:		
Memberships and certifications	240	195
Bank charges	811	1,782
Professional and contractual services	20,126	23,816
Services and supplies	18,475	26,608
Special departmental exp	24,222	201,587
Total Expenditures	63,874	253,988
Excess of revenues over (under) expenditures	\$ 100,657	\$ (91,790)
Fund Balances:		
Beginning of fiscal year	\$ 412,433	\$ 504,223
Excess of revenues over (under) expenditures	100,657	(91,790)
End of fiscal year	\$ 513,090	\$ 412,433

Idea Name		Idea Log #	
Board Member Sponsor			
Planned Start Period		Planned Finish Period	
Total Project Cost			
Current State			
Desired End State			

<p>Improve Local Facilities</p> <p>Improve current community facilities</p>	
--	--

<p>Enhance Education</p> <p>Provide opportunities for personal development and knowledge</p>	
---	--

<p>Protect Environment</p> <p>Mitigate risks to and sustain the beauty of our surroundings</p>	
---	--

<p>Promote the Arts</p> <p>Support the growth of and the exposure to the arts in the community</p>	
---	--

SPECIAL EVENTS

Concerts in the Car - Drive In

Project Number: CSSP0008
 Account Number: 1300-30-40-410-000000-XXXXXX
 Coordinator: Michael Adams

Description: The Concerts in the Car Drive-In Series is a proposed two-part concert series while meeting State and County guidelines during COVID-19. In a social distancing, drive-in only setup, participants will enjoy a band performance (R&B, Tribute, Classic Rock, etc...) from the comfort of their vehicle. Offered in October and November, concert times will be 6:00-8:15 p.m. with the band performing two, one hour sets. Participants must pre-purchase a ticket good for one vehicle and a \$10 gift card to The Shoppes good for use at any restaurant or store. The event will be run in conjunction with The Shoppes at Chino Hills who will be providing an event sponsorship.

<u>SEGMENT (OBJECT)</u>			PROPOSED BUDGET FY 20/21
Revenue:		# of cars	
	Fee		
Ticket Sales	\$ 25	140	3,500
Donation - The Shoppes	\$ 3,000		3,000
			Total Revenue 6,500
Expenses:			
CONTRACT (610015)		Cost	
Sound Operator		\$ 2,300	2,300
Stage Lighting		\$ 1,050	1,050
Band - Tribute & Genre		\$ 3,000	3,000
			Total Contractual 6,350
PARTS (620075)		Cost	# of cars
Refreshments (staff and band)			300
Cleaning Supplies			100
Shoppes Giftcards	\$ 10		140
Equipment (signs, pennants)			75
			Total Parts 1,875
OTHRNTL (630055)		Cost	
Portable Restrooms	\$ 730		730
			Total Rentals 730
			Total Expenses 8,955
Personnel:			
PT SALARIES (521010)		hourly rate	# of Hours
Rec Leader (2020)	\$ 13.71		8
			110
BENEFITS (543010)			
Retirement Benefits	2.50%		3
Medicare	1.45%		2
			4
			Total Personnel 114
		hourly rate	# of Hours
Public Works - OT	\$ 46.00		8
Medicare	1.45%		6
			Total Overtime 406
			Grand Total Personnel 520
			Grand Total Expenses 9,475
			Net Revenues Over (Under) Expenses (2,975)



ITEM #6

Charitable Giving Program

Idea Presentation

as of September 14, 2020

Idea Page - Charitable Giving Program



Idea Name	Charitable Giving Program Planning		Idea Log #	
Board Member Sponsor	Glen Anderson			
Planned Start Period	Jul-20	Planned Finish Period	Jun-21	
Total Project Cost				
Current State	<p>Currently, the Foundation’s operating budget is primarily based on signature fundraising events scheduled throughout the year. There is potential untapped donors who are open to charitable giving in lieu of purchasing tickets to a fundraising event.</p> <p>No current process exists to identify long-term giving either through Board member outreach or through the Foundation website.</p>			
Desired End State	<p>To increase donor contributions, the Foundation creates a Charitable Giving Program in order to obtain long-term funding and allow people to contribute for generations to come.</p> <ul style="list-style-type: none"> • Bequests - Trusts and Wills • Annual Giving / Living Income Giving • Grants • Gifts of Property • Society • Beneficiary Designations • Charitable Trust 			

Improve Local Facilities Improve current community facilities	X
---	---

Enhance Education Provide opportunities for personal development and knowledge	X
--	---

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

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

Planning Areas for 2020/2021 Fiscal Year



Given the current economic environment, the recommendation is to use the fiscal year to plan for the Charitable Giving Program and not rush to execute immediately

Target Area	Description	Examples	Board Committees To Address
Community Outreach	Enhance the existing content to appeal to a variety of potential donors	<ul style="list-style-type: none"> • Brochure enhancement - include donor-specified options (frequency, specific programs) • Consider a separate Giving Society 	<ul style="list-style-type: none"> • Public Affairs • Fund Development • Volunteer
Bequests	Charitable bequests combine philanthropy and tax benefits for the donor. They are gifts that are made as part of a will or trust	<ul style="list-style-type: none"> • Fixed gift amount • Specific gifted item • A residuary amount after all bequests, debts and taxes paid • A gift upon condition of a certain event 	<ul style="list-style-type: none"> • Fund Development • Finance • Volunteer
Grants	Grants are non-repayable funds given by one party, often a government department, corporation, foundation or trust, to a recipient, often a nonprofit entity, educational institution, business or an	<ul style="list-style-type: none"> • Government – <ul style="list-style-type: none"> • Federal • Corporate <ul style="list-style-type: none"> • Bank of America • Coca Cola <p>See Appendix for web links to a few sources</p>	<ul style="list-style-type: none"> • Finance • Fund Development • Volunteer
Next Steps			Target Date
<ul style="list-style-type: none"> • Identify Board leaders for each target area • Identify knowledgeable volunteers able to help • Meet at least once to brainstorming and plan (can leverage Pepperdine Foundation's setup) • Provide a status update at the next Board Meeting 			November Board Meeting



Appendix

Web Links



Grants

Government –

- Federal – grant.gov
- California - <https://www.cfcc.ca.gov/grant-program/>

Corporate

- <https://www.fundraiserhelp.com/corporate-grants-source-list.htm>

Examples of Charitable Giving Programs

Pepperdine:

<https://www.pepperdine.edu/giving/how/estate-and-gift/>

Dartmouth:

<https://giftplanning.dartmouth.edu/bequests>

Amherst:

<https://giftplanning.amherst.edu/why-give/support-our-mission/bequest-language>

Community Outreach – Establishing a Giving Group



Example Draft Description: “The Preservation Society”

A Chino Hills partnership with all our citizens to maintain and enhance the quality of life in Chino Hills for generations to come by supporting the Arts, Green initiatives and the general health & well-being of residents.

Donations of all types including cash, trust designations, and property can be assigned per the donor’s designation, and help us develop a charitable fund that build for our future.

The new Preservation Society will be managed through our existing Chino Hills Community Foundation and will launch in XXXX. The Preservation Society will strive to create increased financial resources to help support key initiatives of the Chino Hills Community Foundation and the City of Chino Hills.

Memberships will be open to all Chino Hills residents based on their interest & contributions. No donation is too small or too large to help support our plans for the future.

We need you to please join us today and support the Preservation Society.

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	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			
JULY	13 Board Meeting	12 Board Meeting	11 Board Meeting
AUGUST	*** 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.		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 Concert Series #3 - Barbara Morrison Wine Walk	Volunteer Recognition may be cancelled/re-imagined due to event cancellations in 2020	