

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

NOVEMBER 18, 2019
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 4:00 p.m.

ROLL CALL

PRESENT:

BOARD MEMBERS:

PETER ROGERS

BILL HUGHES

DELINIA LEWIS

SPENCER BOGNER

PETER PIRRITANO

CYNTHIA MORAN

SYLVIA NASH

DARRYLL GOODMAN

KATHLEEN SMITH

ABSENT:

BOARD MEMBERS:

DARRIN LEE

DAVID KRAMER

DAN CAPENER

GLEN ANDERSON

GRACE CAPPS

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR
SYLVIA SALAS-RUFF, COMMUNITY SERVICES ADMIN. ASST. II

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Kathleen Smith led the Assembly for the Pledge of Allegiance.

PUBLIC COMMENTS

None

INTRODUCTION OF ASSISTANT CITY MANAGER ROD HILL

Board Member Cynthia Moran introduced Assistant City Manager Rod Hill to the Board. Board Members also introduced themselves to Assistant City Manager Rod Hill.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

DISCUSS APPOINTMENT OF NEW BOARD MEMBER MARY FAULHABER

The Executive Committee recommends the appointment of Mary Faulhaber to the Board.

Motion was made by Board Member Darryll Goodman and seconded by Board Member Kathleen Smith to approve the appointment of Mary Faulhaber to the Board.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

OPEN NOMINATION PROCESS AND APPOINT SECRETARY POSITION ON EXECUTIVE BOARD

Chair Peter Rogers opened the floor for nominations for Secretary on the Executive Board. Board Member Cynthia Moran nominated Delinia Lewis for Secretary.

Motion was made by Board Member Cynthia Moran and seconded by Board Member Darryll Goodman to approve the appointment of Delinia Lewis as Secretary on the Executive Board.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

APPROVE SEPTEMBER 9, 2019 FOUNDATION MEETING MINUTES

Motion was made by Board Member Peter Pirritano and seconded by Board Member Bill Hughes to approve the meeting minutes, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, LEWIS, NASH, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: BOGNER.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

November 18, 2019

Page 3

APPROVE FISCAL YEAR 2018/19 AUDIT REPORT

Board Members received a draft Audit Report for review.

Motion was made by Board Member Bill Hughes and seconded by Board Member Sylvia Nash to approve the Fiscal Year 2018/19 Audit Report.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF JUNE 20, 2019

Board Members received a copy of the Quarterly Investment Report.

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

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

RECEIVE AND FILE FINANCIAL REPORT AS OF OCTOBER 31, 2019

Board Members received a copy of the Financial Report.

Motion was made by Board Member Spencer Bogner and seconded by Board Member Darryll Goodman to receive and file the Financial Report.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

APPROVE TRANSFER TO THE ENDOWMENT FUND

Board Members approved a transfer of \$10,000 to the Endowment Fund from funds raised at the 2019 Wine Walk.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

November 18, 2019

Page 4

Motion was made by Board Member Kathleen Smith and seconded by Board Member Sylvia Nash to transfer \$10,000 to the Endowment Fund.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

DISCUSS MILITARY BANNER SPONSORSHIP PROGRAM

Staff presented six options for a Military Banner Sponsorship Program to the Board for consideration. This item was reviewed by the Strategic Planning Committee whose recommendation to the Board was to support option number one, which would provide a 50% subsidy for new Military Banners, and a 100% subsidy for replacement banners. Board Members requested that some type of marketing be done to illustrate that the Foundation is sponsoring the program. Staff proposed creating marketing banners with the Foundation logo be placed on light poles alongside the military banners.

Motion was made by Board Member Cynthia Moran and seconded by Board Member Sylvia Nash to support option one of the Military Banner Sponsorship Program in the amount of \$7,680, plus the additional funds necessary to create marketing banners with the Foundation logo.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, PIRRITANO, HUGHES, GOODMAN, NASH, LEWIS, BOGNER, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: ANDERSON, CAPENER, KRAMER, CAPPS, LEE.

REVIEW EVENT CALENDAR

Board members provided updates for the event calendar. The Donor Recognition event will be held on either February 29, March 7 or March 14, 2019.

DISCUSS DONOR RECOGNITION POLICY

Board Members reviewed the redlined Donor Recognition Policy. After discussion, the Board opted to agendaize this item at a future Board Meeting. Senior Management Analyst Alma Hernandez will provide a comparison chart of the different donation levels and their values to the Fund Development Committee for further discussion.

CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

November 18, 2019

Page 5

COMMITTEE REPORTS

FUND DEVELOPMENT COMMITTEE

Chair Peter Rogers informed Board Members that Wine Walk was successful and over 1,100 tickets sold. Chair Rogers thanked the Shoppes for their help.

Board Member Sylvia Nash provided an update on Holiday Home Tour. Pre-tours are scheduled and all homes are decorated. Almost \$35,000 has been raised thus far. There are 13 businesses donating food to the event. Harkins Theater is advertising the Holiday Home Tour in an estimated amount of \$2,200 thanks to Cynthia Moran.

BOARD COMMENTS

Nash: Board Member Sylvia Nash said she brought her husband to the Los Serranos Park Grand Opening, and he was impressed by the entire event. Board Member Nash said it was well attended and the park is beautiful.

Moran: Board Member Moran asked for a Press Release regarding the Community Foundation donation to Los Serranos Park. She also informed the Board about an app called Anedot that raises funds through social media and suggested the Board look into using the app to raise money.

Pirritano: Board Member Pirritano thanked Sylvia Nash, Delinia Lewis, and Kathleen Smith for being on his committee.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:20 p.m. until the next meeting scheduled on January 13, 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