



A G E N D A

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, NOVEMBER 9, 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 November 9, 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
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 September 14, 2020 Foundation Meeting Minutes.
3. Receive and file Financial Report as of October 31, 2020.
4. Receive and file Quarterly Investment Report as of September 30, 2020.
5. Discuss appointment to the Public Art Committee
6. Discuss Inclusive Playground Equipment Donation Request
7. Discuss Donor Recognition Policy
8. Discuss Foundation Logo Redesign
9. Review calendar

COMMITTEE REPORTS

BOARD COMMENTS

ADJOURNMENT:

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

SEPTEMBER 14, 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 4:00 p.m.

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	PETER ROGERS	CYNTHIA MORAN
	SYLVIA NASH	PETER PIRRITANO
	MARY FAULHABER	BILL HUGHES
	DAN CAPENER	KATHLEEN SMITH
	GLEN ANDERSON	GRACE CAPPS
	DARRIN LEE	DARRYLL GOODMAN – ARRIVED AT 4:36
	DAVID KRAMER – ARRIVED AT 4:26	

ABSENT:	BOARD MEMBERS:	
	SPENCER BOGNER	DELINIA LEWIS

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
ROBYN ROGERS, FOUNDATION SECRETARY

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Bill Hughes led the Assembly for the Pledge of Allegiance.

FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR

APPROVE JULY 13, 2020 FOUNDATION MEETING MINUTES

Motion was made by Board Member Sylvia Nash 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, CAPENER, FAULHABER, LEE, NASH, SMITH, PIRRITANO, HUGHES.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: BOGNER, GOODMAN, KRAMER, LEWIS

RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF AUGUST 31, 2020

Board Members received a copy of the Preliminary Financial Report. Senior Management Analyst Alma Hernandez informed the Board that a donation was received from the Applebaum Family in an unrestricted amount of \$5,000.

Motion was made by Board Member Peter Pirritano and seconded by Board Member Glen Anderson to receive and file the Preliminary Financial Report.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, CAPPS, CAPENER, FAULHABER, LEE, NASH, SMITH, PIRRITANO, HUGHES.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: BOGNER, GOODMAN, KRAMER, LEWIS

RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF JUNE 30, 2020

Board Members received a copy of the Quarterly Investment Report. Senior Management Analyst Alma Hernandez informed the Board that the first month of the LAIF Investment yielded 1.22%.

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, ANDERSON, CAPPS, CAPENER, FAULHABER, LEE, NASH, SMITH, PIRRITANO, HUGHES.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: BOGNER, GOODMAN, KRAMER, LEWIS

DISCUSS SPONSORSHIP OF “CONCERTS IN THE CAR” EVENT

Chair Peter Rogers informed the Board that the City is hosting a “Concerts In The Car” event is scheduled for Saturday, October 10, 2020. He said there will be approximately 140 cars allowed and the cost is \$25, with a \$10 Shoppes gift card included. The Shoppes is donating \$3,000 to the event. Staff is requesting and additional \$3,000 from the Foundation to cover additional costs.

After discussion, motion was made by Board Member Glen Anderson and seconded by Board Member Darrin Lee to sponsor Concerts In The Car events in the amount of \$3,000.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: BOGNER, GOODMAN, LEWIS

DISCUSS CHARITABLE GIVING PROGRAM

Board Member Grace Capps presented the Charitable Giving Program that will focus on long-term funding such as bequests and grants. After discussion, and without formal motion, the Board decided that Board Member Capps would meet with various committee chairs to develop action items and return the item to a future meeting with a recommendation.

REVIEW CALENDAR

Chair Peter Rogers said the calendar is a working calendar in the near term as some events may not be possible due to COVID-19. Board Member Sylvia Nash said the Home Tour may not be possible as she is having trouble gaining access to homes. Senior Management Analyst Alma Hernandez reminded the Board to reserve dates, or at least put on hold, for the 2020 Concert Series as dates may fill up quickly once restrictions are lifted.

COMMITTEE REPORTS

VOLUNTEER COMMITTEE

Board Member Mary Faulhaber said the committee met to discuss a route for the future, a volunteer waiver, volunteer insurance, a volunteer policy or code of conduct, ways to keep in touch with volunteers on a regular basis, and advertising for volunteers.

FUND DEVELOPMENT COMMITTEE

Board Chair Rogers reminded the Board that the Kramer Family, along with the Applebaum Family, donated \$5,000 to the general fund. Board Member David Kramer suggested student participation in the Foundation by donating one dollar to a project of their choice. Chair Rogers informed the Board that plaques were mailed to donors who gave \$2,500 or more. He said the Foundation logo is being re-branded.

BOARD COMMENTS

Moran: Board Member Moran suggested sending out a joint press release when donations are accepted.

Pirritano: Board Member Pirritano said the Foundation is headed in the right direction and said everyone needs to stick together to make new ideas work. He thanked Board Member Capps for her work on the Charitable Giving Program.

Anderson: Board Member Anderson said Board Member Capps did a great job developing the Charitable Giving Program.

Kramer: Board Member Kramer suggested reaching out to high school art departments to have students help design a new logo for the Foundation. He also would like to see a peaceful meeting on one of the football fields for residents with differing opinions to meet and shake hands.

Capps: Board Member Capps asked that the Concerts in the Car social media and signage be updated to reflect the Foundation as a sponsor.

Lee: Board Member Lee would like to see more youth involvement with the Foundation to give youth a sense of ownership in the community.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:34 p.m. until the next meeting scheduled on November 9, 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: NOVEMBER 9, 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 October 31, 2020.

BACKGROUND/ANALYSIS:

The Financial Report as of October 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 October 31, 2020 is \$301,068.

Temporarily Restricted:

These funds are donations which the donor has designated or restricted the use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The board, at the March 2016 meeting, approved a donation of \$10,000; at the September 2019 meeting, an additional \$6,700 was approved.
- B. Brighton – Brighton Collectibles designated these funds to only be used for Children's Art programs.

- C. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.
- D. Trails Enhancement Program – The board, at the March 2016 board meeting, approved a donation in the amount \$50,000 to the City of Chino Hills for enhancements to the City’s trails; at the September 2018 board meeting, an additional \$25,000 was approved.
- E. S.B. County – In May 2019, Supervisor Curt Hagman donated \$2,500 to the Chino Hills Community Foundation. This donation was given with a restriction, but details are pending.
- 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:

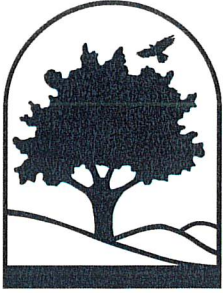
The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is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

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of October 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		936								402	1,338	1,338
Total Operating Revenue	161,100	6,186	-	-	-	-	-	-	-	402	6,588	(154,512)
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	656				-					656	(41,544)
Administration	11,600	1,188									1,188	(10,412)
Total Support Services	53,800	1,844	-	-	-	-	-	-	-	-	1,844	(51,956)
Total Operating Expenses	75,734	1,844	-	-	-	-	-	-	-	-	1,844	(73,890)
Interfund Transfers:	-	-	-	-	-					-	-	-
Changes in Net Assets	\$ 85,366	\$ 4,342	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402	\$ 4,743	\$ (80,623)
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>\$ 301,068</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>\$ 517,833</u>	

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

	PROGRAM SERVICES							Administration	
		2020 Wine Walk	2019 Holiday Home Tour	Volunteer Recognition	Donor Recognition	chARTS	Total	General Management	Total
Operating Revenues:	Donations								
Contributions:									
Sales	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
Donations/Sponsorships	5,000						-		5,000
Advertising			250				250		250
Other Revenues							-		-
Interest Income	1,338						-		1,338
	<u>6,338</u>	<u>-</u>	<u>250</u>			<u>-</u>	<u>250</u>	<u>-</u>	<u>6,588</u>
Operating expenses:									
Licenses & Permits							-		-
Memberships								25	25
Liability Insurance							-	904	904
Financial Services							-	68	68
Computer Services							-	125	125
Contractual Services							-		-
Advertising & Promotion							-		-
Printing Services					22		22		22
Postage					68		68		68
Office Supplies							-	67	67
Special Parts and Supplies					567		567		567
Concessions							-		-
Administrative Overhead							-		-
Entertainment							-		-
Catering and Refreshments							-		-
Rentals							-		-
Taxes							-		-
Scholarships, Grants & Awards							-		-
Donations							-		-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 656</u>	<u>\$ -</u>	<u>\$ 656</u>	<u>\$ 1,188</u>	<u>\$ 1,844</u>
Changes in Net Assets	<u>\$ 6,338</u>	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$ (656)</u>	<u>\$ -</u>	<u>\$ (406)</u>	<u>\$ (1,188)</u>	<u>\$ 4,744</u>



City of Chino Hills

MEMORANDUM

DATE: OCTOBER 21, 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 September 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 September 30, 2020**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 37,170	\$ 37,170	0.10%
Citizens Business Bank - Money Market	-	-	0.00%
Citizens Business Bank - Premium Money Market	-	-	0.00%
LAIF	481,329	483,309	0.69%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 518,799</u>	<u>\$ 520,779</u>	

Blended Yield of Cash and Investments	0.64%
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Benchmarks:	
LAIF	0.69%
6mo U.S. Treasury	0.11%
2yr U.S. Treasury	0.13%
5yr U.S. Treasury	0.28%

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
September 30, 2020

	<u>Fiscal Year 20/21</u>	<u>Fiscal Year 19/20</u>
Revenues:		
Fees for activities	\$ -	\$ -
Interest income	1,338	1,377
Donation contributions/Other Revenues	5,250	163,154
Total Revenues	<u>6,588</u>	<u>164,531</u>
Expenditures:		
Memberships and certifications	25	240
Bank charges	68	811
Professional and contractual services	70	20,126
Services and supplies	149	18,475
Special departmental exp	567	24,222
Total Expenditures	<u>879</u>	<u>63,874</u>
Excess of revenues over (under) expenditures	<u>\$ 5,709</u>	<u>\$ 100,657</u>
Fund Balances:		
Beginning of fiscal year	\$ 513,090	\$ 412,433
Excess of revenues over (under) expenditures	5,709	100,657
End of fiscal year	<u>\$ 518,799</u>	<u>\$ 513,090</u>



STAFF REPORT

DATE: NOVEMBER 9, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES SUPERVISOR

SUBJECT: PUBLIC ART COMMITTEE MEMBER APPOINTMENT

RECOMMENDATION:

Appoint a chARTS committee member to serve on the City of Chino Hills' Public Art Committee.

BACKGROUND/ANALYSIS:


At the October 28 City Council meeting, the Public Art Committee (PAC) was established to include two members of the City Council, two members of the Parks and Recreation Commission, and one member of the Community Foundation's chARTS Committee.

The PAC will be responsible for reviewing artwork submissions on an annual basis. Selected artwork will eventually become displays on utility boxes throughout the city. Initially, the PAC will meet in January 2021 to determine the first round of selections from an internal library of photos and subsequently will meet annually in December to select the next year's round of ten art pieces to display.

Idea Page

Idea Name	Crossroads Park All inclusive Playground	Idea Log #	
Board Member Sponsor			
Planned Start Period	12/01/2020	Planned Finish Period	06/30/2021
Total Project Cost	\$ 98,700		
Current State	The Crossroads Park playground is in need of replacement.		
Desired End State	<p>For some time staff has discussed the possibility of replacing the existing playground with an all-inclusive playground that can accommodate “any” user. An all-inclusive playground would be one of a kind in the City. Yes all City playgrounds are accessible but not all are inclusive to the needs of all.</p> <p>Game Time is one of two City “standard” companies that provides playground equipment. They have a special Grant Program that reduces the costs of playground equipment. Attached is a cost estimate of \$98,627.11 for the proposed all-inclusive playground for Crossroads Park. Also attached are pictures of the proposed playground for your review. The big difference between all-inclusive playgrounds from other playgrounds you see throughout Chino Hills is the amount of ramping included as part of the design. Ramping allows those in wheelchairs or those that use crutches a way of gaining access to all playground amenities.</p> <p>The cost estimate is for equipment only, not installation nor surfacing for which the City will need to find additional funding, which would make the Foundation’s donation like the one made for Los Serranos Park. The hope is that the City will be able to use grant funding to pay for all other items, which staff has preliminarily identified.</p> <p>This project could check yet another box of successful projects funded by the Foundation.</p>		

Improve Local Facilities
 Improve current community facilities



Enhance Education
 Provide opportunities for personal development and knowledge

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

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

Crossroads Park Playground-Project 73379-02-Opt 3
Chino Hills, CA



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com



**Crossroads Park Playground-Project 73379-02-Opt 3
Chino Hills, CA**



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

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Crossroads Park Playground-Project 73379-02-Opt 3
Chino Hills, CA

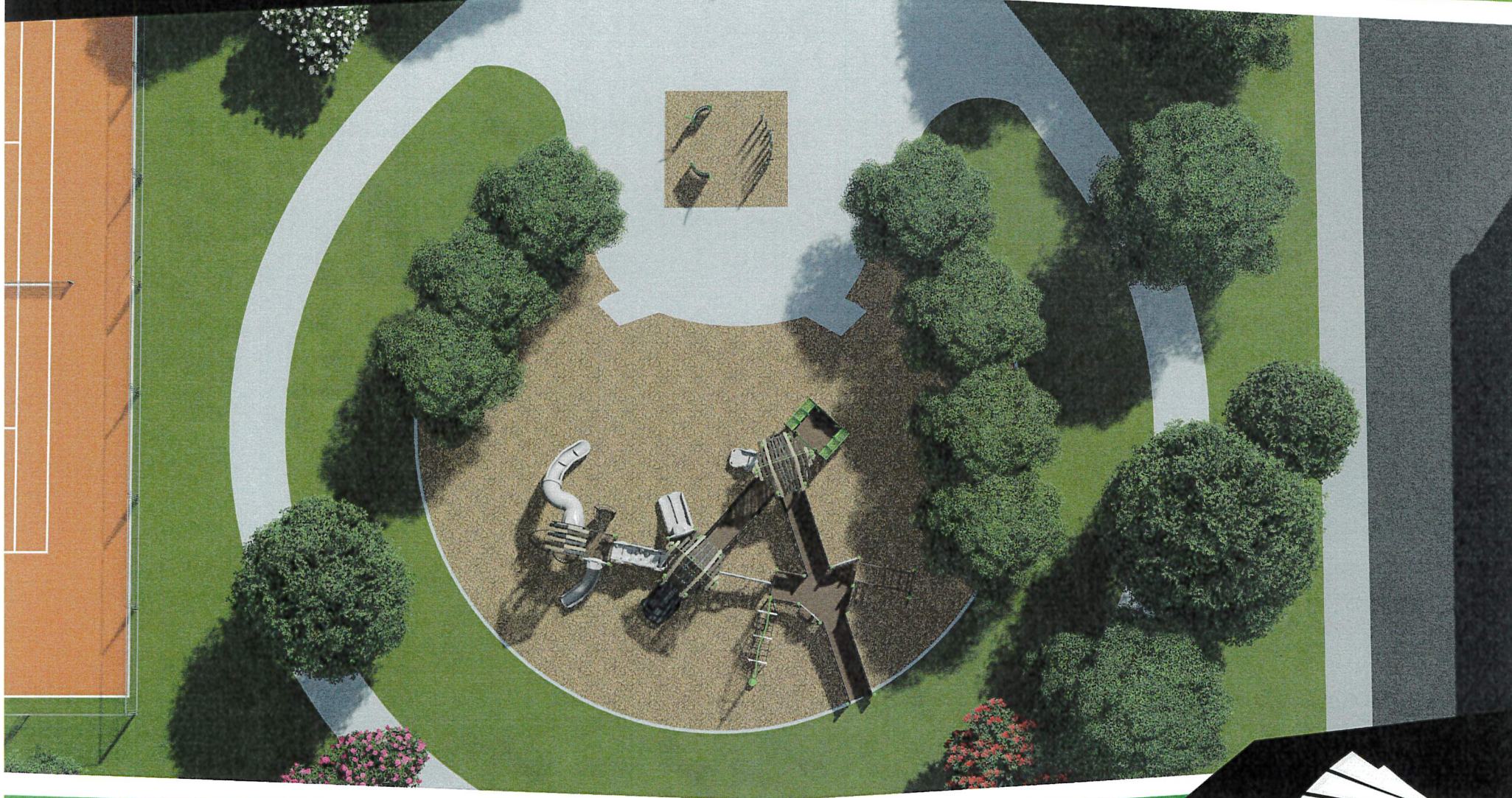


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Crossroads Park Playground-Project 73379-02-Opt 3
Chino Hills, CA



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STAFF REPORT

DATE: NOVEMBER 9, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: DONOR RECOGNITION POLICY

RECOMMENDATION:

Provide direction on the Donor Recognition Policy.

BACKGROUND/ANALYSIS:

The Fund Development committee presented the Donor Recognition Policy to the Foundation board on November 18, 2019. Below is an excerpt from the minutes from that meeting:

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

Donor Recognition Policy

Purpose

The purpose of this policy is to provide guidelines and establish procedures for the recognition of donations made to the Chino Hills Community Foundation (CHCF). Acknowledgement and accounting of all cash, equipment, in-kind services, or materials donated to the Foundation shall be made in accordance with the procedures in this policy.

Grants received by the Foundation in the ordinary course of business shall not be treated as donations and shall not be subject to this Policy.

Policy

1. Definitions

- a. Donation – A donation may consist of cash, real property (land), or in-kind contribution that is given without return consideration.
- b. In-Kind Contribution - any item or object other than cash or real property, which would serve a useful purpose in the provision of Foundation services
- c. Restricted Donation - a donation for a specified purpose indicated by the donor.
- d. Unrestricted Donation - a donation without any specific intent or purpose indicated by the donor for its use.
- e. Memorial Donations- a donation given to preserve the memory and to honor a deceased person(s) or an event that occurred in the past.
- f. Deferred Gift – A deferred gift is any charitable gift arrangement where the foundation's use of the gift is delayed to some future time. Some of these gifts may be revocable.

CHINO HILLS COMMUNITY FOUNDATION

Donor Recognition Policy

Date ~~Adopted~~ Amended: ~~September 12 2016~~ November 18, 2019

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

3. The levels of major **annual** giving and recognition are as follows:

"Platinum Friend" \$20,000 - \$99,999

Invitation to Donor Recognition (10 guests)

~~640~~ tickets to Home Tour*

4 Music Event Tickets

10 VIP tickets to Wine Walk* ~~and EnCork*~~

Individual or company name displayed on all advertising materials including event programs.

Exclusive 2' x 4' banner at Foundation events depicting sponsorship level

Recognition on the ~~Chino Hill Community Foundation website, City of Chino Hills' website,~~ quarterly City of Chino Hills Recreation Guide & City News ~~as nd Recreation Brochure, and local newspapers serving the Chino Valley~~

Recognition on the Donor Wall at the Chino Hills Community Center

"Gold Friend" \$10,000 - \$19,999

Invitation to Donor Recognition (6 guests)

~~58~~ tickets to Home Tour*

3 Music event tickets

8 VIP tickets to Wine Walk* ~~and EnCork*~~

Individual or company name displayed on all advertising materials including event programs.

Recognition on the City of Chino Hills Community Foundation' website, quarterly

City of Chino Hills Recreation Guide & City News ~~News and Recreation Brochure, and local newspapers serving the Chino Valley~~

Recognition on the Donor Wall at the Chino Hills Community Center

"Silver Friend" \$5,000 - \$9,999

Invitation to Donor Recognition (4 guests)

~~46-8~~ tickets to Home Tour*

2 Music event tickets

~~6-8~~ VIP tickets to Wine Walk* ~~and EnCork*~~

Recognition on the ~~City of Chino Hills' website~~ Chino Hills Community

Foundation website, quarterly City of Chino Hills Recreation Guide & City News ~~News and Recreation Brochure, and local newspapers serving the Chino Valley~~

Recognition on the Donor Wall at the Chino Hills Community Center

CHINO HILLS COMMUNITY FOUNDATION

Donor Recognition Policy

Date ~~Adopted~~ Amended: ~~September 12 2016~~ November 18, 2019

"Bronze Friend" \$2,500 - \$4,999

Invitation to Donor Recognition (2 guests)

Choice of 4 tickets to Home Tour* or 4 VIP tickets Wine Walk* and 2 music event tickets and EnCork*

Recognition in the quarterly City of Chino Hills Recreation Guide & City News and Recreation Brochure, ~~and local newspapers serving the Chino Valley~~

Recognition on the Donor Wall at the Chino Hills Community Center

"Copper Friend" \$1,000 - \$2,499

Invitation to Donor Recognition (2 guests)

Choice of 2 tickets to Home Tour* or 2 VIP tickets to Wine Walk* ~~and EnCork*~~

Recognition in the quarterly City of Chino Hills Recreation Guide & City News and Recreation Brochure

Recognition on the Donor Wall at the Chino Hills Community Center

*Events may be subject to change, similar value for new event will be honored.

4. Unrestricted cash gifts will be recognized as outlined above.
5. Gifts in-kind will be recognized as follows:
 - a. Home Tour*
 - i. The value of the Homeowner "donating" the use of their home for the event will be estimated at \$1,000. Homeowners will receive an invitation to the donor's reception, but their donation will not be counted as part of the Donor Wall's annual donations.
 - ii. Event sponsorships will be included as part of the Donor Wall's donation.
 - iii. Raffle, Live and Silent Auction items will be valued at market value at the time the donation was made. Live and Silent Auction donations will be included as part of the Donor Wall donations.
 - b. Wine for Wine Walk*
 - i. The value of the Shoppes@ Chino Hills hosting the Wine Walk will be valued at \$2,500. Donation will be included as part of the Donor Wall donations.
 - ii. Event sponsorships will be included as part of the Donor Wall's donation.
 - iii. Raffle, Live and Silent Auction items donated will be valued at market value at the time the donation was made. ~~Donation of wine for the EnCork Auction will be included as part of the Donor Wall's annual donations. In addition, live and silent auction donated~~ items will be included as part of the Donor Wall donations.

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6. Donation of services will be recognized as special “sponsors” and listed on the Foundation’s website. Donated services include, but not limited to, legal, accounting, and other professional services, donating office space, donating free use of equipment such as computers. To be recognized, the contributed services must create or enhance nonfinancial assets or require specialized skills, are provided by individuals possessing those skills (e.g. carpenters, doctors, and accountants) and would typically need to be purchased if not provided by donation.
7. Pledges will be recognized for their total value at the time they are made, provided the total gift will be received within a six month period, to be approved by the Fund Development Committee.
8. Memorial Donations may be recognized in one of two ways:
 - a. The donor may have the value of the gift added to his/her cumulative giving total, the recognition for which will be in his/her name.

OR

- b. The donor may request that the gift be recognized “In Memory of” the deceased.
 - c. “In Honor of” Donors may request that their donations be recognized “in honor of” another individual, organization or event.
9. Restricted donations may be made to the Foundation in cash or by in-kind contributions for specific purposes. The Board shall review the conditions of the restrictive donations and determine if the benefits derived from the donation warrant its acceptance.
 - a. Restricted funds may only be spent for the purpose to which they are designated.
 - b. If at any time the Foundation accepts custody of designated funds and does not intend to use the funds for the purposes designated, the Foundation shall return the monies to the donor.
 - c. Restricted donations of cash or in-kind contributions under \$10,000 may be accepted by the Foundation Chair.
 - d. Restricted donations of cash or in-kind contributions in the amount of \$10,000 or above shall be presented to the Board for acceptance.
10. Donors’ requests to remain anonymous will be honored
11. Deferred Gifts

- a. Charitable Bequest – This is a deferred revocable gift made through a will. It can include cash, real estate, securities, and retirement plan accumulations. Donors that inform the Foundation of their bequest intentions will be recognized at the time of death and will receive recognition at the appropriate level.
- b. Charitable Remainder Trust – This is an irrevocable deferred gift. The donor transfers assets to a trust that names the Foundation as the remainder beneficiary. The donor or someone named by the donor is the income beneficiary of the trust for life or a specific term. The donor will receive a receipt calculated on present value of the gift at the time of transfer. The donor will be recognized at the time of death of the donor and will receive recognition at the actual remainder amount.
- c. Gift of Residual Interest – This is an irrevocable deferred gift. The donor transfers ownership of personal property to the Foundation but continues to use the property during his or her lifetime. The donor receives a receipt for the present value of the property at the time of transfer. The donor will be recognized at the time of death and the donor will receive recognition at the actual residual amount received by the Foundation.
- d. Life Insurance (New: Charity is the beneficiary only) – This is a deferred gift. A donor informs the Friends that they have been named beneficiary only of a new life insurance policy. The donor pays premiums annually and no receipts are produced. When the donor dies, the charity receives the death benefit, a tax receipt is produced for this amount, and the donor is recognized for the amount received.
- e. Life Insurance (New: Charity is the owner and beneficiary) – This is a deferred gift. A donor pays premiums annually for which receipts are given. When the donor dies, the charity receives the death benefit. No tax receipt is produced for this amount. The donor will not be recognized for premiums paid. At death the donor will receive recognition at appropriate level.
- f. RRSP/RRIF – This is a revocable deferred gift. The donor names the charity as beneficiary and the balance remaining at the donor's death is paid to the charity. The donor's estate receives a tax receipt for that amount. Donors that inform the Foundation of their beneficiary designation will be recognized at death and will receive naming recognition for amount received.
- g. Strip Bonds – This is an irrevocable deferred gift. The donor contributes strip bonds that have a maturity date. The Foundation provides the donor with a receipt for the current value of the bonds. Upon maturity of the bonds the donor will be recognized for the maturity value of the bonds.

12. Charitable Gift Annuity

The donor contributes an amount to the Foundation that in turn uses a portion to purchase an annuity from a life insurance company and keeps

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the remaining amount as a gift. A tax receipt is issued for a portion of the gift amount. The donor will be recognized for the actual net amount received by the Foundation. In some instances the donor may subscribe to an annuity that requires payments be made for a number of years and names the Foundation as beneficiary. In these instances the donor at death, will receive naming recognition for any additional amounts received.

Value of Items Received
per Proposed Donor Recognition Policy

# of event tickets	# of drink tickets	Value	# of event tickets	Value	# of event tickets	Value	Total Value Received	Net Donation Amount	% of value received
(total for 3 concerts) Concert Series			(VIP Tickets) Wine Walk		Home Tour		Grand Total		
\$10.00	\$5.00		\$75.00		\$40.00				

Donation Levels

\$ 20,000 +	4	0	\$ 40	10	\$ 750	6	\$ 240	\$ 1,030	\$ 18,970	5%
\$ 10,000 - \$ 19,999	3	0	\$ 30	8	\$ 600	5	\$ 200	\$ 830	\$ 9,170	8%
\$ 5,000 - \$ 9,999	2	0	\$ 20	8	\$ 600	4	\$ 160	\$ 780	\$ 4,220	16%
\$ 2,500 - \$ 4,999 choice of tickets	2	0	\$ 20	4	\$ 300			\$ 320	\$ 2,180	13%
	2	0	\$ 20			4	\$ 160	\$ 180	\$ 2,320	7%
\$ 1,000 - \$ 2,499 choice of tickets				2	\$ 150			\$ 150	\$ 850	15%
						2	\$ 80	\$ 80	\$ 920	8%

Value of Items Received
per Special Event Sponsor Forms

Sponsor Level	# of event tickets	# of drink tickets	Total Value Received	Net Donation Amount	% of value received	# of event tickets	Total Value Received	Net Donation Amount	% of value received	# of event tickets	Total Value Received	Net Donation Amount	% of value received
	Concert Series (total for 3 concerts)					Wine Walk (VIP Tickets)				Home Tour			
	\$10.00	\$5.00				\$75.00				\$40.00			
\$ 5,000.00	N/A	N/A	N/A	N/A	N/A	8	\$600.00	\$ 4,400.00	12%	N/A	N/A	N/A	N/A
\$ 2,500.00	30	15	\$375.00	\$ 2,125.00	15%	4	\$300.00	\$ 2,200.00	12%	4	\$160.00	\$ 2,340.00	6%
\$ 1,500.00	18	9	\$225.00	\$ 1,275.00	15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$ 1,000.00	12	6	\$150.00	\$ 850.00	15%	2	\$150.00	\$ 850.00	15%	2	\$80.00	\$ 920.00	8%
\$ 500.00	6	6	\$90.00	\$ 410.00	18%	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A



STAFF REPORT

DATE: NOVEMBER 9, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

SUBJECT: LOGO REDESIGN

RECOMMENDATION:

Provide direction on the proposed new Chino Hills Community Foundation logo.

BACKGROUND/ANALYSIS:

Staff is proposing a redesign of the current logo.



Dear John Doe,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ut fermentum magna. a ultricies est. Etiam quis nunc quis nunc augue rutrum. In hac habitasse platea dictumst. Cras eget nunc quis sem imperdiet varius.



Peter J. Rogers, C
Cynthia Moran, J
Vacant, Secretar
Peter Pirritano, Tr
Glen Anderson
Spenser Bagner
Dan Capener
Grace Capps
Darryll Goodman
Darryl Hughes
Bill Kramer
David Lee
Darin Lee
Delinia Lewis
Sylvia Nash
Kathleen Smith



Peter J. Rogers
CHAIRMAN

CHINO HILLS
COMMUNITY FOUNDATION





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	