



# A G E N D A

CHINO HILLS COMMUNITY FOUNDATION  
REGULAR MEETING  
MONDAY, JULY 13, 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 July 13, 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](mailto: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 May 11, 2020 Foundation Meeting Minutes.
3. Receive and file Preliminary Financial Report as of June 30, 2020.
4. Appoint Board Members to the following committees for fiscal year 2020-2021:

Board Development	Finance & Investment	Fund Development
Public Affairs	Strategic Planning	Volunteer
5. Review FY 2019-2020 Preliminary Donor List
6. Discuss events for 2020 and review calendar.
7. Discuss ideas to support the community.
8. Discuss Charitable Giving Program.
9. Discuss 2021-2026 Strategic Goals

**COMMITTEE REPORTS****BOARD COMMENTS****ADJOURNMENT:**

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

**MAY 11, 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
	DARRIN LEE	SYLVIA NASH
	MARY FAULHABER	DAN CAPENER
	SPENCER BOGNER	KATHLEEN SMITH
	GLEN ANDERSON	GRACE CAPPS
	DARRYLL GOODMAN	DAVID KRAMER
	BILL HUGHES	PETER PIRRITANO
	DELINIA LEWIS	

ABSENT: BOARD MEMBERS:

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

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

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

### **PUBLIC COMMENTS**

None.

### **FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR**

**APPROVE MARCH 9, 2020 FOUNDATION MEETING MINUTES**

Motion was made by Board Member Darryll Goodman and seconded by Board Member Sylvia Nash 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, LEWIS, KRAMER, PIRRITANO, HUGHES

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NONE.

**ELECTION OF OFFICERS**

Nominations were opened for the Chair, Vice Chair, Secretary, and Treasurer positions to the Executive Board.

Motion was made by Board Member Glen Anderson and seconded by Board Member Dan Capener to nominate Peter Rogers for Chair, Cynthia Moran for Vice Chair, Mary Faulhaber for Secretary, and Peter Pirritano for Treasurer.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NONE.

**RECEIVE AND FILE FINANCIAL REPORT AS OF APRIL 30, 2020**

Board Members received a copy of the Quarterly Investment Report.

Motion was made by Board Member Cynthia Moran and seconded by Board Member Delinia Lewis 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, LEWIS, KRAMER, PIRRITANO, HUGHES

NOES: BOARD MEMBERS: NONE.

## CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

May 11, 2020

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ABSENT: BOARD MEMBERS: NONE.

### **RECEIVE AND FILE QUARTERLY INVESTEMENT REPORT AS OF MARCH 31, 2020**

Board Members received a copy of the Financial Report. Board Member Delinia Lewis inquired if The Foundation is in an aggressive investment pool or a conservative investment pool. Senior Analyst Alma Hernandez informed Board Members that it is a conservative investment pool.

Motion was made by Board Member Peter Pirritano and seconded by Board Member Bill Hughes 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, LEWIS, KRAMER, PIRRITANO, HUGHES

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NONE.

### **APPROVE FY 20-21 PROPOSED BUDGET**

Board Members reviewed the proposed FY 20-21 Budget.

Motion was made by Board Member Bill Hughes and seconded by Board Member Darryll Goodman to approve the FY 20-21 Proposed Budget as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NONE.

### **APPROVE NEW VOLUNTEER COMMITTEE AND COMMITTEE RESPONSIBILITIES**

Board Members discussed the addition of a new committee entitled "Volunteer Committee" to screen and recruit volunteers, provide training, orientation, and evaluation of volunteers who assist with fundraising and public relations activities. Board Chair Peter Rogers explained the committee would consist of four or five Board Members. Board Member Darrin Lee suggested recruiting youth volunteers by reaching out to schools at the beginning of the school year, and by reaching out to sports organizations.

## CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

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Motion was made by Board Member Glen Anderson and seconded by Board Member Peter Pirritano to approve the new Volunteer Committee and Committee Responsibilities as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NONE.

### **REVIEW EVENT CALENDAR**

Board Members reviewed the event calendar. Due to COVID-19 protocols the Donor Reception, Kids Art Exploration, and the first two concerts of the Concert Series have all been cancelled. Board Member Glen Anderson said the Barbara Morrison concert scheduled for August 12, 2020 is still scheduled and a final decision will be made regarding cancellation at the July 13, 2020 Board Meeting.

### **COMMITTEE REPORTS**

#### **FUND DEVELOPMENT COMMITTEE**

Board Member Glen Anderson provided an update on the Concert Series. The first two concerts have been cancelled due to COVID-19 protocols and may be rescheduled for a future date. Board Members discussed other concert options such as streaming online, having performers at local restaurants, or broadcasting a concert. Board Member Delinia Lewis suggested soliciting local talent from the younger generation to stream a concert online.

Board Chair Peter Rogers said the Wine Walk will face several hurdles due to COVID-19. Board Members discussed options such as hosting the event in the street to allow for social distancing, pushing the date of the event back, surveying past attendees to see if they would attend if the event were different, and possibly canceling the event for this year. The Wine Walk Committee will meet and discuss options before bringing a final decision to the Board at the July, 2020 meeting.

### **BOARD COMMENTS**

**Moran:** Board Member Moran mentioned that the Volunteer Recognition event will most likely not be held next year since events have been cancelled this year so far. Chair Rogers said it will not likely be held. Board Member Moran asked for volunteers for a food drive at The Shoppes on Saturday, May 16, 2020 from 9:00 a.m. to noon. Ms. Moran thanked Board Member Capener for using local restaurants to order food for staff.

## CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

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**Pirritano:** Board Member Pirritano reminded everyone to take the COVID-19 situation one day at a time and said things will get better sooner or later.

**Hughes:** Board Member Hughes informed members that lines have been long at restaurants.

**Goodman:** Board Member Goodman informed Board Members that Council Member Moran is hosting a food drive at The Shoppes on Saturday, May 16, 2020 from 9:00 a.m. until noon.

**Capps:** Board Member Capps informed Board Members that the Strategic Committee met and reviewed strategic goals for next year. The item will be brought to the next Board Meeting.

**Nash:** Board Member Nash has been researching homes for the April 18, 2021 Home Tour.

**Capener:** Board Member Capener said it may be unrealistic to plan Wine Walk as large group gatherings may not be allowed.

**Kramer:** Board Member Kramer suggested honoring the graduating class of 2020 with a parade through The Shoppes.

**Faulhaber:** Board Member Faulhaber informed the Board that there have been volunteers this year, even though events have been cancelled.

**Lee:** Board Member Lee encouraged all to be innovative in planning and re-examine mission objectives.

**Anderson:** Board Member Anderson said he agrees with Board Member Kramer on holding a parade for the graduating class of 2020.

**Hughes:** Board Member Hughes informed the Board that a parade for the graduating class may already be in the works through the High Schools.

**Rogers:** Chair Rogers asked what the Foundation can do to help the City and Community during the COVID-19 situation.

**Armit:** Community Services Supervisor Armit informed the Board that the community Services Department has started a Virtual Recreation page on the City website. Each week there will be contests, videos, and activities for the community. Ms. Armit said the Foundation could assist with the family-friendly contests by donating gift cards.



# CHINO HILLS COMMUNITY FOUNDATION MEETING MINUTES

May 11, 2020

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## **ADJOURNMENT**

Chair Rogers adjourned the meeting at 5:40 p.m. until the next meeting scheduled on July 13, 2020, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

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Robyn Rogers  
Community Services Department

Signed by:

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Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation



## STAFF REPORT

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DATE: JULY 13, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** FINANCIAL REPORT

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### RECOMMENDATION:

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

### BACKGROUND/ANALYSIS:

The Financial Report as of June 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 June 30 2020 is \$296,758.

Since April, the expenditures for the following sponsorships have been incurred:

- Adopt the Family, \$874
- Military Banner Program, \$1,664; There were 11 new banners and 1 replacement.
- Aquatics and Summer Day Camp Scholarships, \$0; Programs were cancelled due to COVID-19. Therefore, no scholarships were awarded this summer.

### 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.

Since April, \$20,323 was expended for the project. The remaining portion of the project is expected to be completed during the next fiscal year.

- 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 June 30, 2020 is \$155,053.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of June 30, 2020 - Preliminary**

	Adopted Budget	Amended Budget	Actuals									Total
			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 (E)	Special Needs Temporarily Restricted (F)	Scholarship Funds Temporarily Restricted (G)	Endowment Fund Permanently Restricted	
Operating Revenue:												
Contributions:												
Donations	\$ 62,500	\$ 62,500	\$ 4,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 5,000	\$ 5,000	\$ 17,901
Special Events	68,650	68,650	133,465			11,788						145,253
Interest Income		-	937								438	1,374
Total Operating Revenue	131,150	131,150	139,303	-	-	11,788	-	-	3,000	5,000	5,438	164,528
Operating Expenses:												
Program Services:												
Adopt-A-Family Program	1,210	1,210	874									874
Aquatics Scholarship	4,500	4,500										-
Cultural Arts	10,500	10,500			94	1,894	-	-	-	-		1,988
Military Banner Program	-	7,680	1,664									1,664
Summer Day Camps	8,932	8,932	174									174
Total Program Expenses	25,142	32,822	2,712	-	94	1,894	-	-	-	-	-	4,699
Supporting Services:												
Fundraising	23,425	23,425	27,628	1,187		-	20,323					49,138
Administration	11,000	11,500	10,031									10,031
Total Support Services	34,425	34,925	37,659	1,187	-	-	20,323	-	-	-	-	59,169
Total Operating Expenses	59,567	67,747	40,371	1,187	94	1,894	20,323	-	-	-	-	63,869
Interfund Transfers:	-	-	(10,851)	-	-	-					10,851	-
Changes in Net Assets	\$ 71,583	\$ 63,403	\$ 88,081	\$ (1,187)	\$ (94)	\$ 9,894	\$ (20,323)	\$ -	\$ 3,000	\$ 5,000	\$ 16,289	\$ 100,660
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>\$ 296,758</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>\$ 155,053</u>	<u>\$ 513,094</u>

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Functional Activities**  
**As of June 30, 2020 - Preliminary**

	<b>PROGRAM SERVICES</b>								<b>Administration</b>	
		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	17,900	40,500	1,000	26,000			9,000	\$ 76,500		94,400
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	1,374							-		1,374
	<u>19,275</u>	<u>96,175</u>	<u>1,000</u>	<u>36,290</u>			<u>11,788</u>	<u>145,253</u>	<u>-</u>	<u>164,528</u>
Operating expenses:										
Licenses & Permits		50		50			50	150	25	175
Memberships									240	240
Liability Insurance							-	-	4,229	4,229
Financial Services		1		1			1	4	710	714
Computer Services							-	-	4,062	4,062
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	517	8,043	422	8,465
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							-	-	60	60
Scholarships, Grants & Awards	174						-	-		174
Donations	24,048						-	-		24,048
	<u>\$ 24,222</u>	<u>\$ 19,919</u>	<u>\$ -</u>	<u>\$ 4,300</u>	<u>\$ 3,268</u>	<u>\$ 141</u>	<u>\$ 1,988</u>	<u>\$ 29,616</u>	<u>\$ 10,031</u>	<u>\$ 63,869</u>
Changes in Net Assets	<u>\$ (4,946)</u>	<u>\$ 76,256</u>	<u>\$ 1,000</u>	<u>\$ 31,990</u>	<u>\$ (3,268)</u>	<u>\$ (141)</u>	<u>\$ 9,800</u>	<u>\$ 115,637</u>	<u>\$ (10,031)</u>	<u>\$ 100,660</u>

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Functional Activities**  
**Cultural Arts Committee**

	State of the City	Bedlam at the BallPark	2019 Concert Series	2020 Kids Art Exploration	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	94		517
Concessions						-
Administrative Overhead						-
Entertainment						-
Catering and Refreshments						-
Rentals			270			270
Taxes						-
Scholarships, Grants & Awards		-	-			-
Donations		-	-			-
	\$ 200	\$ 33	\$ 1,661	\$ 94	\$ -	\$ 1,988
Changes in Net Assets	\$ (200)	\$ (33)	\$ 7,627	\$ (94)	\$ 2,500	\$ 9,800



## STAFF REPORT

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DATE: JULY 13, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** COMMITTEE APPOINTMENTS

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### RECOMMENDATION:

Appoint board members to the Board Development, Fund Development, Finance & Investment, Public Affairs, Strategic Planning, and Volunteer committees.

### BACKGROUND/ANALYSIS:

Every year, at the July board meeting, board members are assigned to serve on the various committees. See attached for the roles and responsibilities of the committees, as well as the current assignments. No more than 6 board members shall serve on each committee.

# Chino Hills Community Foundation Board Committee Appointments

## FY 2019-2020

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning
Bill Hughes			x			
Bill Taylor						x
Cynthia Moran	x				x	
Dan Capener			x			
Darrin Lee		x			x	
Darryll Goodman		x			x	
David Kramer						x
Delinia Lewis	x			x	x(c )	
Glen Anderson		x			x	x
Grace Capps						x(c )
Kathleen Smith				x		
Peter Pirritano	x		x(c )	x(c )		
Peter Rogers	x(c )	x(c )				x
Spencer Bogner			x		x	
Sylvia Nash				x		

## FY 2020-2021

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning	Volunteer
Bill Hughes							
Cynthia Moran	x						
Dan Capener							
Darrin Lee							
Darryll Goodman							
David Kramer							
Delinia Lewis							
Glen Anderson							
Grace Capps							
Kathleen Smith							
Mary Faulhaber	x						
Peter Pirritano	x						
Peter Rogers	x(c )						
Spencer Bogner							
Sylvia Nash							

(c) = Chair



**CHINO HILLS COMMUNITY FOUNDATION**  
**BOARD COMMITTEES**  
**Revised: 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.
6. Development of "continuing education" programs for Board members.
7. Approval of evaluation and assessment guidelines to measure the effectiveness of Board members.
8. Development of programs to increase community involvement with the foundation and its fundraising programs.

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.



## STAFF REPORT

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DATE: JULY 13, 2020

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** FY 2019-2020 PRELIMINARY DONOR LIST

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### RECOMMENDATION:

Review FY 2019-2020 preliminary donor list for recognition on the Donor Wall at the Chino Hills Community Center.

### BACKGROUND/ANALYSIS:

At the September 12, 2016 meeting, the board voted to approve the Donor Recognition Policy. The policy states that, "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."

Attached is the preliminary list of donors for the 2019-2020 fiscal year. Once the list has been confirmed, the donor wall at the Chino Hills Community Center will be updated with the new donors and/or donor level changes.

Moved from one category to another

New

Donor Recognition report from 11/04/2009 to 6/30/2020

	Donor Name	As of June 30, 2019	Corrections from Prior Year	FY 19-20 Donations	As of June 30, 2020
level (\$20,000 to \$99,999)	1 Gloria & Jack Kramer Family Foundation	\$ 55,000.00		\$ 10,000.00	\$ 65,000.00
	2 The Shoppes @ Chino Hills	\$ 45,000.00		\$ 2,500.00	\$ 47,500.00
	3 Republic Services	\$ 36,581.80		\$ 5,000.00	\$ 41,581.80
	4 Trumark Homes	\$ 27,500.00		\$ 10,000.00	\$ 37,500.00
	5 Pomona Valley Hospital Medical Center	\$ 29,500.00		\$ 7,500.00	\$ 37,000.00
	6 Dr. James M. Lally, President & CMO	\$ 27,740.00			\$ 27,740.00
	7 The Honorable Curt Hagman, San Bernardino County Supervisor	\$ 21,500.00		\$ 4,000.00	\$ 25,500.00
	8 Supervisor Gary Ovitt, County of San Bernardino	\$ 20,000.00			\$ 20,000.00
	9 McCombs Family Foundation	\$ 20,000.00			\$ 20,000.00
level (\$10,000 to \$19,999)	1 Capital Group	\$ 17,130.00		\$ 2,400.00	\$ 19,530.00
	2 Holliday Rock Co. Inc.	\$ 11,000.00		\$ 5,000.00	\$ 16,000.00
	3 Eric and Rochelle Glade, Ameriprise Financial Services, Inc.	\$ 13,594.02			\$ 13,594.02
	4 Lewis Operating Corporation	\$ 12,400.00		\$ 1,000.00	\$ 13,400.00
	5 CalPortland	\$ 10,000.00		\$ 2,500.00	\$ 12,500.00
	6 Howard and Nikki Applebaum	\$ 8,500.00		\$ 4,000.00	\$ 12,500.00
	7 KV Kumar	\$ 12,475.00			\$ 12,475.00
	8 Maria and John R. Young	\$ 12,164.80			\$ 12,164.80
	9 Merry and Peter Rogers	\$ 10,000.00		\$ 1,000.00	\$ 11,000.00
	10 Overton Moore Properties	\$ 10,000.00			\$ 10,000.00
	11 Executive Development	\$ 10,000.00			\$ 10,000.00
	12 Cynthia and David Moran	\$ 9,000.00		\$ 1,000.00	\$ 10,000.00
level (\$5,000 to \$9,999)	Cynthia and David Moran	<del>\$ 9,000.00</del>			<del>\$ 9,000.00</del>
	1 Pirritano Insurance Agency	\$ 6,200.00		\$ 3,500.00	\$ 9,700.00
	2 Sylvia Nash and Loren Lillestrand	\$ 8,550.00		\$ 1,000.00	\$ 9,550.00
	3 The SoCalGas Company	\$ 8,000.00		\$ 1,000.00	\$ 9,000.00
	4 Grace Capps and Family	\$ 7,790.00		\$ 750.00	\$ 8,540.00
	5 Derek Williams, CPA	\$ 8,500.00			\$ 8,500.00
	Howard and Nikki Applebaum	<del>\$ 8,500.00</del>			<del>\$ 8,500.00</del>
	6 Brian, Nemie, Matthew and Miah Pollack	\$ 7,917.00			\$ 7,917.00
	7 BAPS Charities	\$ 7,500.00			\$ 7,500.00
	8 Citizens Business Bank	\$ 6,000.00		\$ 1,000.00	\$ 7,000.00
	9 Waste Management	\$ 5,500.00		\$ 1,000.00	\$ 6,500.00
	10 Hensley Law Group	\$ 2,700.00		\$ 3,500.00	\$ 6,200.00
	11 John A. Kramer	\$ 6,000.00			\$ 6,000.00
	12 Oliver McMillan, LLC	\$ 6,000.00			\$ 6,000.00
	13 Athens Services	\$ 3,000.00		\$ 3,000.00	\$ 6,000.00
	14 Clark's Nutrition & Natural Foods Market	\$ 5,500.00			\$ 5,500.00
	15 Rosie and David F. Kramer	\$ 5,020.00			\$ 5,020.00
	16 Beacon Investments, LLC	\$ 5,000.00			\$ 5,000.00
	17 Arrow Pacific Electronics	\$ 5,000.00			\$ 5,000.00
level (\$2,500 to \$4,999)	1 Lehigh Hanson	\$ 4,500.00			\$ 4,500.00
	2 Curt Hagman Family	\$ 4,490.00			\$ 4,490.00
	3 Aimee and Dustin Davis	\$ 4,250.00			\$ 4,250.00
	4 CBRE	\$ 4,000.00			\$ 4,000.00
	5 Priscilla and Doug Duckworth	\$ 4,000.00			\$ 4,000.00
	6 Emerline Kaiser/ Tryst Med Aesthetics Inc.	\$ 4,000.00			\$ 4,000.00
	7 Los Serranos Golf and Country Club	\$ 3,210.00		\$ 500.00	\$ 3,710.00
	8 Division of Adult Institution CA Institution for Men	\$ 1,622.00		\$ 2,000.00	\$3,622.00
	9 Barbara and Ray Marquez	\$ 3,575.00			\$ 3,575.00
	10 Steven J. Elie	\$ 3,525.00			\$ 3,525.00
	11 Chopra Family Charitable Foundation	\$ 3,500.00			\$ 3,500.00
	12 Southern California Edison	\$ 2,500.00		\$ 1,000.00	\$ 3,500.00
	13 Century21 Beachside	\$ 3,000.00			\$ 3,000.00
	14 CalAtlantic Homes	\$ 3,000.00			\$ 3,000.00
	15 Big League Dreams-Chino Hills	\$ 3,000.00			\$ 3,000.00
	Athens Services	<del>\$ 3,000.00</del>			<del>\$ 3,000.00</del>
	Hensley Law Group	<del>\$ 2,700.00</del>			<del>\$ 2,700.00</del>
	16 Brighton Collectibles	\$ 2,601.65			\$ 2,601.65
	17 Kalter Financial Group	\$ 2,500.00			\$ 2,500.00
	18 Hidden Oaks Country Club	\$ 2,500.00			\$ 2,500.00
	19 Smart & Final Charitable Foundation	\$ 2,500.00			\$ 2,500.00
	20 Chino Fireman's Association Inc.	\$ 2,500.00			\$ 2,500.00

**Donor Recognition report from 11/04/2009 to 6/30/2020**

	Donor Name	As of June 30, 2019	Corrections from Prior Year	FY 19-20 Donations	As of June 30, 2020
	21 Boral Resources, Inc. (Headwater Resources)	\$ 2,000.00		\$ 500.00	\$ 2,500.00
	22 Parentex Enterprises			\$ 2,500.00	\$ 2,500.00
	23 Team Lally, Inc.	\$ 1,500.00		\$ 1,000.00	\$ 2,500.00
	24 Townsend Public Affairs	\$ 1,000.00		\$ 1,500.00	\$ 2,500.00
	25 Tri-Counties Association of Realtors			\$ 2,500.00	\$ 2,500.00
	26 Sam Kasbar			\$ 2,500.00	\$ 2,500.00
Level (\$1,000 to \$2,499)	1 Kathleen Smith	\$ 1,250.00		\$ 1,000.00	\$ 2,250.00
	2 Lennar Homes	\$ 1,500.00		\$ 500.00	\$ 2,000.00
	3 Peter Pirritano	\$ 2,000.00			\$ 2,000.00
	4 Orange Community Foundation	\$ 2,000.00			\$ 2,000.00
	5 Bruce and Debbie Wood	\$ 2,000.00			\$ 2,000.00
	<del>Boral Resources, Inc. (Headwater Resources)</del>	<del>\$ 2,000.00</del>			<del>\$ 2,000.00</del>
	6 Gallant Risk & Insurance Services, Inc.	\$ 2,000.00			\$ 2,000.00
	7 Marion and Mike Proffitt	\$ 2,000.00			\$ 2,000.00
	8 Re/Max Top Producers Chino/Chino Hills Office	\$ 2,000.00			\$ 2,000.00
	9 Farmers Insurance Agency	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
	10 Kristine E. Thalman	\$ 1,700.00			\$ 1,700.00
	<del>Division of Adult Institution CA Institution for Men</del>	<del>\$ 1,622.00</del>			<del>\$ 1,622.00</del>
	11 The Kaplan Family	\$ 1,520.00			\$ 1,520.00
	12 CGM Development, Inc.	\$ 1,500.00			\$ 1,500.00
	<del>Team Lally, Inc.</del>	<del>\$ 1,500.00</del>			<del>\$ 1,500.00</del>
	13 Cornell Custom Homes	\$ 1,500.00			\$ 1,500.00
	14 Apollo Insurance Services	\$ 1,000.00		\$ 500.00	\$ 1,500.00
	15 Platinum Cargo Logistics Inc.	\$ 1,400.00			\$ 1,400.00
	16 Denise and Ed Graham	\$ 1,240.00			\$ 1,240.00
	17 Melba and Jeff Mayes	\$ 1,200.00			\$ 1,200.00
	18 Patti and Fred Aguiar	\$ 1,000.00			\$ 1,000.00
	19 Catalyst Solutions	\$ 1,000.00			\$ 1,000.00
	20 Chino Hills Land West, LLC.	\$ 1,000.00			\$ 1,000.00
	21 Jean and Phil Gorgone	\$ 1,000.00			\$ 1,000.00
	22 Guardian Risk & Insurance Services, Inc.	\$ 1,000.00			\$ 1,000.00
	23 Inland Valley Humane Society	\$ 1,000.00			\$ 1,000.00
	24 Emmi and Michael J. Kaiser	\$ 1,000.00			\$ 1,000.00
	25 Pierre Laband	\$ 1,000.00			\$ 1,000.00
	26 Tim McMahon	\$ 1,000.00			\$ 1,000.00
	27 Joanne and Wayne Scaggs	\$ 1,000.00			\$ 1,000.00
	28 Percy Segura	\$ 1,000.00			\$ 1,000.00
	29 TREH Partners, LLC	\$ 1,000.00			\$ 1,000.00
	30 Voorhees Investments, Inc.	\$ 1,000.00			\$ 1,000.00
	31 Gaytriba Ghanshyamsinh Zala	\$ 1,000.00			\$ 1,000.00
	32 Young's Market	\$ 1,000.00			\$ 1,000.00
	33 Dean and Delinia Lewis	\$ 1,000.00			\$ 1,000.00
	34 MillerCoors	\$ 1,000.00			\$ 1,000.00
	35 June Chern, Farmers/Insurance District Manager	\$ 1,000.00			\$ 1,000.00
	36 US Bank Home Mortgage	\$ 1,000.00			\$ 1,000.00
	37 K.A.R. Construction	\$ 1,000.00			\$ 1,000.00
	38 KB Homes	\$ 1,000.00			\$ 1,000.00
	39 Oke Poke	\$ 1,000.00			\$ 1,000.00
	<del>Townsend Public Affairs</del>	<del>\$ 1,000.00</del>			<del>\$ 1,000.00</del>
	40 Re/Max Edge	\$ 1,000.00			\$ 1,000.00
	41 Foddrill Construction Corp		\$ 500.00	\$ 500.00	\$ 1,000.00
	42 Chino Hills Ford			\$ 1,000.00	\$ 1,000.00
	43 Chino Valley Real-Estate		\$ 500.00	\$ 500.00	\$ 1,000.00
	44 Coldwell Banker Alliance			\$ 1,000.00	\$ 1,000.00
	45 JLL			\$ 1,000.00	\$ 1,000.00
	46 Securitas Security Services			\$ 1,000.00	\$ 1,000.00
	47 Western Water Works			\$ 1,000.00	\$ 1,000.00
	48 Century 21 Award		\$ 500.00	\$ 500.00	\$ 1,000.00

**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	28 Concert Series #3 - Barbara Morrison *** 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 Wine Walk	Volunteer Recognition may be cancelled/re-imagined due to event cancellations in 2020	

# Idea Page - Charitable Giving Program

<b>Idea Name</b>	<i>Charitable Giving Program</i>		<b>Idea Log #</b>	
<b>Board Member Sponsor</b>	<i>Glen Anderson</i>			
<b>Planned Start Period</b>	<i>Jul-20</i>	<b>Planned Finish Period</b>	<i>Jun-21</i>	
<b>Total Project Cost</b>				
<b>Current State</b>	<p><i>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.</i></p> <p><i>No current process exists to identify long-term giving either through Board member outreach or through the Foundation website.</i></p>			
<b>Desired End State</b>	<p><i>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.</i></p> <ul style="list-style-type: none"> <li><i>• Bequests - Trusts and Wills (1)</i></li> <li><i>• Annual Giving / Living Income Giving (2)</i></li> <li><i>• Gifts of Property</i></li> <li><i>• Society</i></li> <li><i>• Beneficiary Designations</i></li> <li><i>• Charitable Trust</i></li> </ul>			

<b>Improve Local Facilities</b> Improve current community facilities	
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<b>Enhance Education</b> Provide opportunities for personal development and knowledge	
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<b>Protect Environment</b> Mitigate risks to and sustain the beauty of our surroundings	
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<b>Promote the Arts</b> Support the growth of and the exposure to the arts in the community	
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# Open Questions

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- What is the initial priority focus for the program?
  - Bequests?
  - Annual giving?
- What resources are needed?
  - Board member(s)
  - Volunteers?
  - City staff?
- How much time is required to stand up the program?
  - Multi-year effort per focus area?



## STRATEGIC PLAN –2021-2026

The Chino Hills Community Foundation 2021-2026 Strategic Plan identifies four goals that will enhance our service to the community and grow philanthropy in Chino Hills, in alignment with our mission and vision.

**Mission:** The Chino Hills Community Foundation is committed to improving the quality of life in Chino Hills. Our mission is to promote and support the cultural, educational, and recreational needs of the City of Chino Hills.

**Vision:** Our vision is to enhance our community both now and for future generations by encouraging private giving for public good.

Core Values	Guiding Principles
<p>The Community Foundation strives for excellence in all aspects, placing service to our residents as a top priority. The Community Foundation is:</p> <ul style="list-style-type: none"><li>• <b>service-minded</b> above all else, enabling the power of philanthropy and volunteerism to address community needs, now and for future generations</li><li>• <b>engaged</b> with our diverse community to grow philanthropy for immediate and long-term legacy purposes</li><li>• <b>responsible</b>, operating with the highest standards of integrity and professionalism</li><li>• <b>value-oriented</b>, an effective steward seeking and completing the best programs and projects responsibly</li><li>• <b>enthusiastic</b> and inspired in working with the community to make good things happen</li></ul>	<p>The Community Foundation’s priority action items are guided by these main beliefs:</p> <ul style="list-style-type: none"><li>• There is a need to continue to increase the <b>visibility</b> of the Community Foundation to help fulfill our goals.</li><li>• Those who are most <b>closely connected</b> to the Community Foundation, including Board members, volunteers, and business partners are the best source of referrals and donations.</li><li>• Fund development, with a priority on <b>one-to-one relationship building</b>, requires an ongoing commitment.</li><li>• The Community Foundation must dedicate resources to strengthening its organizational <b>infrastructure</b> to support the organization’s priorities.</li></ul>

## Strategic Goals for 2021-2026

The overarching aim is to increase the Community Foundation revenue by 10%\* annually, in order to adequately fund our cultural, educational and recreational projects, while fostering a sense of community.

<b>Goal 1</b>	<b>Provide exceptional donor services that cultivate inspired giving</b> <ul style="list-style-type: none"><li>• Donor services: personalized services, increasing current and planned gifts to the Foundation</li><li>• Donor education and awareness: share community needs, opportunities for giving and general understanding of philanthropy</li><li>• Build a culture of high impact and diverse giving</li></ul>
<b>Goal 2</b>	<b>Expand the cultivation pipeline</b> <ul style="list-style-type: none"><li>• Constantly bring in new people who want to be more involved in philanthropy and volunteerism</li><li>• Emphasize engaging and fun experiences</li><li>• Invest in and engage in personal relationship-building</li></ul>
<b>Goal 3</b>	<b>Seek projects and initiatives that reach our diverse community</b> <ul style="list-style-type: none"><li>• Position the Community Foundation as the voice of Chino Hills philanthropy</li><li>• Initiate action research on priority community needs</li></ul>
<b>Goal 4</b>	<b>Invest in institutional sustainability</b> <ul style="list-style-type: none"><li>• Build the Community Foundation's operating endowment &amp; operating reserve</li><li>• Cultivate philanthropic leadership within the Community Foundation and the community</li><li>• Invest in internal infrastructure (staff, Board, technology, communications)</li></ul>

Approved by the Board of Directors, July 2020



*"WORKING WITH THE COMMUNITY TO MAKE GOOD THINGS HAPPEN"*