

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

January 10, 2022  
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:04 p.m.

### **ROLL CALL**

PRESENT: BOARD MEMBERS: PETER ROGERS  
GLEN ANDERSON  
SPENCER BOGNER  
DENISE CATTERN  
MARY FAULHABER  
DARRYL GOODMAN (Arrived at 6:05 p.m.  
via teleconference)  
AIMEE HOLLIDAY-DAVIS  
SAMANTHA JAMES-PEREZ  
DAVID KRAMER  
DARRIN LEE  
CYNTHIA MORAN  
SYLVIA NASH  
PETER PIRRITANO  
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DAN CAPENER  
BILL HUGHES

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
MELISSA ARMIT, SR. COMMUNITY SERVICES SUPERVISOR  
(via teleconference)  
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MARLENE SIU, FOUNDATION SECRETARY

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

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

### **PRESENTATIONS**

Board Chair Peter Rogers introduced two new Board Members, Aimee Holliday-Davis, and Denise Cattern.

### **PUBLIC COMMENTS**

None.

### **FOUNDATION DEPARTMENT BUSINESS**

### **CONSENT CALENDAR**

Board Chair Rogers announced the Consent Calendar and asked the Board if there were any items to pull.

Item No. 6, regarding the Approval of board member shirts with foundation logo guidelines was pulled from the Consent Calendar for discussion and separate vote.

Motion was made by Board Member Samantha James-Perez, and seconded by Board Vice Chair Cynthia Moran, to approve the following Consent Calendar items:

### **MINUTES**

The Board members approved the November 8, 2021, Chino Hills Community Foundation Meeting Minutes, as presented.

### **FINANCIAL REPORT**

The Board members received and filed the Preliminary Financial Report as of December 31, 2021, as presented.

### **APPROVE BOARD MEETING DATE CHANGE**

The Board members approved the board meeting date change from July 11, 2022, to July 19, 2022.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, FAULHABER, JAMES-PEREZ, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: CATTERN, HOLLIDAY-DAVIS.

ABSENT: BOARD MEMBERS: CAPENER, GOODMAN, HUGHES.

### **DISCUSSION CALENDAR**

#### **APPROVE BOARD MEMBER SHIRT WITH FOUNDATION LOGO GUIDELINES**

Board Member Darrin Lee presented an example of the Foundation's potential new shirt design for members with the new logo. He asked for the group's feedback and added he did not like the bold font use for the member name and position title, Board Chair Rogers agreed.

Board Member James-Perez presented shirts she uses as member of the Parks and Recreation Commission as an example of possible options for the ladies on the board. She noted the design is more feminine, and Board Vice Chair Moran added that she uses the style for her position on the City Council, and that it is a comfortable option that does not wrinkle easily.

Board Member Lee mentioned that the current vendor choice is open for discussion, he feels that the style is open for members to choose from, however the color should be within close range of royal, or “Dodger” blue. He invited Board Member Sylvia Nash to share her comment regarding the font, to which she stated she feels the font is perfect as is, and that the bold style allows the name to be easily read from a distance.

Board Member Glen Anderson asked if the color will be standard for men and women, and Board Member Lee confirmed. He reiterated that there is no preference on the style, and that the members should choose based on their comfort and personal preference, however, the color of the shirt, and the logo, must remain consistent across all members. He feels anything darker will wash out the brown in the logo, and anything lighter has the potential to stain. Also, he added jackets could be an option for purchase, and that the Foundation would cover the cost of one shirt, per member. For consistency and ease of purchase, Board Member Lee recommended to use the City’s vendor (Threadworks, Inc.).

Director Jonathan Marshall mentioned the variance in colors between brands, therefore suggesting a set brand for at least all the men, and all the women. Board Member Lee thanked Director Marshall for his input and suggested one City staff place the orders for all members, therefore as orders come in, if the staff member discovers a variance in color being too far off, this can be addressed before the order is sent. He stated that he would like guidelines to be set as: the color is required to be Royal or “Dodger” blue (as close as possible), the style must be in the Threadworks, Inc. catalog, and order must be placed with Senior Management Analyst Alma Hernandez. Board Secretary Mary Faulhaber requested sample sizes, and suggested a deadline be set to provide the style, color, and size to City staff. Senior Management Analyst Hernandez recommended the board vote on the guidelines for the shirt, and that way preferences can be discussed individually and not as part of the overall board discussion. Chair Rogers requested clarification. She then summarized the requirements discussed by the committee:

- The shirt must be selected from the Threadworks Inc. catalog, in any style
- Color must be Royal or “Dodger” blue
- Foundation’s logo on the left
- Member’s name and title on the right, in the same gold color and font as the logo
- The Foundation will provide one shirt per member in a 12-month period
- Block font in upper-lower case

Board Member Denise Cattern requested the online catalog be sent to the board. Senior Management Analyst Hernandez suggested the board approve the parameters with a motion.

Board Member Lee moved to approve the guidelines of the Foundation Board Member’s shirt, and Board Member Kathleen Smith seconded.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, FAULHABER, HOLLIDAY-DAVIS, JAMES-PEREZ, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, GOODMAN, HUGHES.

### **DISCUSSED CONDUCTING TELECONFERENCED PUBLIC MEETINGS**

Board Chair Rogers gave a brief overview of the requirement for the board to approve teleconferenced public meetings. He mentioned should health concerns continue as they have, it may be necessary to move to all members attending remotely. Senior Management Analyst Hernandez clarified that this agenda item is to gage the board's position, and discuss the option of allowing the public, and board members, to attend meetings remotely. She stated should they feel it appropriate, the board must vote on a proclamation to adopt, and the board must continuously vote to renew the proclamation every 30 days, as necessary.

Motion was made by Board Vice Chair Moran, and seconded by Board Member Denise Cattern, to move forward with the proclamation allowing teleconferenced meetings to be adopted at the next meeting.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, FAULHABER, HOLLIDAY-DAVIS, JAMES-PEREZ, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, GOODMAN, HUGHES.

### **DISCUSS 2022 SPRING HOME TOUR**

Board Chair Rogers updated the board that due to the surge of the Omicron variant; the 2022 Spring Home Tour has been cancelled. Board Member Sylvia Nash elaborated that homeowners were feeling unsure about their involvement. She was unable to secure the three homes necessary by the December 11 deadline. After some discussion with Board Vice Chair Moran, it is being recommended that the event be suspended indefinitely, due to lack of involvement from the community.

Board Vice Chair Moran commended Board Member Nash on her work on the event and stated the lack of involvement is due to the climate the country is in with the

pandemic still present. She stated that it is not an accurate representation of the hard work Board Member Nash has put into the event.

Board Secretary Faulhaber mentioned she had received a suggestion for a Garden Tour. Board Chair Rogers replied that the board could consider and discuss that option at a later time.

Motion was made by Board Member Nash, and seconded by Board Vice Chair Moran, to suspend the Spring Home Tour, indefinitely.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, FAULHABER, HOLLIDAY-DAVIS, JAMES-PEREZ, KRAMER, LEE, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, GOODMAN, HUGHES.

### **DISCUSS 2022 CALENDAR**

Board Chair Rogers discussed the 2022 calendar, referencing upcoming dates and the possibility that some events will not be able to continue at this time. One upcoming event is the Donor's Reception, which recognizes donors who have given \$1,000 or more to the Foundation and was tentatively scheduled for March 26th. Board Member Nash mentioned a homeowner who was set to participate in the Spring Home Tour, has volunteered to host the Donor's Reception. Board Chair Rogers noted Board Treasurer Peter Pirritano has also offered his home as the location for the Donor's Reception.

Board Chair Rogers also mentioned the Volunteer Reception, which was scheduled for the beginning of February, however due to the surge of the Omicron variant COVID cases, the board feels it is best to postpone for a later time.

Board Member Spencer Bogner questioned the earliest possible time for the events to be rescheduled. Board Vice Chair Moran suggested April and requested Senior Community Services Supervisor Melissa Armit check the McCoy Equestrian and Recreation Center for availability. Director Jonathan Marshall mentioned to the board it would be best to remain clear of the re-scheduling the reception near Easter Egg-Citement, which is scheduled for April 16th, as staff will not be available to assist with the reception.

Board Member Cattern questioned the deadline to see if the Donor's Reception would continue this year, and Board Chair Rogers it would be best to plan by February, since the event is scheduled for the end of March.

### **DISCUSS ART SHOWS AT THE COMMUNITY CENTER**

Board Chair Rogers mentioned art shows have been on hiatus since the previous coordinator, Kelly Bracamontes, had resigned. Board Vice Chair Moran suggested the board work to bring back the Art Shows. She emphasized the need to replace the previous coordinator to help plan the events and assist with selection of the artwork that will be displayed at the Community Center.

Board Member Anderson suggested advertising the Call for Artists on the digital marquee in front of Community Center, as a method of discovering new artists throughout the city. Board Vice Chair Moran requested guidelines be set prior to the advertisement so that the rules are available before staff begin to receive submissions from participants interested. Board Chair Rogers added that before the guidelines are set, a coordinator with an understanding for art, must be selected to oversee and curate the new art installation at the Community Center. He feels it is important that a member of the Chino Hills Art Committee be selected to take the lead as the coordinator.

Supervisor Armit commented that she agrees with Board Chair Rogers, that an artist is necessary as they would possess the skill level necessary to sift through art pieces and create an overall curated selection that fit appropriately together. She added that it is important that the coordinator understands the relationship between the pieces and that the selections must not contain anything inappropriate or offensive. She also informed the board that there is a web page, on the City's website, for artist submissions.

Board Member Anderson volunteered his talents to help form a sub-committee that would curate the collection of art to be displayed at the Community Center. He feels strongly about advertising the need for artists on the City's marquee as a method of reaching out further, to additional residents, to find local talent. He emphasized the need to push forward and make the first step so that the project begins as soon as possible. He mentioned he would contact the members of chARTs to inquire if there are any members interested in being a member of the committee and overseeing the program. Board Vice Chair Moran and Board Member Cattern, both volunteered to assist Board Member Anderson with the project.

Supervisor Armit informed the board that May through October is currently available to fill with an art selection, in between the Water Conservation Poster contest and the Celebrate the Family contest.

### **DISCUSS ENDOWMENT FUND INVESTMENT OPTIONS**

Discussion continued regarding investment options of the Endowment Fund. The balance of the Endowment is on the cusp of not enough to have one and a little bigger it can be professionally managed. The last discussion within the committee ended with two approaches.

One option would be to change the types of investments which would result in more growth, but also be riskier. Eventually, the endowment could provide value to reinvest in the community. The Foundation would have to separate from the City's investment policy which would require the Bylaws to be amended.

The second option would be a passive approach, to stop putting money into the endowment fund and decide whether to unwind the endowment and put funds back into the general fund.

Board Member Spencer believes that an endowment makes sense and uncoupling from the City's investment policy would be the better approach, but it's a big pivot so the committee wanted to discuss this with the board. There is also the question of who would manage it because of the dollar amount.

Board Member Kramer added that the City is still young and that we should have patience and eventually it would build.

Separating from the City's investment policy would mean the City would no longer be involved in the management of investments. The board would have to hire someone to manage it. Board Member Kathleen Smith opposed the hiring of an outside party to manage the funds. Since the Endowment Fund is earning less than 1% return it is losing money. It is such a small amount that she believes there is enough people on the board that are educated enough in investments that could select safe investments.

Direction was given to staff to research how to change the bylaws and what the ramifications would be regarding the endowment. Since the board did not have enough information to decide, this item would be brought back at a later meeting after discussion with the City Attorney. Board Member Bogner and Board Member Smith would continue to facilitate the research.

### **DISCUSS FUTURE FUNDING PROJECTS**

Board Chair Rogers introduced future projects for topics of discussion. He began with the mobile recreation vehicle, asking the schedule from staff. Director Marshall reviewed the schedule, and explained the target audience, and types of services for the mobile recreation vehicle. He mentioned City staff would like to replace the vehicle, in addition to using the original vehicle for as long as possible. Board Chair Rogers continued with other possible projects, including the show wagon, parks, and other projects for the Foundation to provide funding, in conjunction with San Bernardino County, like the splash pad for example. County Supervisor Curt Hagman is willing to contribute up to 50% of the cost, so long as the City can commit to the rest of the funding.

Board Member James-Perez mentioned that a great portion of the community's children benefit from the mobile recreation vehicle. Director Marshall added that the projects were also presented to the Parks and Recreation Commission, and explained that they expressed their support for the projects presented. Director Marshall lastly emphasized the possible need to increase the donation for the All-Inclusive Playground.

Board Member Anderson asked for clarification if Ruben S. Ayala High School is considering building a performing arts center with seating. Director Marshall responded that the new facility is funded by Measure M, and added the City was included in discussions with the idea of providing additional funding for a more enhanced facility.

He added the school district would also build an Aquatics Center. Board Vice Chair Moran suggested Board Member Anderson speak with Parks and Recreation Ex-Officio R. Joe Schaffer if he would like additional information regarding the performing arts center.

Board Member Anderson stated that the City of Chino is building an amphitheater, and Board Chair Rogers clarified that they are redoing their civic center with a cultural center as a component. Board Member Anderson feels it would be a great opportunity for the city to build an amphitheater, to generate revenue in addition to having quality events, otherwise patrons will be going to the City of Chino. Board Member James-Perez added that the Parks and Recreation Commission considers it a great idea, but other items that have been put aside are more pressing; also, more can happen for less money due to budgetary constraints.

### **COMMITTEE REPORTS**

Vice Chair Moran excused herself from the meeting at 5:49 p.m.

#### **Chair Peter Rogers**

- EXECUTIVE COMMITTEE  
Chair Rogers informed Board Members that there are no reports.
- BOARD DEVELOPMENT COMMITTEE  
No reports available.

#### **Treasurer Peter Pirritano**

- FUND AND INVESTMENT COMMITTEE  
No reports available.
- FUND DEVELOPMENT COMMITTEE  
No reports available.

#### **Board Member Darrin Lee**

- PUBLIC AFFAIRS COMMITTEE
  - Street banner(s) – Board Chair Rogers gave direction to design the banner to include the slogan, “Doing Good Things for the Community”, as well as contain the logo, and the Foundation’s website.

#### **Board Member Glen Anderson**

- STRATEGIC COMMITTEE
  - Charitable Giving Program – discussion was had on what information and wording was going to be included on the website and who was to provide



- it, but no final decision was made. Board Chair Rogers stated he would work to provide wording to staff for the website.
- Chino Hills Music & Arts Festival – It is still being decided whether to have 3 concerts or to split it between music and artists, at the McCoy Equestrian and Recreation Center. He stated because of the timeline, it is not likely to happen this year. He updated the board regarding the Concert Series, stating Board Member Lee and Board Chair Rogers decided which artists to select. Board Member Anderson and Board Member Lee have a list of artists that they will review and decide with the committee. They will contact Senior Management Analyst Hernandez with the dates, possibly in April. He concluded that the Kids Art Exploration Day is confirmed for March 26th.

### **Secretary Mary Faulhaber**

- VOLUNTEER COMMITTEE  
Secretary Mary Faulhaber said there was nothing to report for the Volunteer Committee. She asked about the Donate link being included in all Foundation's emails. Senior Management Analyst Hernandez clarified it must manually be added to each email by the sender.

### **BOARD COMMENTS**

**Aimee:** Thanked everyone for welcoming her back.

**Sylvia:** Welcomed Denise to the board.

**Darrin:** Offered Senior Management Analyst Hernandez assistance with coordinating ordering the shirts. He also introduced Charlie, his dog, which is trained to promote mental health and wellness, provides comfort and support to staff. He stated Charlie is a member of the peer support team at the Anaheim police department, that assist the employees with any trauma they might experience during their shifts. Board Member Lee stated he is a member of the Board of Directors of "Paws for Success", a non-profit that trains emotional support animals, service dogs, and therapy dogs. Charlie, specifically, provides therapy only. He takes Charlie to Chino Hills High School to assist students during finals week, to connect with the students, and provide emotional support. He assisted an individual who had a traumatic brain injury, and Charlie provided him with emotional support. He informed the board that the City of Anaheim suffered a loss of a co-worker, and the next day Charlie was taken to comfort the employees, who were notified of the loss. Board Member Lee offered his assistance with bringing Charlie to provide support for anyone in need.

**Smith:** Welcomed the new members and looks forward to working with Spencer and Peter on the endowment.

**Goodman:** Board Member Goodman welcomed the new members and stated he is looking forward to the banner being finished so that he can highlight the Foundation at the Shoppes.

**Pirritano:** Welcomed the new members and is thankful for his health, and the health of his fellow members.

**Faulhaber:** Welcomed the new members.

**Bogner:** Welcomed the new members to the board.

**Kramer:** Welcomed Denise and was thankful to have her on the board. He would like to have a service animal like Charlie at every police and fire station. He requested the donate button read "Choose Chino Hills", so that it conveys their contributions are needed by the community, not that we are soliciting donations.

**Anderson:** Board Member Anderson welcomed the new members.

**James-Perez:** Welcomed the new members, and requested Charlie attend every Foundation meeting.

**Cattern:** Thankful to be on the board, and for the opportunity to work with everyone.

### **ADJOURNMENT**

Board Chair Rogers adjourned the meeting at 6:11 p.m.  
Respectfully submitted by:

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Marlene Siu, Administrative Assistant II  
Community Services Department, City of Chino Hills

Signed by:

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Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation