

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

March 14, 2022
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:06 p.m.

ROLL CALL

PRESENT: BOARD MEMBERS: PETER ROGERS
GLEN ANDERSON
SPENCER BOGNER
DENISE CATTERN
MARY FAULHABER (arrived at 4:14 P.M.)
DARRYL GOODMAN
SAMANTHA JAMES-PEREZ
CYNTHIA MORAN
SYLVIA NASH
PETER PIRRITANO
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: AIMEE HOLLIDAY-DAVIS
BILL HUGHES
DAVID KRAMER
DARRIN LEE

ALSO PRESENT: MELISSA ARMIT, SR. COMMUNITY SERVICES SUPERVISOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MARLENE SIU, FOUNDATION SECRETARY

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Denise Cattern led the Assembly for the Pledge of Allegiance.

PRESENTATIONS

Recognition – Board Chair Rogers announced Dan Capener had resigned from the board and that a recognition plaque thanking him for his time on the Foundation Board would be sent to him.

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. Board Vice Chair Cynthia Moran asked for clarification on the budget amendment for the Utility Art Box Program. Senior Management Analyst Alma Hernandez confirmed the budget amendment was due to the increase in pricing.

Motion was made by Board Member Darryl Goodman, and seconded by Board Treasurer Peter Pirritano, to approve the following Consent Calendar items:

MINUTES

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

MINUTES

The Board members approved the January 10, 2022, Chino Hills Community Foundation Meeting Minutes, as presented.

QUARTERLY INVESTMENT REPORT

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

FINANCIAL REPORT

The Board members received and filed the Preliminary Financial Report as of February 28, 2022, as presented.

APPROVE FINAL BANNER FOR SHOPPE'S LOCATION

The Board members approved the final banner design.

APPROVE BUDGET AMENDMENT

The Board members approved a budget amendment in the amount of \$1,900 for the Utility Art Box Program.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, GOODMAN, JAMES-PEREZ, MORAN, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: CATTERN (for agenda item #3).

ABSENT: BOARD MEMBERS: FAULHABER, HOLLIDAY-DAVIS, HUGHES, KRAMER, LEE.

DISCUSSION CALENDAR

DISCUSS DONATION TO THE CITY OF CHINO HILLS IN THE AMOUNT OF \$50,000 FOR THE PURCHASE OF A NEW MOBILE RECREATION UNIT AND \$50,000 FOR THE PURCHASE OF A NEW MOBILE SHOW WAGON

Board Member Glen Anderson, as chair of the Strategic Committee, presented the item. He stated that the Strategic Committee recommended to split the \$100,000 donation between the Mobile Recreation Unit, and the Mobile Show Wagon. Board Chair Rogers added that County Supervisor Curt Hagman would also contribute \$100,000 towards both vehicles.

Board Vice Chair Moran asked if the logo would be displayed on the vehicles, and Board Chair Rogers confirmed the logo would be displayed. Board Member Samantha James-Perez stated that both vehicles are widely used and enhance the education of students in the community, as well as relate to the Foundation's mission.

A motion was made by Board Member Cattern and seconded by Board Member Anderson, to approve the donation of \$100,000 to the City, in the amount of \$50,000 for the purchase of a new Mobile Recreation Unit and \$50,000 for the purchase of a new Mobile Show Wagon.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, KRAMER, LEE.

DISCUSS CO-SPONSORSHIP OF AYALA PROJECT UNITY EVENT

Board Chair Rogers stated that Sadie Lee from Sound Space, a group based at Ruben S. Ayala High School mostly comprised of seniors, approached the Foundation wanting to create a cultural, arts, or performing arts event before the end of the year. Her proposal included having three or four Ayala bands, including the Ayala Jazz band, performing along with four or five dance groups in the city perform to one song. Board Member Anderson, as representative of the chARTS committee, recommended sponsoring the event. He stated it would be a good way to integrate with the high school for future events. It would require minimal staffing and costs. The Foundation would sponsor the sound and lighting costs between \$500 and \$600. The event would be held on April 29th and run from about 5 p.m. to 9 p.m. at the Chino Hills Community Center.

Board Vice Chair Moran asked if the proposal had been brought forth to the board for review and for clarification on the history of chARTs for new board members. She stated,

and Board Chair Rogers confirmed, that proposals are reviewed by chARTS and then brought forth to the board for final review. The board may decide to approve or not approve the proposal. If not approved the event will not proceed.

Board Vice Chair Moran questioned if there is a need for guidelines on the appropriate use of the Foundation logo, to give to outside organizations, when the Foundation is a co-sponsor. Board Member Cattern commented that it would be beneficial to establish guidelines to make sure the Foundation is credited as a sponsor and the logo is appropriately sized, etc. Board Chair Rogers stated that the students put together a flyer, which included the Foundation the logo, and the chARTS committee reviewed, and provided comments on the flyer.

Board Chair Rogers added that it would not be a regular occurrence but wanted to show that the Foundation is a good community partner. The group will run the event, including the snack bar, on their own. There will be no alcohol served or sold.

Board Member Spencer Bogner inquired about sponsorship/co-sponsorship restrictions on content. Board Chair Rogers stated that he spoke with Ms. Lee regarding the content. Board Member Anderson mentioned that the Foundation will be providing and controlling the sound and lighting. Therefore, there is an element of control on the content. Board Member Bogner added that the Foundation should be prepared because presumably Chino High School may approach the Foundation. Board Vice Chair Moran reiterated that the Foundation should be prepared when the Board is approached from outside organizations, as she has always communicated that the Foundation can only donate to City programs and infrastructure. Board Member James-Perez added that there are things that the Foundation does not want to be associated with and so the Foundation should have a say on the content. Board Member Anderson stated that a rider can be added to the agreement that content is subject to approval and that the event may be stopped if not appropriate. Board Vice Chair Moran added that it is not specific to this event or group, but more broadly in case the Board is approached in the future. After discussion, it was decided that the Public Affairs Committee should develop guidelines.

Board Secretary Mary Faulhaber asked about the event fee, attendance, and security. Board Chair Rogers and Board Member Anderson clarified that the event is free, with a maximum of 300 guests.

Motion was made by Board Member Anderson, seconded by Board Member Sylvia Nash, to provide up to \$750 for sound and lighting for the Sound Space event, a one-time event, on April 29th at the Chino Hills Community Center.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, KRAMER, LEE.

REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 22-23 BUDGET

Senior Analyst Hernandez began with an overview of the fiscal year 2022-23 proposed budget. She explained with rising costs, the budget for Wine Walk was increased, as well as for the Adopt-a-Family program, the Military Banner program, the Utility Box Art program, and Summer Day Camp scholarship program.

Board Member Nash questioned if the utility box wraps were replaced each year, or if the funding pays for new wraps, and how many there were in total. Board Chair Rogers responded that 10 utility boxes are wrapped every year and that there are a total of 54 total utility boxes available. Board Vice Chair Moran questioned how many children the \$14,000 Summer Day Camp scholarship donation assisted. Senior Community Services Supervisor Melissa Armit responded that the amount pays for 20 participants. Board Chair Rogers added that it covers 20 participants for a four-week period. Board Vice Chair Moran questioned if the same families are allowed to receive the scholarship, or if there are guidelines in place that prevent the scholarship from being awarded to the same families every year. Senior Supervisor Armit answered that the same families can be awarded in consecutive years. Senior Analyst Hernandez clarified that repeat applicants are accepted; however, priority is given to new applicants. Board Chair Rogers asked what the interest has been the past two years for the scholarship program. Senior Analyst Hernandez stated that due to the pandemic, the program has not been available for the past two years and that it would not be available this coming summer due to limited capacity as only one location will be operating for day camp. Board Member Darryl Goodman questioned if the funding for the scholarships could be reallocated to the Utility Box Art program to allow for additional utility boxes to be wrapped. Board Chair Rogers stated that artwork for the utility boxes is selected from the City's annual Photo Contest. The submissions for the contest are from a variety of local artists throughout the city. The artwork for this year has already been selected. Therefore, it would be best to keep installation for this year at 10 utility boxes. Board Vice Chair Moran questioned how artists know to submit their work for utility box consideration. Senior Supervisor Armit stated that this was an issue during this year's review as many submissions were excluded because the artwork did not work with the measurements for the wrapping. Next year, an individual category stating the specific requirements to fit the wraps appropriately would be added.

Board Member Kathleen Smith suggested reallocating some funds to the Military Banner Program. Board Chair Rogers questioned if there is a need for more funding. Senior Analyst Hernandez responded that there has not been an increase in requests recently. Board Chair Rogers gave direction that if there is a future increase in demand, then staff should bring the item forth for board discussion.

Board Vice Chair Moran questioned the budget for the Donor Recognition. Board Member Bogner and Board Vice Chair Moran informed the Board that it is customary to spend 2% of the amount raised on donors, which would be \$5,700. Board Vice Chair Moran clarified that the proposed budget is well below that amount, so if an increase is needed it would

be within the parameters. Board Chair Rogers gave direction to increase Donor Recognition budget for the awards to \$700, and the catering budget to \$4,000.

OPEN NOMINATIONS FOR EXECUTIVE BOARD

Board Chair Rogers informed the Board, that at the May meeting, the annual meeting, term expirations and election of officers would be discussed. The nomination process is open if anyone wishes to serve on the executive board. He advised those interested in executive board positions to announce their interest or nominations, to the rest of the members. Senior Analyst Hernandez clarified that there are no members whose terms are set to expire this year.

DISCUSS 2022 CALENDAR

Board Chair Rogers spoke on the upcoming events, beginning with Kids Art Exploration in March. The event is close to being sold out with three one-hour sessions at 80 participants per session. Board Member Anderson added that Katherine McCall, who oversees the disappearing wall, would not be able to attend, and is working on replacing the activity. Board Chair Rogers announced calendar reminders for the board.

Board Member Nash inquired if the Donor's Reception was occurring on April 2. Various board members confirmed they had received their invitations. Board Member Nash clarified that the 2019 and 2020 donors had not been recognized and believed that it had been agreed upon that they would be included and recognized in the current year. She provided the Home Tour sponsors and homeowners as examples. Board Chair Rogers clarified that even though the reception had been cancelled in prior years, plaques had been mailed out to donors that donated at least \$2,500, as recognition. Board Chair Rogers stated with the high number of donors in 2021, the location had been moved from a home to the McCoy Equestrian & Recreation Center to accommodate for capacity. After much discussion, it was decided that a list of 2019 and 2020 donors would be provided to Board Member Nash to review so that invitations could be sent out. It was anticipated to be minimal as some donors may have already been invited for their 2021 donations.

Board Member Denise Cattern asked to verify the June 9 date for the Art Show. Senior Supervisor Armit stated the artist had confirmed June 9 as the date for the Artist Reception, with a 6 p.m. starting time.

COMMITTEE REPORTS

Chair Peter Rogers

- EXECUTIVE COMMITTEE
No updates.
- BOARD DEVELOPMENT COMMITTEE
Board Chair Rogers stated there is one opening since Dan Capener's resignation.

Treasurer Peter Pirritano

- FUND AND INVESTMENT COMMITTEE
No updates.
- FUND DEVELOPMENT COMMITTEE
No updates.

Board Member Darrin Lee

- PUBLIC AFFAIRS COMMITTEE
No updates.

Board Member Glen Anderson

- STRATEGIC COMMITTEE
 - Charitable Giving Program – Board Member Anderson stated that the write up for the website had been provided to Senior Analyst Hernandez.
 - Board Member Anderson advised the Board that the marquee was successful in reaching local artists. He stated there were many artists who have extensive experience and have shown a great interest in participating in art shows. The Arts Subcommittee met to discuss the timing of exhibits and type of art to be exhibited. He stated that there will be a rotation of artwork displayed, changing every three months, at the Chino Hills Community Center. He explained that the committee will review the artist's work and decide what pieces to display. Senior Supervisor Armit clarified that the City will display the winners from the Annual Photo Contest, the Water Conservation Program, and Celebrate the Family contest. She concluded that there is 6 months of availability for the Foundation to select artwork for display.
 - Concerts – Board Chair Rogers gave an update on the concert series. He stated that he solicited between \$12,000 to \$14,000 in sponsorship for the concert series, which will pay for the performers, lighting, and sound. He announced the first two concerts have been booked.

Secretary Mary Faulhaber

- VOLUNTEER COMMITTEE
Board Secretary Faulhaber updated the Board on the status of the Volunteer Reception. She met with staff along with Board Member Cattern to confirm the set-up, and other arrangements. She added that the centerpieces and the catering have been finalized. Board Secretary Faulhaber added that over 100 invitations

had been sent, but only 43 had been confirmed. She recruited Board Vice Chair Moran and Board Member Cattern to assist with confirming attendance.

Board Member Nash inquired if the 2019 Home Tour volunteers had been invited. After discussion, it was clarified that a Volunteer Reception had been held in February 2020 before the COVID-19 closures and cancellations.

Board Member Cattern inquired about the need for volunteers for the Kids Art Exploration event. Board Secretary Faulhaber stated that requests had been sent to 90 individuals but received 3 responses, with only 1 agreeing to volunteer. She asked Board Member Anderson for assistance. Various board members either volunteered to assist at the event or assist with recruitment of volunteers.

BOARD COMMENTS

Cattern: Board Member Cattern commended Board Member Anderson and Board Secretary Faulhaber for their work on the Kids Art Exploration and the Volunteer Reception.

James-Perez: Board Member James-Perez congratulated Board Member Lee and his dog, Charlie, for their feature in the Chino Valley Champion. She also thanked staff, for reports, and is pleased to see events returning.

Anderson: Board Member Anderson thanked the new board members for all their help with committee events.

Moran: Board Vice Chair Moran surveyed which members would be attending the Volunteer Reception, and reminded those attending, it is a night to recognize and pamper the volunteers who provide their time and assistance to the Foundation throughout the year.

Nash: Board Member Nash inquired about the location of the Donor's Reception since she had not received her invitation yet. She stated that Pran and Neeru who have a 7,500 square foot home have volunteered to host it. Board Chair Rogers clarified that it would be held at the McCoy Equestrian and Recreation Center because of the number of attendees. Board Member Nash mentioned that their home should be considered for future events as they have hosted up to 400 guests.

Goodman: Board Member Goodman commented that he is pleased with the approved banner design for The Shoppes and updated the Board that the new restaurant Silverlake Ramen is now open in The Shoppes. He invited the Board to view their mural which illustrates artwork specific to Chino Hills.

Smith: Board Member Smith asked for clarification on the shirts that were being passed around. Senior Analyst Hernandez informed her that they were samples for sizing. Board members can pick any style of shirt but was waiting on sizing so that the shirt order could be placed.

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REGULAR MEETING

MARCH 14, 2022

Rogers: Board Chair Rogers reported that four events will occur before the next meeting, including the Donor's Reception, Volunteer Reception, the first concert series, and Kids Art Exploration.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:32 p.m.

Respectfully submitted by:

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

Signed by:

Mary Faulhaber, Board Secretary
Chino Hills Community Foundation