



A G E N D A

CHINO HILLS COMMUNITY FOUNDATION
ANNUAL MEETING
MONDAY, MAY 9, 2022
4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

CIVIC CENTER, CITY COUNCIL CHAMBERS
14000 CITY CENTER DR., CHINO HILLS, CALIFORNIA

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 Board makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Board subsequent to the posting of the agenda. The Board Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the City of Chino Hills Community Services Department, and on the Board's website at www.chinohillsfoundation.org/chcf-board. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation Board after distribution of the agenda packet are available for public inspection in the Chino Hills Community Services Department at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Chino Hills Community Foundation Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form available at the entrance to the Chino Hills Community Room. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Foundation Secretary to call upon you.** Comments will be limited to three minutes per speaker.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Chino Hills Community Foundation, please contact the Chino Hills Community Services Department, (909) 364-2712, at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COUNCIL IS IN SESSION. Thank you.

FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR
CYNTHIA MORAN, VICE CHAIR
MARY FAULHABER, SECRETARY
PETER PIRRITANO, TREASURER

AIMEE HOLLIDAY DAVIS
DARRYL GOODMAN
GLEN ANDERSON
SPENCER BOGNER

BILL HUGHES
DAVID KRAMER
KATHLEEN SMITH
SYLVIA NASH

DARRIN LEE
DENISE CATTERN
SAMANTHA JAMES-PEREZ

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 matter jurisdiction of the Board, whether or not the item appears on the agenda, except testimony on Public Hearing items must be provided during those hearings. Please complete and submit to the Foundation Secretary a "Request to Speak" card or raise your hand via Zoom or dial *9 to be selected from the meeting cue. Comments will be limited to three minutes per speaker.

FOUNDATION DEPARTMENT BUSINESS

CONSENT CALENDAR (5 ITEMS) – *All matters listed on the Consent Calendar are considered routine by the Foundation Board and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Foundation Board votes on the motion to adopt, Members of the Foundation Board or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

2. Approve March 14, 2022, Foundation Meeting Minutes.
3. Receive and file Quarterly Investment Report as of March 31, 2022.
4. Receive and file Preliminary Financial Report as of April 30, 2022.
5. Adopt a budget amendment for fiscal year 2021-22 increasing the Community Foundation Fund budget by \$7,150 for various programs.
6. Approve FY 22-23 proposed annual budget.

DISCUSSION CALENDAR – *This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Please complete and submit a speaker card to the Foundation Secretary. Comments will be limited to three minutes per speaker.*

7. Election of Officers.
8. Discuss 2022 calendar.

COMMITTEE REPORTS

Chair Rogers

- Executive Committee
- Board Development Committee

Treasurer Peter Pirritano

- Finance & Investment Committee
- Fund Development Committee

Board Member Darrin Lee

- Public Affairs Committee
 - Branding photos with logo
 - Co-Sponsorship guidelines for use of logo and content

Board Member Glen Anderson

- Strategic Committee
 - Charitable Giving Program
- chARTS
 - Concert Series: The Hills Festival
 - Arts Committee
 - Chino Hills Music & Arts Festival

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

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 Prawn and Nero 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.

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

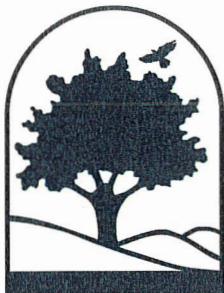
Board Chair Rogers adjourned the meeting at 5:32 p.m.

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



City of Chino Hills

MEMORANDUM

DATE: APRIL 25, 2022

TO: BOARD OF DIRECTORS
CHINO HILLS COMMUNITY FOUNDATION

VIA: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

FROM: CHRISTA BUHAGIAR, INVESTMENT TRUSTEE

SUBJECT: QUARTERLY INVESTMENT TRUSTEE REPORT

CB

To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended March 31, 2022.

In the event you have any questions, please feel free to contact Nicole Lugotoff, Accounting Supervisor, at (909) 364-2648.

CB:NL:sa

cc: Nicole Lugotoff, Accounting Supervisor
Alma Hernandez, Senior Management Analyst

**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending March 31, 2022**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 13,475	\$ 13,475	0.02%
LAIF	669,827	662,294	0.37%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 683,602</u>	<u>\$ 676,069</u>	

Blended Yield of Cash and Investments	0.36%
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Benchmarks:	
LAIF	0.37%
6mo U.S. Treasury	1.06%
2yr U.S. Treasury	2.28%
5yr U.S. Treasury	2.42%

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
March 31, 2022

	<u>Fiscal Year</u> <u>21/22</u>
Revenues:	
Special events	\$ 720
Interest income	687
Fair Market value	(45)
Other revenues	100,345
Donations	7
Ticket sales	72,290
Total Revenues	<u>174,004</u>
Expenditures:	
Memberships and certifications	240
Computer services	2,548
Contractual services	3,500
Financial services	963
Professional services	7,270
Liability insurance	5,289
Office supplies	28
Postage and express delivery	53
Printing and photocopy services	4,026
Special parts and supplies	13,227
Equipment rental	13,917
Taxes and assessments	25
Permits and fees	154
Total Expenditures	<u>51,240</u>
Excess of revenues over (under) expenditures	<u>\$ 122,764</u>
Fund Balances:	
Beginning of fiscal year	\$ 556,243
Excess of revenues over (under) expenditures	122,764
End of fiscal year	<u>\$ 679,007</u>

Note: The ending fund balance amount of \$679,007 varies compared to the bank balance amount of \$683,602 due to outstanding checks in the amount of \$4,595.

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

DATE: MAY 9, 2022

ITEM NO.: 4

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of April 30, 2022.

BACKGROUND/ANALYSIS:

The Financial Report as of April 30, 2022, 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 April 30, 2022, is \$243,979.

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. The balance as of April 30, 2022 is \$1,278.
- 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. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- E. The California Community Foundation (“in memory of Gloria and Jack Kramer”), which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.
- F. Inclusive Playground at Crossroads Park – In January 2021, the board approved a donation in the amount of \$100,000 for an inclusive playground at Crossroads Park. The donation included a \$50,000 donation from the H. Applebaum Family Trust. In August 2021, The California Community Foundation (“in memory of Gloria and Jack Kramer” donated \$20,000 towards the project. In December 2021, the H. Applebaum Family Trust donated an additional \$5,000 towards the project.
- G. Mobile Recreation – At the March 14, 2022, board meeting, the board voted to donate \$50,000 to the City of Chino Hills for the purchase of a new Mobile Recreation vehicle.
- H. Mobile Show Wagon – At the March 14, 2022, board meeting, the board voted to donate \$50,000 to the City of Chino Hills for the purchase of a new Mobile Show Wagon.

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 April 30, 2022, is \$165,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of April 30, 2022

	Actuals												Total	Variance
	Adjusted Budget	Amended Budget	Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Special Needs Temporarily Restricted (D)	Scholarship Funds Temporarily Restricted (E)	Inclusive Playground Temporarily Restricted (F)	Mobile Recreation Temporarily Restricted (G)	Mobile Show Wagon Temporarily Restricted (H)	Endowment Fund Permanently Restricted		
Operating Revenue:														
Contributions:														
Donations	\$ -	\$ -	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000			\$ -	\$ 25,066	\$ 25,066
Grants			-										\$ -	\$ -
Special Events	111,900	150,300	142,500			12,086							154,586	42,686
Interest Income		-	643										643	643
Total Operating Revenue	111,900	150,300	143,209	-	-	12,086	-	-	25,000	-	-	-	180,295	68,395
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,245	1,245											-	(1,245)
Cultural Arts	7,050	7,050											-	(7,050)
Military Banner Program	7,700	7,700											-	(7,700)
Summer Day Camps	12,800	12,800											-	(12,800)
Utility Box Art Program	6,100	6,100											-	(6,100)
Total Program Expenses	34,895	34,895	-	-	-	-	-	-	-	-	-	-	-	(34,895)
Supporting Services:														
Fundraising	26,400	31,500	38,342		789	9,816							48,947	17,447
Administration	12,700	13,650	13,729										13,729	79
Total Support Services	39,100	45,150	52,071	-	789	9,816	-	-	-	-	-	-	62,676	17,526
Total Operating Expenses	73,995	80,045	52,071	-	789	9,816	-	-	-	-	-	-	62,676	(17,369)
Interfund Transfers:	-	-	(110,000)	-	-	-			-	50,000	50,000	10,000	-	-
Changes in Net Assets	\$ 37,905	\$ 70,255	\$ (18,862)	\$ -	\$ (789)	\$ 2,270	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 117,619	\$ 85,764
Net Assets, beginning of the year	557,086	557,086	262,841	7,127	2,067	21,070	3,000	5,000	100,000			155,981	557,086	
Net Assets, end of the year	<u>\$ 594,991</u>	<u>\$ 627,341</u>	<u>\$ 243,979</u>	<u>\$ 7,127</u>	<u>\$ 1,278</u>	<u>\$ 23,340</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 125,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 165,981</u>	<u>\$ 674,705</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of April 30, 2022

PROGRAM SERVICES	Fundraising									Administration	
				Unity	Donor	Volunteer	chARTS	Total		General Management	Total
	Donations	2019 Wine Walk	2021 Wine Walk	2022 Wine Walk	Project	Recognition	Recognition				
Operating Revenues:											
Contributions:											
Sales	\$ -	\$ -	\$ 70,030	\$ -				\$ 2,420	\$ 72,450	\$ -	\$ 72,450
Donations/Sponsorships	25,050	500	68,000	3,000				8,000	79,500		104,550
Advertising								-	-		-
Other Revenues	16		970	-				1,666	2,636		2,652
Interest Income	643							-	-		643
	<u>25,709</u>	<u>500</u>	<u>139,000</u>	<u>3,000</u>				<u>12,086</u>	<u>154,586</u>	<u>-</u>	<u>180,295</u>
Operating expenses:											
Licenses & Permits			51					103	154		154
Memberships								-	-	260	260
Liability Insurance								-	-	5,289	5,289
Financial Services			480					-	480	362	843
Computer Services								1,700	1,700	5,728	7,428
Contractual Services					500			-	500		500
Advertising & Promotion								-	-		-
Printing Services			3,258			53		260	3,571	1,074	4,645
Postage						29		-	29	35	64
Office Supplies								-	-	28	28
Special Parts and Supplies			10,277			1,115	1,012	1,542	13,946	926	14,873
Concessions								-	-		-
Administrative Overhead								-	-		-
Entertainment							300	7,000	7,300		7,300
Catering and Refreshments						5,270	1,477	-	6,747		6,747
Rentals			13,917			284	319	-	14,520		14,520
Taxes								-	-	25	25
Scholarships, Grants & Awards								-	-		-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,983</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 6,751</u>	<u>\$ 3,108</u>	<u>\$ 10,605</u>	<u>\$ 48,947</u>	<u>\$ 13,729</u>	<u>\$ 62,676</u>
Changes in Net Assets	<u>\$ 25,709</u>	<u>\$ 500</u>	<u>\$ 111,017</u>	<u>\$ 3,000</u>	<u>\$ (500)</u>	<u>\$ (6,751)</u>	<u>\$ (3,108)</u>	<u>\$ 1,481</u>	<u>\$ 105,638</u>	<u>\$ (13,729)</u>	<u>\$ 117,619</u>

CHINO HILLS COMMUNITY FOUNDATION

Statement of Functional Activities

Cultural Arts Committee

	2022 Kids Art Exploration	21-22 Concert Series	Total
Operating Revenues:			
Contributions:			
Sales	\$ -	\$ 2,420	\$ 2,420
Donations/Sponsorships		8,000	8,000
Advertising			-
Raffles & Auctions			-
Scholarships			-
Concessions		1,666	1,666
Interest Income			-
	-	12,086	12,086
Operating expenses:			
Licenses & Permits		103	103
Liability			-
Financial Services			-
Computer Services	300	1,400	1,700
Contractual Services			-
Advertising & Promotion			-
Printing Services		260	260
Postage			-
Office Supplies			-
Special Parts and Supplies	489	1,053	1,542
Concessions			-
Administrative Overhead			-
Entertainment		7,000	7,000
Catering and Refreshments			-
Rentals			-
Taxes			-
Scholarships, Grants & Awards	-		-
Donations	-		-
	\$ 789	\$ 9,816	\$ 10,605
Changes in Net Assets	\$ (789)	\$ 2,270	\$ 1,481

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

SUBJECT: FY 21-22 BUDGET AMENDMENTS

DATE: MAY 9, 2022

ITEM NO.: 5

RECOMMENDATION:

Adopt a budget amendment for fiscal year 2021-22 increasing the Community Foundation Fund budget by \$7,150 for various programs.

BACKGROUND/ANALYSIS:

Staff compared the adopted budget with the current year actuals and is proposing the following budget amendments:

Home Tour – remove program budget , net overall decrease of \$33,300

A budget amendment for the Home Tour was approved at the July 2021 board meeting. At the January 2022, the Chair announced that the event had been cancelled due to the surge of the Omicron variant. It was also recommended that the event be suspended indefinitely, due to lack of involvement from the community.

Unity Project – increase budget by \$750

At the March 14, 2022, board meeting, the board voted to co-sponsor the Ayala Project Unity Event. The Foundation would provide up to \$750 for the sound and lighting.

Donor Recognition – increase overall budget by \$3,300

Due to the overwhelming response from Wine Walk sponsors and increased costs of labor and supplies, the cost of the Donor Recognition Reception almost doubled. The majority of the increased costs was due to catering costs.

Kids Art Exploration – increase budget by \$800

The FY 21-22 adopted annual budget did not include a budget for this event.

Concert Series – increase overall budget by \$6,850

Revenues for this event are being increased for sponsorships and concession sales. Expenses are being increased for various line items. The majority of increase is due to the increased costs for performers and sound & lighting.

Utility Box Art Program – increased overall budget by \$1,900

At the March 14, 2022, board meeting a budget amendment was approved in the amount of \$1,900 for the Utility Box Art Program due to the increased costs and labor and supplies.

Administration – increased overall budget by \$2,700

Expenses are being increased for various line items, including liability insurance (one policy renewed every other year), printing services (banner at the Shoppes), and web

CHINO HILLS COMMUNITY FOUNDATION
AMENDED BUDGET
PROPOSED AMENDMENTS

		PROGRAM SERVICES	SUPPORT SERVICES						
		Fundraising						Administration	
		CHCF002 Home Tour	Unity Project	CHCF007 Donor Recognition	Kids Art Exploration	CHCF008 Concert Series	Total	CH500039 CHCF009 General Management	Total
		Donations							
Support Services Revenues:									
Donations			-		-		-		-
Special Events:							-		
Ticket Sales		\$ -	\$ (4,200)				(4,200)	\$ -	\$ (4,200)
Sponsorships			(28,000)			8,000	(20,000)		(20,000)
Advertising			(4,325)				(4,325)	-	(4,325)
Raffles & Auctions			(1,875)				(1,875)	-	(1,875)
Other Revenues:						1,700	1,700	-	1,700
					-		-	-	-
		-	(38,400)		-	9,700	(28,700)	-	(28,700)
Expenses:									
Advertising & Promotion		-	(300)				(300)		(300)
Catering and Refreshments		-	(100)		2,300		2,200		2,200
Contractual Services		-		750		300	1,750		1,750
Entertainment		-	(100)			1,800	1,700		1,700
Financial Services		-					-		-
Liability Insurance		-					-	1,300	1,300
Licenses & Permits		-	(50)				(50)		(50)
Memberships		-					-		-
Office Supplies		-					-		-
Postage		-			50				
Printing Services		-	(2,850)		50	300	(2,500)	400	(2,100)
Rentals		-			280	(650)	(370)		(370)
Special Parts and Supplies		-	(1,700)		620	500	120		120
Website & Software Services		-					-	1,000	1,000
Taxes		-	-		-		-		-
		\$ -	\$ (5,100)	\$ 750	\$ 3,300	\$ 800	\$ 2,850	\$ 2,700	\$ 5,250
Program Services									
Donations:									
Adopt A Family							-		-
Military Banner Program									-
Utility Box Art Program		1,900							1,900
Summer Day Camp Scholarship:							-		-
							-		-
		\$ 1,900	\$ -		\$ -		\$ -	\$ -	\$ 1,900
Changes in Net Assets									
		\$ (1,900)	\$ (33,300)	\$ (750)	\$ (3,300)	\$ (800)	\$ 6,850	\$ (2,700)	\$ (35,850)



**CITY OF CHINO HILLS
BUDGET AMENDMENT
FISCAL YEAR 2021-22**

BA # 22B076

Description: Adjust Community Foundation budget

Date: 5/9/2022

Total Expend: \$ 7,200.00

Requested by: Alma Hernandez

Total Revenue: \$ (28,700.00)

Dept/Div: Community Foundation

Net Effect: \$ 35,900.00

EXPENDITURES

GL String/Project String	Account Description	Current Budget	Proposed Amendment	Amended Budget
CHCF002-ADVERTISE	CHCF - Home Tour	\$ 300.00	\$ (300.00)	\$ -
CHCF002-CATREFSH	CHCF - Home Tour	100.00	(100.00)	-
CHCF007-CATREFSH	CHCF - Donor Recognition	3,000.00	2,300.00	5,300.00
7200-00-80-800-000000-610015-	CHCF - Unity Project - Contractual Svcs	1,400.00	750.00	2,150.00
CHCF005-CONTRACT	CHCF - Kids Art Exploration	-	300.00	300.00
CHCF008-CONTRACT	CHCF - Concert Series	700.00	700.00	1,400.00
CHCF002-ENTRNM	CHCF - Home Tour	100.00	(100.00)	-
CHCF008-ENTRNM	CHCF - Concert Series	5,200.00	1,800.00	7,000.00
CHCF009-INSURANCE	CHCF - General Management	4,500.00	1,300.00	5,800.00
CHCF002-LICPERMS	CHCF - Home Tour	50.00	(50.00)	-
CHCF007-POSTAGE	CHCF - Donor Recognition	-	50.00	50.00
CHCF002-PRINTING	CHCF - Home Tour	2,850.00	(2,850.00)	-
CHCF007-PRINTING	CHCF - Donor Recognition	-	50.00	50.00
CHCF008-PRINTING	CHCF - Concert Series	-	300.00	300.00
CHCF009-PRINTING	CHCF - General Management	-	400.00	400.00
CHCF007-EQUIPMENT	CHCF - Donor Recognition	-	280.00	280.00
CHCF008-EQUIPMENT	CHCF - Concert Series	650.00	(650.00)	-
CHCF002-PARTS	CHCF - Home Tour	1,700.00	(1,700.00)	-
CHCF007-PARTS	CHCF - Donor Recognition	500.00	620.00	1,120.00
CHCF005-PARTS	CHCF - Kids Art Exploration	-	500.00	500.00
CHCF008-PARTS	CHCF - Concert Series	400.00	700.00	1,100.00
CHCF009-COMPTR	CHCF - General Management	5,500.00	1,000.00	6,500.00
CHCF010-DONATION-UTILBOXART	CHCF - Donations	6,100.00	1,900.00	8,000.00

REVENUES

GL String/Project String	Account Description	Current Budget	Proposed Amendment	Amended Budget
CHCF002-TICKETS	CHCF - Ticket Sales	\$ 4,200.00	\$ (4,200.00)	\$ -
CHCF002-SPONSOR	CHCF - Sponsorships	28,000.00	(28,000.00)	-
CHCF008-SPONSOR	CHCF - Sponsorships	-	8,000.00	8,000.00
CHCF002-ADVERTISE	CHCF - Advertising	4,325.00	(4,325.00)	-
CHCF002-RAFAUCT	CHCF - Raffles & Auctions	1,875.00	(1,875.00)	-
CHCF008-OTHER	CHCF - Other Revenues	-	1,700.00	1,700.00

REASON/JUSTIFICATION

To appropriate the Community Foundation Fund for various programs.

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

SUBJECT: ANNUAL BUDGET

DATE: MAY 9, 2022

ITEM NO.: 6

RECOMMENDATION:

Approve proposed FY 2022-2023 budget.

BACKGROUND/ANALYSIS:

The Foundation's bylaws (Article III, section 3) state that "Adoption of a budget for the upcoming fiscal year shall occur at the annual meeting". The following changes have been made to the proposed annual budget that was presented at the March 14, 2022, board meeting with a brief explanation. All changes below have been incorporated into the proposed budget.

Military Banner Program – decreased budget to \$0

At the April 12, 2022, Fee Schedule Workshop, the City of Chino Hills City Council voted to (1) cover the full cost of the Military Banner Program; (2) reimburse individuals who paid for a banner from July 1, 2021, to present,; and (3) for the Chino Hills Community Foundation to no longer contribute money toward the Military Banner Program.

Donors Reception – increased overall budget by \$1,300

At the March 14, 2022, board meeting, the board gave direction to increase the catering line item by \$1,000 and awards line item by \$300 due to the rising costs of labor and supplies.

Concert Series – increased overall budget by \$450

The contractual services line item was increased by \$450 to reflect the increased cost of sound & lighting services.

Kids Art Exploration – increased budget by \$1,000

The proposed annual budget presented at the March 14, 2022, did not include a budget for this event. The proposed budget is based on current year actuals.

Wine Walk – increased overall budget by \$1,350

The proposed budget includes an increase in revenues of \$7,650 as a result of an increase in ticket prices. General Admission tickets have been increased to \$60 and \$65 (last call); and VIP tickets have been increased to \$95. Expenditures have been increased by \$9,000 to reflect the increased costs of rentals, as well as, the potential need to purchase additional wine.

Administration (Liability Insurance) – increased budget by \$500

The liability insurance line item was increased by \$500 based on current year actuals.

**CHINO HILLS COMMUNITY FOUNDATION
PROPOSED BUDGET
FISCAL YEAR 2022-2023**

	PROGRAM SERVICES		SUPPORT SERVICES								
			Fundraising					Administration			
			CHCF001	CHCF007	CHCF006	CHCF008	CHCF005		CHCF009		
	Donations		Wine Walk	Donor Recognition	Volunteer Reception	Concert Series	Kids Art Exploration	Total	General Management	Total	
Support Services											
Revenues:											
Special Events:											
Ticket Sales	\$ -	\$	77,525			9,000		86,525	\$ -	\$ 86,525	
Sponsorships			84,500					84,500		84,500	
Other Revenues:			725					725	-	725	
			-	-		-	-	-	-	-	
	-		162,750	-	-	9,000	-	171,750	-	171,750	
Expenses:											
Advertising & Promotion	-		300					300		300	
Catering and Refreshments	-			4,000	2,000			6,000		6,000	
Contractual Services	-		700			1,500		2,200	700	2,900	
Entertainment	-				300	7,800	400	8,500		8,500	
Financial Services	-							-	1,200	1,200	
Liability Insurance	-							-	5,000	5,000	
Licenses & Permits	-		400			150		550		550	
Memberships	-							-	300	300	
Printing Services	-		3,500					3,500		3,500	
Rentals	-		22,500		400	975		23,875		23,875	
Special Parts and Supplies	-		13,200	800	800	600	600	16,000	400	16,400	
Website & Software Services	-							-	5,500	5,500	
Taxes	-		-	-	-	-	-	-	100	100	
	\$ -	\$	40,600	\$ 4,800	\$ 3,500	\$ 11,025	\$ 1,000	\$ 60,925	\$ 13,200	\$ 74,125	
Program Services											
Donations:											
Adopt A Family	1,600							-		1,600	
Military Banner Program	-									-	
Utility Box Art Program	8,000									8,000	
Summer Day Camp Scholarship:	14,000							-		14,000	
								-		-	
	\$ 23,600	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,600	
Changes in Net Assets	\$ (23,600)	\$	122,150	\$ (4,800)	\$ (3,500)	\$ (2,025)	\$ (1,000)	\$ 110,825	\$ (13,200)	\$ 74,025	

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

DATE: MAY 9, 2022

ITEM NO.: 7

SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION:

1. Open the floor for nominations for Chair, Vice Chairperson, Secretary, and Treasurer.
2. Call for a vote for each candidate nominated for the Chair, Vice Chairperson, Secretary, and Treasurer.

BACKGROUND/ANALYSIS:

Article VI, Section 2 of the Foundation's Bylaws states that, "The Board shall elect a Chairperson, Vice Chairperson, a Secretary, and a Treasurer at the annual meeting. Their terms of office are one (1) year. The yearly term of the officers shall begin and end at the conclusion of the annual meeting." The current officers are:

Chair: Peter Rogers
Vice Chairperson: Cynthia Moran
Secretary: Mary Faulhaber
Treasurer: Peter Pirritano

**CHINO HILLS COMMUNITY FOUNDATION
THREE YEAR EVENT PLANNING SCHEDULE**

*** Dates should be scheduled at least 6 months in advance ***

	2022	2023	2024
JANUARY	10 Board Meeting	TBD Volunteer Reception - Send Invitations 9 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY	14 Concert Series #1: Tickets on Sale 28 Volunteer Reception - Send Invitations	6 Volunteer Recognition TBD Concert Series #1: Tickets on Sale	5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale
MARCH	10 Donor Recognition - Send Invitations 14 Board Meeting 26 Kids Art Exploration	13 Board Meeting 18 Donor Recognition (backup location) TBD Kids Art Exploration TBD Concert Series #1: TBD	11 Board Meeting TBD Donor Recognition TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL	2 Donor Recognition 8 Concert Series #1: Lynn Fiddmont 11 Volunteer Recognition 18 Concert Series #2: Tickets on Sale 25 Wine Walk Planning Begins 29 Ayala Project Unity Event (co-sponsorship)	14 Concert Series #1: Jazz Concert	
MAY	9 Board Meeting 13 Concert Series #2 - Louie Cruz Beltran 30 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 8 Board Meeting TBD Concert Series #2 - TBD 29 Wine Walk Webpage LIVE TBD Play - TBD TBD Art Show #1	1 Wine Walk Planning Begins 13 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Play - TBD TBD Art Show #1
JUNE	9 Art Show #1: Rebecca Waters	TBD Art Show #1	TBD Art Show #1
JULY	19 Board Meeting TBD Art Show #1: Rebecca Waters	10 Board Meeting TBD Art Show #1	8 Board Meeting TBD Art Show #1
AUGUST	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #1: Rebecca Waters	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #2	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #2
SEPT.	12 Board Meeting 17 Concert Series #3-The Hills Festival TBD Art Show #2	11 Board Meeting TBD Art Show #2	9 Board Meeting TBD Art Show #2
OCT.	8 Chino Hills Wine Walk TBD Art Show #2	14 Chino Hills Wine Walk TBD Art Show #2	12 Chino Hills Wine Walk TBD Art Show #2
NOVEMBER	TBD Concert Series Planning Begins 14 Board Meeting *** Date Due: Donor Recognition 2023 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 13 Board Meeting TBD Date Due: Donor Recognition 2024 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 11 Board Meeting TBD Date Due: Donor Recognition 2025 TBD Design Volunteer Reception Invites TBD 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