



A G E N D A

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
TUESDAY, JULY 19, 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 BOARD 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
DARRYLL 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. Comments will be limited to three minutes per speaker.

FOUNDATION DEPARTMENT BUSINESS

CONSENT CALENDAR (3 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 May 9, 2022, Foundation Meeting Minutes.
3. Receive and file Preliminary Financial Report as of June 30, 2022.
4. Receive Program Updates and Approve a Special Rollover Request of unspent funds in the amount of \$8,000 for the Utility Box Art Program from FY 21-22 to FY 22-23.

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.*

5. Discuss appointment of new board member.
6. Appoint Board Members to the following committees for fiscal year 2022-2023:

Board Development	Finance & Investment	Fund Development
Public Affairs	Strategic Planning	Volunteer
7. Review FY 2021-2022 Preliminary Donor List
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

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**MAY 09, 2022
ANNUAL MEETING**

CHINO HILLS, CALIFORNIA

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:05 p.m.

ROLL CALL

PRESENT: BOARD MEMBERS: PETER ROGERS
GLEN ANDERSON
SPENCER BOGNER
DENISE CATTERN
MARY FAULHABER
BILL HUGHES
SAMANTHA JAMES-PEREZ
DAVID KRAMER
SYLVIA NASH (arrived at 4:26 P.M.)
PETER PIRRITANO
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DARRYLL GOODMAN
AIMEE HOLLIDAY-DAVIS
DARRIN LEE
CYNTHIA MORAN

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
MELISSA ARMIT, SR. COMMUNITY SERVICES SUPERVISOR
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.

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 Chair Rogers stated the City Council approved funding the Military Banner Program completely. Therefore, the Foundation will no longer donate towards the program and the budget item had been removed.

Motion was made by Board Member Glen Anderson, and seconded by Board Secretary Mary Faulhaber, to approve the following Consent Calendar items:

MINUTES

The Board members approved the March 14, 2022, Chino Hills Community Foundation Meeting Minutes, as presented.

QUARTERLY INVESTMENT REPORT

The Board members received and filed the Quarterly Investment Report as of March 31, 2022, as presented.

FINANCIAL REPORT

The Board members received and filed the Preliminary Financial Report as of April 30, 2022, as presented.

ADOPT A BUDGET AMENDMENT FOR FISCAL YEAR 2021-22

The Board members approved a budget amendment for fiscal year 2021-22 increasing the Community Foundation fund budget by \$7,150 for various programs, as presented.

APPROVE FY 2022–23 PROPOSED ANNUAL BUDGET

The Board members approved the annual budget, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, FAULHABER, HUGHES, JAMES-PEREZ, KRAMER, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, HOLLIDAY-DAVIS, LEE, MORAN, NASH.

DISCUSSION CALENDAR

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 Kathleen Smith, and seconded by Board Member David Kramer, to nominate Peter Rogers as Chair, Cynthia Moran as Vice Chair, Mary Faulhaber as Secretary, and Peter Pirritano as Treasurer.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, FAULHABER, HUGHES, JAMES-PEREZ, KRAMER, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, HOLLIDAY-DAVIS, LEE, MORAN, NASH.

DISCUSS 2022 CALENDAR

Board Chair Rogers reviewed the upcoming dates for board meetings and various events. Board Member Samantha James-Perez asked for clarification on the Rebecca Waters art show. Senior Supervisor Melissa Armit and Board Chair Rogers clarified that the art show is ongoing through the summer ending on August 31st.

Board Member Denise Cattern inquired about the possibility of setting a date for the second Artist's Reception. Board Member Anderson stated that the art subcommittee would be meeting the upcoming week and would discuss dates.

COMMITTEE REPORTS

Chair Peter Rogers

- **BOARD DEVELOPMENT COMMITTEE**
Board Chair Rogers stated that after the committee meets, they will present a recommendation for a new board member to fill the vacancy left by Dan Capener.
- **WINE WALK SUBCOMMITTEE**
Board Chair Rogers stated that the subcommittee met to start planning the event. He noted that the subcommittee is short one person but appears to be in a good position to start planning and organizing the event. He also met with city staff to discuss updates on forms, flyers, and other paperwork to distribute to sponsors. He is anticipating it might be more challenging to get wine donations since wineries were affected by the fires, which would require the subcommittee to purchase more wine. He is also anticipating less sponsorships. The prior year the subcommittee was able to secure generous donations but is unsure if they will be able to secure the same sponsors this year. He added that participant numbers will remain the same at 1,300. Board Member Spencer Bogner inquired if there would be any changes to ticket pricing. Board Chair Rogers stated that ticket prices would be increased by \$5 which would bring general admission tickets to \$60, and VIP to \$85.

Board Member Glen Anderson

- **chARTS**
 - **Sound Source Event**
Board Member Anderson stated that the Sound Source event with the high school was a success. He said performers were well received, even though attendance was lower than expected.
 - **Arts Subcommittee**
Board Member Anderson stated the committee is working on curating the upcoming art shows for 2023. He mentioned the theme for the next show

would be “Chino Hills Women in Art”, a showcase with all women artists, since so many women artists submitted their artwork. He believes it will be well received.

Board Member Catterm encouraged board members to attend the June 9 artist reception at 6:00 p.m. She mentioned the reception was advertised in the Rec Brochure with a blurb, but she will send something to the Chino Hills Champion to do a deeper feature, since there was a lot of fun information that did not fit in the Rec Brochure.

- Concert Series

Board Member Anderson reminded the Board of the upcoming Louie Beltran concert on Friday, May 13th. Board Member Anderson mentioned advertisement for this concert has been substantial and expects quite a few walk-ins. He informed the Board that KJazz radio station has provided support in the form of public service announcements for the concert.

Board Chair Rogers added that the Lynne Fiddmont concert had about 250 in attendance; concession sales were about \$700. Total sponsorships for the series were about \$9,000. He mentioned the intention was to cover the costs of the concert, not to make a profit. The approach to the concert series was community involvement and to bring events to Chino Hills.

Board Member Anderson also discussed a series of concerts that will be branded as the “Hills Festival” that will be held on September 17th. There will be a total of five acts. He stated this festival format may open the opportunity to have various local talent perform. He stated that he wanted to brand that name for a future event that it will be held at McCoy next year. He wanted to differentiate between the Concert Series and the Festival, as the Concert Series is more casual and will remain at the Chino Hills Community Center. A festival would allow for different performers and the possible addition of food. Board Member James-Perez asked about ticket pricing and event format. Board Member Anderson and Board Chair Rogers stated that the committee had not discussed it, but ticket price will remain on the lower end to establish the festival. The event would be a total of 4 hours and should end at 10:00 p.m., so as not to disturb the residents. Board Member Anderson stated that additional volunteers would be needed for this event in comparison to the Concert Series.

- Kids Art Exploration

Board Chair Rogers updated the board on the Kids Art Exploration event. He stated that the event went well, with about 180 sign-ups for all sessions and had quite a few walk-ins. He suggested that in the future, a transition time may need to be added in between sessions.

Board Member Catterm commented that the room was somewhat small, and it got a bit congested, but she understands that they are limited to available

space at the Shoppes. Board Member Anderson stated that in past years the event was held outdoors, but they had to deal with the wind and heat. Board Member Cattern believed that it would be harder outdoors, in addition to the weather, it would be harder to control access. She added that parents were surveying the activities to see which would be age appropriate for their child. She suggested grouping activities based on complexity.

Board Secretary Faulhaber stated that she assisted with check-in and that there were quite a few individuals that pre-registered but did not attend, so it would be possible to allow more registrations in the future knowing that not all of those that registered would attend. Board Member Anderson said they would take that into consideration for next year, as well as that they had quite a few walk-ins that day, that they had accommodated.

Secretary Mary Faulhaber

- **VOLUNTEER COMMITTEE**

Board Secretary Faulhaber stated there were no committee updates, though she wanted to update the board on the Volunteer Dinner held at the Community Center on April 11th. She mentioned it went over extremely well, with a turnout of 65 volunteers. Board Member Cattern mentioned the photo booth was amusing to the guests. Board Member Sylvia Nash questioned how many no-shows there were, and after some clarification, Board Secretary Faulhaber stated those who responded “yes”, then did not show were only 3 – 4 volunteers, those who never responded to the invite at all, were around 30 volunteers.

BOARD COMMENTS

Nash: Board Member Nash requested an amendment to the minutes on page 11, paragraph 8, for the spelling of Pran and Neeru.

Cattern: Board Member Cattern commended Board Member Anderson on his work behind the scenes, getting community members involved with music and art, and out to the Foundation’s events.

Kramer: Board Member Kramer mentioned that the council chambers was a good place to take photos for the donors. He added branding for the Board should include something notable in addition to shirts. He mentioned his desire to get people together regarding working, living, and raising families in the community. He noted that smaller communities usually have unique traditions that residents are aware of and look forward to, and being that Chino Hills is a small town, he would like to see a unique tradition created for the city. He suggested a Prom and Portrait Night, where as many residents as possible could gather at one of the city’s high schools, for a group portrait and dancing. No live music would be required, simply playing popular music that gets people moving.

Hughes: Board Member Hughes stated he is very pleased to return, and glad to be a part of the Foundation. He mentioned that he is pleased McCoy is gaining popularity with

different events. Senior Supervisor Armit mentioned that the first beer festival took place there, which was a wonderfully diverse event to add to the property. She updated the board that the art on the utility boxes is anticipated to be installed in early June.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:09 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



STAFF REPORT

TO: BOARD MEMBERS DATE: JULY 19, 2022
FROM: JONATHAN MARSHALL ITEM NO.: 3
COMMUNITY SERVICES DIRECTOR
SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

The Financial Report as of June 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 June 30, 2022, is \$271,665.

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 June 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. In June 2022, direction was given to reduce the unrestricted transfer by the amount of restricted donations received (\$25,000) for this project after January 2021.
- 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 June 30, 2022, is \$165,981.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of June 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	\$ -	\$ -	\$ 372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000			\$ -	\$ 25,372	\$ 25,372
Grants			-									\$ -	-	-
Special Events	111,900	170,800	146,000			17,904							163,904	52,004
Interest Income			1,171										1,171	1,171
Total Operating Revenue	111,900	170,800	147,544	-	-	17,904	-	-	25,000	-	-	-	190,447	78,547
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,245	1,245												(1,245)
Cultural Arts	7,050	11,450												(11,450)
Military Banner Program	7,700	7,700												(7,700)
Summer Day Camps	12,800	12,800												(12,800)
Utility Box Art Program	6,100	8,000												(8,000)
Total Program Expenses	34,895	41,195	-	-	-	-	-	-	-	-	-	-	-	(41,195)
Supporting Services:														
Fundraising	26,400	38,150	38,472		789	9,896							49,157	11,007
Administration	12,700	17,030	15,248										15,248	(1,782)
Total Support Services	39,100	55,180	53,719	-	789	9,896	-	-	-	-	-	-	64,404	9,224
Total Operating Expenses	73,995	96,375	53,719	-	789	9,896	-	-	-	-	-	-	64,404	(31,971)
Interfund Transfers:			(85,000)						(25,000)	50,000	50,000	10,000		
Changes in Net Assets	\$ 37,905	\$ 74,425	\$ 8,824	\$ -	\$ (789)	\$ 8,007	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 10,000	\$ 126,043	\$ 110,518
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	\$ 594,991	\$ 631,511	\$ 271,665	\$ 7,127	\$ 1,278	\$ 29,077	\$ 3,000	\$ 5,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 165,981	\$ 683,129	

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

	PROGRAM SERVICES	Fundraising								Administration	
		2019	2021	2022	Unity	Donor	Volunteer	chARTS	Total	General	Total
		Wine Walk	Wine Walk	Wine Walk	Project	Recognition	Recognition			Management	
	Donations										
Operating Revenues:											
Contributions:											
Sales	\$ -	\$ -	\$ 70,030	\$ -			\$ 7,280	\$ 77,310	\$ -	\$ 77,310	
Donations/Sponsorships	25,371	500	68,000	6,500			8,150	83,150		108,521	
Advertising							-	-		-	
Other Revenues	1		970	-			2,474	3,444		3,445	
Interest Income	1,171							-		1,171	
	<u>26,544</u>	<u>500</u>	<u>139,000</u>	<u>6,500</u>			<u>17,904</u>	<u>163,904</u>	<u>-</u>	<u>190,447</u>	
Operating expenses:											
Licenses & Permits			51				154	206		206	
Memberships									260	260	
Liability Insurance									5,289	5,289	
Financial Services			480				10	491	762	1,253	
Computer Services									6,168	6,168	
Contractual Services					500		1,700	2,200	680	2,880	
Advertising & Promotion											
Printing Services			3,258	129			260	3,700	1,074	4,774	
Postage							29	29	35	64	
Office Supplies									28	28	
Special Parts and Supplies			10,277						926	14,891	
Concessions											
Administrative Overhead											
Entertainment								300	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>\$ 129</u>	<u>\$ 500</u>	<u>\$ 6,751</u>	<u>\$ 3,108</u>	<u>\$ 10,685</u>	<u>\$ 49,157</u>	<u>\$ 15,248</u>	<u>\$ 64,404</u>
Changes in Net Assets	<u>\$ 26,544</u>	<u>\$ 500</u>	<u>\$ 111,017</u>	<u>\$ 6,371</u>	<u>\$ (500)</u>	<u>\$ (6,751)</u>	<u>\$ (3,108)</u>	<u>\$ 7,218</u>	<u>\$ 114,747</u>	<u>\$ (15,248)</u>	<u>\$ 126,043</u>

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
Cultural Arts Committee

	<u>2022</u>	<u>Utility</u>	<u>21-22</u>	
	Kids Art	Box Art	Concert	
	Exploration	Program	Series	<u>Total</u>
Operating Revenues:				
Contributions:				
Sales	\$ -		\$ 7,280	\$ 7,280
Donations/Sponsorships		150	8,000	8,150
Advertising				-
Raffles & Auctions				-
Scholarships				-
Concessions			2,474	2,474
Interest Income				-
	<u>-</u>	<u>150</u>	<u>17,754</u>	<u>17,904</u>
Operating expenses:				
Licenses & Permits			154	154
Liability				-
Financial Services			10	10
Computer Services				-
Contractual Services	300		1,400	1,700
Advertising & Promotion				-
Printing Services			260	260
Postage				-
Office Supplies				-
Special Parts and Supplies	489		1,071	1,560
Concessions				-
Administrative Overhead				-
Entertainment			7,000	7,000
Catering and Refreshments				-
Rentals				-
Taxes				-
Scholarships, Grants & Awards	-			-
Donations	-			-
	<u>\$ 789</u>	<u>\$ -</u>	<u>\$ 9,896</u>	<u>\$ 10,685</u>
Changes in Net Assets	<u>\$ (789)</u>	<u>\$ 150</u>	<u>\$ 7,857</u>	<u>\$ 7,218</u>



STAFF REPORT

TO: BOARD MEMBERS DATE: JULY 19, 2022

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR ITEM NO.: 4

SUBJECT: RECEIVE PROGRAM UPDATES AND APPROVE A SPECIAL ROLLOVER REQUEST OF UNSPENT FUNDS FOR THE UTILITY BOX ART PROGRAM

RECOMMENDATION:

1. Receive program updates report.
2. Approve a special rollover request of unspent funds in the amount of \$8,000 for the Utility Box Art Program from FY 21-22 to FY 22-23.

BACKGROUND/ANALYSIS:

Scholarship Program – The Day Camp Scholarship Program was suspended for the Summer 2022 season. The City’s program had limited capacity as only one facility was operational. The scholarship program is expected to resume next summer.

Military Banner Program – At the April 26, 2022, City council meeting, the City Council approved to waive all costs for new military banner applications, as well as maintenance and replacement fees for existing military banners, retroactive to July 1, 2021. Therefore, the Foundation’s subsidy program has been eliminated.

Utility Box Art Program – On June 20, 2022, ten additional City-owned utility boxes were wrapped with vinyl pictures are part of the Utility Box Art Program. This is the third installment of this program. The ten wrapped utility boxes are displayed at the following locations:

- Chino Avenue at Emerald Way
- Grand Avenue at Boys Republic Dr.
- Grand Avenue at Calle San Marcos
- Chino Hills Parkway at Village Center Dr.
- Peyton Drive at Bulldog Way
- Peyton Drive at Glen Ridge Dr.
- Soquel Canyon Parkway at Pinehurst Dr.
- Soquel Canyon Parkway at Pomona Rincon Rd.
- Butterfield Ranch Road at Slate Dr.
- Butterfield Ranch Road at Mystic Canyon Dr.

Since the installations occurred in the latter part of June, funds for the program were not disbursed to the City of Chino Hills. Therefore, staff is requesting a special rollover of unspent for the program in the amount of \$8,000 from FY 21-22 to FY 22-23. The disbursement of donated funds is expected to be completed in July.



STAFF REPORT

TO:	BOARD MEMBERS	DATE:	JULY 19, 2022
FROM:	JONATHAN MARSHALL COMMUNITY SERVICES DIRECTOR	ITEM NO.:	5
SUBJECT: NEW BOARD MEMBER			

RECOMMENDATION:

Discuss appointment of new board member to fill vacancy.

BACKGROUND/ANALYSIS:

The executive committee is recommending appointing Delinia Lewis to the board. Attached is a biography.

Biography
Delinia Lewis

Ms. Lewis has over 20 years of executive experience in the private and public sectors combined. She began her career in civil service with State Workers' Compensation Fund as a Claims Adjuster on May 19, 2003. She promoted to Senior Worker's Compensation Claims Adjuster on August 2, 2006. On October 1, 2008, she lateraled to the Department of Corrections and Rehabilitation's (CDCR) – California Correctional Healthcare Services (CCHCS) as an Associate Governmental Program Analyst. On February 11, 2009, Ms. Lewis promoted to a Health Program Specialist I (HPSI) for CCHCS in their Southern Regional Office in Rancho Cucamonga, California.

On January 1, 2011, Ms. Lewis promoted to Staff Services Manager I (SSMI), Employee Relations Officer for the California Rehabilitation Center (CRC) in Norco, California. On October 26, 2012, she promoted to Community Resources Manager (CRM) at CRC, then briefly separated from state service to learn the adjudication process at the Orange County Superior Courts on January 15, 2016. On January 20, 2017, Ms. Lewis reinstated as an SSMI at CRC. On November 1, 2017, she reinstated to the CRM classification at the California Institution for Men in Chino, California. Ms. Lewis also served as Transgender Liaison and a member of the Statewide Transgender Policy and Procedure Taskforce, in Sacramento, California and was a key contributor to the evolution of Senate Bill 132. In 2018, Ms. Lewis was appointed by San Bernardino County District Attorney Jason Anderson to his newly established Community Commission where she served for two years. She also served on the Board of Directors for the Chino Hills Community Foundation for seven years.

On September 20, 2020, Ms. Lewis promoted to Correctional Administrator at the Richard J. Donovan Correctional Facility in San Diego, California. During her tenure there she served as Transgender Liaison, Correctional Administrator over Business Services and Facilities. She also served as Assistance Equal Employment Opportunity (EEO) Counselor, as well as, a Government Alliance on Race and Equity (GARE) Ambassador. In addition, Ms. Lewis served at Mount San Antonio College as an Adjunct Professor for the past six years. In 2021, Ms. Lewis was a recipient of the Medal of Valor – Distinguished Service Award for her work with the Transgender population.

On June 1, 2022, she accepted a lateral position as Correctional Administrator for the California Institution for Women.

**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.

Chino Hills Community Foundation Board Committee Appointments

FY 2021-2022

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

FY 2022-2023

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning	Volunteer
Aimee Holliday Davis							
Bill Hughes							
Cynthia Moran	x						
Darrin Lee							
Darryll Goodman							
David Kramer							
Denise Cattern							
Glen Anderson							
Kathleen Smith							
Mary Faulhaber	x						
Peter Pirritano	x						
Peter Rogers	x(c)						
Samantha James Perez							
Spencer Bogner							
Sylvia Nash							

Moved from one category to another

New

Donor Recognition report from 11/04/2009 to 6/30/2022

	Donor Name	As of June 30, 2021	FY 21-22 Donations	As of June 30, 2022
level (\$20,000 to \$99,999)	1 Gloria & Jack Kramer Family Foundation	\$ 65,000.00	\$ 20,000.00	\$ 85,000.00
	2 Howard and Nikki Applebaum	\$ 67,500.00	\$ 5,000.00	\$ 72,500.00
	3 The Shoppes @ Chino Hills	\$ 47,500.00	\$ 2,500.00	\$ 50,000.00
	4 Republic Services	\$ 42,545.80	\$ 5,000.00	\$ 47,545.80
	5 Pomona Valley Hospital Medical Center	\$ 37,000.00	\$ 5,000.00	\$ 42,000.00
	6 The Honorable Curt Hagman, San Bernardino County Supervisor	\$ 35,500.00	\$ 5,000.00	\$ 40,500.00
	7 Trumark Homes	\$ 37,500.00	\$ 2,500.00	\$ 40,000.00
	8 Dr. James M. Lally, President & CMO	\$ 27,740.00		\$ 27,740.00
	9 Capital Group	\$ 20,280.00	\$ 2,000.00	\$ 22,280.00
	10 Holliday Rock Co. Inc.	\$ 16,000.00	\$ 5,000.00	\$ 21,000.00
	11 Supervisor Gary Ovitt, County of San Bernardino	\$ 20,000.00		\$ 20,000.00
	12 McCombs Family Foundation	\$ 20,000.00		\$ 20,000.00
level (\$10,000 to \$19,999)	Holliday Rock Co. Inc.	\$ 16,000.00	\$ 5,000.00	\$ 21,000.00
	1 Executive Development	\$ 15,000.00		\$ 15,000.00
	2 CalPortland	\$ 12,500.00	\$ 2,500.00	\$ 15,000.00
	3 Lewis Operating Corporation	\$ 14,400.00	\$ 500.00	\$ 14,900.00
	4 Eric and Rochelle Glade, Ameriprise Financial Services, Inc.	\$ 13,594.02		\$ 13,594.02
	5 KV Kumar	\$ 12,475.00		\$ 12,475.00
	6 Maria and John R. Young	\$ 12,164.80		\$ 12,164.80
	7 Merry and Peter Rogers	\$ 11,000.00	\$ 1,050.00	\$ 12,050.00
	8 Athens Services	\$ 6,000.00	\$ 5,000.00	\$ 11,000.00
	9 Pirritano Insurance Agency	\$ 10,700.00		\$ 10,700.00
	10 Overton Moore Properties	\$ 10,000.00		\$ 10,000.00
	11 Cynthia and David Moran	\$ 10,000.00		\$ 10,000.00
12 The SoCalGas Company	\$ 9,000.00	\$ 1,000.00	\$ 10,000.00	
level (\$5,000 to \$9,999)	1 Grace Capps and Family	\$ 8,915.00	\$ 1,000.00	\$ 9,915.00
	2 Sylvia Nash and Loren Lillestrand	\$ 9,550.00		\$ 9,550.00
	The SoCalGas Company	\$ 9,000.00	\$ 1,000.00	\$ 10,000.00
	3 Waste Management	\$ 6,500.00	\$ 2,500.00	\$ 9,000.00
	4 Hensley Law Group	\$ 6,200.00	\$ 2,500.00	\$ 8,700.00
	5 Derek Williams, CPA	\$ 8,500.00		\$ 8,500.00
	6 Citizens Business Bank	\$ 7,000.00	\$ 1,000.00	\$ 8,000.00
	7 Big League Dreams-Chino Hills	\$ 3,000.00	\$ 5,000.00	\$ 8,000.00
	8 Brian, Nemie, Matthew and Miah Pollack	\$ 7,917.00		\$ 7,917.00
	9 BAPS Charities	\$ 7,500.00		\$ 7,500.00
	10 John A. Kramer	\$ 6,000.00		\$ 6,000.00
	11 Oliver McMillan, LLC	\$ 6,000.00		\$ 6,000.00
	12 Peter Pirritano	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
	Athens Services	\$ 6,000.00	\$ 5,000.00	\$ 11,000.00
	13 Clark's Nutrition & Natural Foods Market	\$ 5,500.00		\$ 5,500.00
	14 Lehigh Hanson	\$ 4,500.00	\$ 1,000.00	\$ 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	
18 Lake Los Serranos Company		\$ 5,000.00	\$ 5,000.00	
level (\$2,500 to \$4,999)	Lehigh Hanson	\$ 4,500.00	\$ 1,000.00	\$ 5,500.00
	1 Re/Max Top Producers Chino/Chino Hills Office	\$ 2,000.00	\$ 2,500.00	\$ 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 Kathleen Smith	\$ 2,250.00	\$ 2,000.00	\$ 4,250.00
	5 CBRE	\$ 4,000.00		\$ 4,000.00
	6 Priscilla and Doug Duckworth	\$ 4,000.00		\$ 4,000.00
7 Emerline Kaiser/ Tryst Med Aesthetics Inc.	\$ 4,000.00		\$ 4,000.00	

Donor Recognition report from 11/04/2009 to 6/30/2022

	Donor Name	As of		
		June 30, 2021	FY 21-22 Donations	As of June 30, 2022
	8 PDQ Urgent Care & More	\$ 2,500.00	\$ 1,500.00	\$ 4,000.00
	9 Barbara and Ray Marquez	\$ 3,575.00	\$ 250.00	\$ 3,825.00
	10 Los Serranos Golf and Country Club	\$ 3,710.00		\$ 3,710.00
	11 Division of Adult Institution CA Institution for Men	\$ 3,622.00		\$ 3,622.00
	12 Steven J. Elie	\$ 3,525.00		\$ 3,525.00
	13 Chopra Family Charitable Foundation	\$ 3,500.00		\$ 3,500.00
	14 Southern California Edison	\$ 3,500.00		\$ 3,500.00
	15 Century21 Beachside	\$ 3,000.00		\$ 3,000.00
	16 CalAtlantic Homes	\$ 3,000.00		\$ 3,000.00
	21 Chino Fireman's Association Inc.	\$ 2,500.00	\$ 500.00	\$ 3,000.00
	Big League Dreams Chino Hills	\$ 3,000.00	\$ 5,000.00	\$ 8,000.00
	17 Brighton Collectibles	\$ 2,601.65		\$ 2,601.65
	18 Kalter Financial Group	\$ 2,500.00		\$ 2,500.00
	19 Hidden Oaks Country Club	\$ 2,500.00		\$ 2,500.00
	20 Smart & Final Charitable Foundation	\$ 2,500.00		\$ 2,500.00
	22 Boral Resources, Inc. (Headwater Resources)	\$ 2,500.00		\$ 2,500.00
	23 Parentex Enterprises	\$ 2,500.00		\$ 2,500.00
	24 Team Lally, Inc.	\$ 2,500.00		\$ 2,500.00
	25 Townsend Public Affairs	\$ 2,500.00	\$ 1,000.00	\$ 3,500.00
	26 Tri-Counties Association of Realtors	\$ 2,500.00		\$ 2,500.00
	27 KASA Construction Inc., Kasbar Family	\$ 2,500.00		\$ 2,500.00
	28 Chino Valley Fire Foundation		\$ 2,500.00	\$ 2,500.00
	29 River City Mortgage		\$ 2,500.00	\$ 2,500.00
	30 Innovative Design Concepts		\$ 2,500.00	\$ 2,500.00
Level (\$1,000 to \$2,499)	Kathleen Smith-	\$ 2,250.00	\$ 2,000.00	\$ 4,250.00
	1 Apollo Insurance Services	\$ 1,500.00	\$ 500.00	\$ 2,000.00
	2 Lennar Homes	\$ 2,000.00		\$ 2,000.00
	Peter Pirritano-	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
	3 Orange Community Foundation	\$ 2,000.00		\$ 2,000.00
	4 Bruce and Debbie Wood	\$ 2,000.00		\$ 2,000.00
	5 Gallant Risk & Insurance Services, Inc.	\$ 2,000.00		\$ 2,000.00
	6 Marion and Mike Proffitt	\$ 2,000.00		\$ 2,000.00
	Re/Max Top Producers Chino/Chino Hills Office	\$ 2,000.00	\$ 2,500.00	\$ 4,500.00
	7 Farmers Insurance Agency	\$ 2,000.00		\$ 2,000.00
	8 June Chern, Farmers/Insurance District Manager	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
	9 Kristine E. Thalman	\$ 1,700.00		\$ 1,700.00
	10 The Kaplan Family	\$ 1,520.00		\$ 1,520.00
	11 CGM Development, Inc.	\$ 1,500.00		\$ 1,500.00
	12 Cornell Custom Homes	\$ 1,500.00		\$ 1,500.00
	13 Platinum Cargo Logistics Inc.	\$ 1,400.00		\$ 1,400.00
	14 Denise and Ed Graham	\$ 1,240.00		\$ 1,240.00
	15 Melba and Jeff Mayes	\$ 1,200.00		\$ 1,200.00
	16 Rick and Janelle Shiba	\$ 1,120.00		\$ 1,120.00
	17 Patti and Fred Aguiar	\$ 1,000.00		\$ 1,000.00
	18 Catalyst Solutions	\$ 1,000.00		\$ 1,000.00
	19 Chino Hills Land West, LLC.	\$ 1,000.00		\$ 1,000.00
	20 Jean and Phil Gorgone	\$ 1,000.00		\$ 1,000.00
	21 Guardian Risk & Insurance Services, Inc.	\$ 1,000.00		\$ 1,000.00
	22 Inland Valley Humane Society	\$ 1,000.00		\$ 1,000.00
	23 Emmi and Michael J. Kaiser	\$ 1,000.00		\$ 1,000.00
	24 Pierre Laband	\$ 1,000.00		\$ 1,000.00
	25 Tim McMahon	\$ 1,000.00		\$ 1,000.00
26 Joanne and Wayne Scaggs	\$ 1,000.00		\$ 1,000.00	
27 Percy Segura	\$ 1,000.00		\$ 1,000.00	
28 TREH Partners, LLC	\$ 1,000.00		\$ 1,000.00	

Donor Recognition report from 11/04/2009 to 6/30/2022

Donor Name	As of June 30, 2021	FY 21-22 Donations	As of June 30, 2022
29 Voorhees Investments, Inc.	\$ 1,000.00		\$ 1,000.00
30 Gaytriba Ghanshyamsinh Zala	\$ 1,000.00		\$ 1,000.00
31 Young's Market	\$ 1,000.00		\$ 1,000.00
32 Dean and Delinia Lewis	\$ 1,000.00		\$ 1,000.00
33 MillerCoors	\$ 1,000.00		\$ 1,000.00
34 US Bank Home Mortgage	\$ 1,000.00		\$ 1,000.00
35 K.A.R. Construction	\$ 1,000.00		\$ 1,000.00
36 KB Homes	\$ 1,000.00		\$ 1,000.00
37 Oke Poke	\$ 1,000.00		\$ 1,000.00
38 Re/Max Edge	\$ 1,000.00		\$ 1,000.00
39 Foddrill Construction Corp	\$ 1,000.00		\$ 1,000.00
40 Chino Hills Ford	\$ 1,000.00		\$ 1,000.00
41 Chino Valley Real-Estate	\$ 1,000.00		\$ 1,000.00
42 Iris Tonti, Coldwell Banker Alliance Realty	\$ 1,000.00		\$ 1,000.00
43 JLL	\$ 1,000.00		\$ 1,000.00
44 Securitas Security Services	\$ 1,000.00		\$ 1,000.00
45 Western Water Works	\$ 1,000.00		\$ 1,000.00
46 Century 21 Award	\$ 1,000.00		\$ 1,000.00
47 Azteca Landscape		\$ 1,000.00	\$ 1,000.00
48 Excel Landscape		\$ 1,000.00	\$ 1,000.00
49 Samantha James-Perez		\$ 1,000.00	\$ 1,000.00
50 Transtech		\$ 1,500.00	\$ 1,500.00
51 West Coast Arborists		\$ 1,000.00	\$ 1,000.00

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	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 Artist Reception: Rebecca Waters 10-30 Art Showing #1: Rebecca Waters	TBD Art Show #1	TBD Art Show #1
JULY	19 Board Meeting 1-31 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 1-31 Art Showing #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 22 Artist #2 Reception: Women in Art 1-30 Art Show #2	11 Board Meeting TBD Art Show #2	9 Board Meeting TBD Art Show #2
OCT.	8 Chino Hills Wine Walk 1-31 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 1-4 Art Show #2 *** 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