



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, SEPTEMBER 12, 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
DENISE CATTERN
SAMANTHA JAMES-PEREZ

BILL HUGHES
DAVID KRAMER
GLEN ANDERSON
SPENCER BOGNER

DARRIN LEE
DELINA LEWIS
KATHLEEN SMITH
SYLVIA NASH

4:00 P.M. – CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PRESENTATIONS

1. INTRODUCTION OF NEW BOARD MEMBER
2. 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 (4 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.*

3. Approve July 19, 2022, Foundation Meeting Minutes.
4. Receive and file Quarterly Investment Report as of June 30, 2022.
5. Appoint Delinia Lewis to Committees.
6. Approve a budget amendment in the amount of \$200,000 for the Inclusive Playground at Crossroads Park, Mobile Recreation Vehicle, and Mobile Stage Vehicle (Show Wagon) donations.

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. Discuss donation of Automated External Defibrillator (AED) in the community.
8. Discuss 2022 calendar.

COMMITTEE REPORTS

Chair Rogers

- Executive Committee
- Board Development Committee
- Wine Walk Subcommittee

Treasurer Peter Pirritano

- Finance & Investment Committee
- Fund Development Committee

Board Member Denise Cattern

- Public Affairs Committee

Board Member Glen Anderson

- Strategic Committee
- chARTS

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

JULY 19, 2022
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:03 p.m.

ROLL CALL

PRESENT: BOARD MEMBERS: PETER ROGERS
CYNTHIA MORAN
GLEN ANDERSON
SPENCER BOGNER
BILL HUGHES (arrived 4:10)
SAMANTHA JAMES-PEREZ
SYLVIA NASH
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DENISE CATTERN
MARY FAULHABER
DARRYLL GOODMAN
AIMEE HOLLIDAY-DAVIS
DAVID KRAMER
DARRIN LEE
PETER PIRRITANO

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

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Chair Sylvia Nash led the Assembly for the Pledge of Allegiance.

PUBLIC COMMENTS

None.

FOUNDATION DEPARTMENT BUSINESS

CONSENT CALENDAR

Board Chair Peter Rogers announced the Consent Calendar and asked the Board if there were any items to pull, hearing none, a motion was made by Board Member Spencer Bogner, and seconded by Board Member Sylvia Nash, to approve the following Consent Calendar items:

MINUTES

The Board members approved the May 9, 2022, Chino Hills Community Foundation Meeting Minutes, as presented.

FINANCIAL REPORT

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

RECEIVE PROGRAM UPDATES AND APPROVE A SPECIAL ROLLOVER REQUEST OF UNSPENT FUNDS

The Board members approved a special rollover request in the amount of \$8,000 for the Utility Box Art Program from FY 21-22 to FY 22-23, as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

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

DISCUSSION CALENDAR

APPOINTMENT OF NEW BOARD MEMBER

Board Chair Rogers stated that the Board Development Committee discussed nominating Delinia Lewis for the board. Board Member Sylvia Nash inquired if she resided in Chino Hills. Board Vice Chair Moran clarified that Ms. Lewis was a previous board member but resigned when she moved out of the Chino Valley area due to her job. She recently moved back to the Chino Valley area and while she does not live in the city, she does live and work in the Chino Valley and could provide community representation.

Discussion was held regarding a residency requirement for members of the board. Board Chair Rogers clarified that while it was not written in the bylaws as a requirement, the board has made that an unofficial practice unless the individual represented an agency. Board Member Nash inquired if Waste Management, the City's new waste provider, would have representation on the board. Board Member Cynthia Moran responded that she believed that board positions should not be filled with City vendors going forward as it appears as a possible conflict of interest. Board Member Samantha James-Perez agreed that current board members representing a City vendor would be grandfathered in but going forward it should not be a practice. Having city vendors on the board may not be technically against the bylaws but the perception might be that it is inappropriate.

Board Member Sylvia Nash inquired about Lewis Management. Board Member Spencer Bogner clarified that Lewis Management is not a vendor of the City. Randall Lewis has made a lot of philanthropic contributions and was on the board before they had a project

in the city. Board Member Spencer has been appointed by Randall Lewis to represent his interests.

Board Chair Rogers clarified that during the formation of the Foundation, which was a couple of months before the economy collapsed in 2008, the intention was to identify wealthy individuals or known people in the community. The board has transitioned over time and realized that is not the right concept for our foundation.

After much discussion regarding the differences between a city vendor and a developer, Vice Chair Moran stated that since the bylaws do not define a board member, she advocated to consider that Delinia Lewis has proven herself to be an effective board member in the past and given her current position as Associate Warden at the local prison she has networking contacts that will bring something valuable to the board.

Board Members concluded the discussion with overall support for adding Ms. Lewis to the Board, however, it was mentioned that the idea of keeping board members as residents only, if a person does not have community ties, as it could be a conflict of interest.

Motion was made by Board Member Glen Anderson, and seconded by Board Member Spencer Bogner, to recommend Delinia Lewis for appointment to the board.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, JAMES-PEREZ, NASH, SMITH, HUGHES.

NOES: BOARD MEMBERS: NONE.

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

APPOINT BOARD MEMBERS TO COMMITTEES

Motion was made by Board Member Kathleen Smith and seconded by Board Member Sylvia Nash to appoint Board Members to the following committees:

Executive: ROGERS / MORAN / PIRRITANO / FAULHABER

Board Development: ROGERS (chair) / LEE / GOODMAN / KRAMER / ANDERSON / BOGNER

Finance and Investment: PIRRITANO (chair) / HUGHES / SMITH / BOGNER

Fund Development: PIRRITANO (chair) / HOLLIDAY-DAVIS / BOGNER / NASH

Public Affairs: CATTERN (chair) / HOLLIDAY-DAVIS / MORAN / LEE / JAMES – PEREZ

Strategic Planning: ANDERSON (chair) / KRAMER / ROGERS / JAMES – PEREZ

Volunteer: FAULHABER (chair) / SMITH / ROGERS / JAMES – PEREZ / NASH

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, ANDERSON, BOGNER, JAMES-PEREZ, NASH, SMITH, HUGHES.

NOES: BOARD MEMBERS: NONE.

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

REVIEW PRELIMINARY DONOR LIST

Board Members reviewed the FY 2021-2022 Preliminary Donor List. No changes were made.

DISCUSS 2022 CALENDAR

Board Members reviewed the Calendar. Board Member Anderson stated that the Women in Art exhibition would end in January, the new exhibit would begin immediately after, in January. Senior Supervisor Armit clarified that the next exhibit would be the City's Photo Contest in February. Senior Supervisor Armit and Board Member Anderson agreed that dates would be finalized to update the calendar.

COMMITTEE REPORTS

Chair Peter Rogers

WINE WALK SUBCOMMITTEE

Chair Rogers mentioned that the challenge for Wine Walk will be securing wine donations, for the first time in the history of the event. Sponsors are satisfactory, for now. He stated the ticket numbers will remain the same, 1,300, with 150 for VIP tickets sale and 150 reserved VIP tickets for sponsors. Board Member Holliday-Davis will be approaching her usual list and Board Member Kathleen Smith will also be assisting.

Board Member Glen Anderson

chARTS

Board Member Anderson reminded the board that the Women in Art Reception will be on September 22nd and the Musical Festival, which is a continuation of the Concert Series, will be on September 17th. The Music Festival will be 3 full bands and 2 singer/songwriters for a total of 5 acts, each performing half an hour. The event will be held from 6:00 p.m. to 10:00 p.m.

BOARD COMMENTS

Nash: Board Member Nash wished a Happy Anniversary to Board Member Hughes and his wife on 52 years of marriage. She also thanked Board Member Lee for the board member shirts.

Smith: Board Member Smith mentioned that the food sponsorships had been split up and the vendors she has reached out to were overjoyed to participate in the Wine Walk again.

James-Perez: Board Member James-Perez commented that the utility art box wrappings look phenomenal.

Bogner: Board Member Bogner suggested that based on the earlier discussion, the Bylaws be reviewed and asked if they could be distributed to the board.

ADJOURNMENT

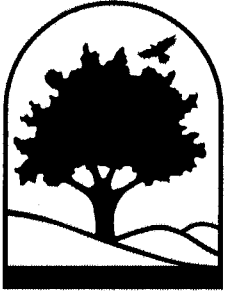
Board Chair Rogers adjourned the meeting at 4:59 p.m.

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: JULY 27, 2022

TO: BOARD OF DIRECTORS
CHINO HILLS COMMUNITY FOUNDATION

VIA: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

FROM: CHRISTA BUHAGIAR, INVESTMENT TRUSTEE *CB*

SUBJECT: QUARTERLY INVESTMENT TRUSTEE REPORT

To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended June 30, 2022.

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

CB:NL:kb

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

**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending June 30, 2022**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 11,630	\$ 11,630	0.02%
LAIF	670,355	661,724	0.86%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 682,285</u>	<u>\$ 673,654</u>	

Blended Yield of Cash and Investments	0.85%
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Benchmarks:	
LAIF	0.86%
6mo U.S. Treasury	2.51%
2yr U.S. Treasury	2.92%
5yr U.S. Treasury	3.01%

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
June 30, 2022

	Fiscal Year 21/22
Revenues:	
Special events	\$ 720
Interest income	1,216
Fair Market value	(45)
Other revenues	111,395
Donations	11
Ticket sales	77,150
Total Revenues	190,447
Expenditures:	
Memberships and certifications	260
Computer services	6,168
Contractual services	8,000
Financial services	1,253
Professional services	8,625
Liability insurance	5,289
Office supplies	28
Postage and express delivery	64
Printing and photocopy services	4,514
Special parts and supplies	16,056
Equipment rental	13,917
Taxes and assessments	25
Permits and fees	206
Total Expenditures	64,405
Excess of revenues over (under) expenditures	\$ 126,042
Fund Balances:	
Beginning of fiscal year	\$ 556,243
Excess of revenues over (under) expenditures	126,042
End of fiscal year	\$ 682,285

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 Summer Rec Guide DEADLINE	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations TBD Summer Rec Guide DEADLINE
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 TBD Fall Rec Guide DEADLINE	TBD Fall Rec Guide DEADLINE
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 TBD Winter Rec Guide DEADLINE	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #2 TBD Winter Rec Guide DEADLINE
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.	4 Volunteer WW Training @ CC 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 Spring Rec Guide (Feb -May) DEADLINE	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 Spring Rec Guide (Feb -May) DEADLINE	TBD Concert Series Planning Begins 11 Board Meeting TBD Date Due: Donor Recognition 2025 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites TBD Spring Rec Guide (Feb -May) DEADLINE
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