



# A G E N D A

CHINO HILLS COMMUNITY FOUNDATION  
REGULAR MEETING  
MONDAY, JANUARY 9, 2023  
4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

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

The regular meeting, of the Chino Hills Community Foundation for January 9, 2023, will be conducted in-person and remotely through Zoom temporarily in response to the surge of Omicron cases and the Foundation may make a finding that certain conditions exist to continue conducting public meetings via teleconferencing pursuant to Government Code Section 54953(e).

If you would like to attend the meeting remotely you can join the meeting from a PC, Mac, iPad, iPhone, or Android device, or by phone:

Please use this URL <https://us02web.zoom.us/j/84198553995>.

If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous.

Or join by phone: 1-669-900-6833

Enter Meeting ID: 84198553995

If you want to comment during the public comment portion of the agenda, Press \*9 and we will select you from the meeting queue.

**NOTE: Your phone number is captured by the zoom software and is subject to the Public Records Act unless you first dial \*67 before dialing the numbers as shown above to remain anonymous.**

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. Similarly, email addresses of attendees are captured by the zoom software and are subject to the Public Records Act.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Chino Hills Community Foundation Board, please contact the Community Services Department at (909) 364-2712 within 48 hours of the meeting.

**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  
DARRYL 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**

1. Adopt a resolution finding that certain conditions exist to temporarily conduct public meetings via teleconferencing pursuant to Assembly Bill 361.

### **PRESENTATIONS**

#### **2. INTRODUCTION OF NEW BOARD MEMBER**

3. **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 (2 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.*

4. Approve November 14, 2022, Foundation Meeting Minutes.
5. Receive and file Preliminary Financial Report as of December 31, 2022.

**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.*

6. Discuss AED donation location determination.
7. Discuss Volunteer of the Year.
8. Discuss changing board meetings days permanently.
9. Discuss 2023 calendar.

## **COMMITTEE REPORTS**

Chair Rogers

- Executive Committee
- Board Development Committee

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**

## RESOLUTION CHCF NO. 2023-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO HILLS COMMUNITY FOUNDATION FINDING THAT THAT CERTAIN CONDITIONS CONTINUE TO EXIST TO TEMPORARILY CONDUCT PUBLIC MEETINGS VIA TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953(e) DUE TO THE SURGE CAUSED BY THE OMICRON VARIANT

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the threat of the COVID-19 pandemic. This gubernatorial proclamation, among other things, suspended local government emergency declaration, reporting, and extension requirements of Government Code § 8630 for the duration of the COVID-19 pandemic. Effective November 10, 2021, the Governor extended the statewide COVID-19 emergency until March 31, 2022 (via Executive Order N-21-21); and

WHEREAS, on September 16, 2021, Assembly Bill No. 361 ("AB 361") took effect. Among other things, AB 361 amended certain provisions of the Ralph M. Brown Act governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously issued gubernatorial executive orders; and

WHEREAS, the Omicron variant is prevalent across California, the United States, and the world and spreads much more easily than the original SARS-CoV-2 virus and the Delta variant. The dramatic surge in cases and hospitalizations due to the highly infectious Omicron variant over the last two months is declining significantly; and

WHEREAS, on January 25, 2022, the City Council adopted Resolution No. 2022R-003 finding it necessary to temporarily conduct public meetings via teleconferencing pursuant to AB 361 and Government Code § 8625 (the California Emergency Services Act; see Government Code § 54953(e)(3); see also Governor's Proclamation dated March 4, 2020); and

WHEREAS, said Chino Hills Community Foundation does hereby find that the aforesaid conditions of the Omicron variant rates and hospitalizations continue to exist, necessitating the continued need to temporarily conduct meetings via teleconferencing.

NOW, THEREFORE, THE CHINO HILLS COMMUNITY FOUNDATION DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: The State of California continues to be in a declared state of emergency pursuant to Government Code § 8625 (the California Emergency Services Act; see Government Code § 54953(e)(3); see *also* Governor's Proclamation dated March 4, 2020)

SECTION 2. In accordance with the Guidance issued by the State of California Department of Public Health, effective February 16, 2022, universal masking shall remain required in only specified settings and only unvaccinated persons are required to mask in all indoor public settings; and fully vaccinated individuals are recommended to continue indoor masking when the risk may be high.

SECTION 3. To protect public health, the Chino Hills Community Foundation finds that it is in the public interest to continue to permit its public meetings to be conducted in part or in whole via teleconference as defined by Government Code § 54953 for the next thirty days.

SECTION 4. The Chino Hills Community Foundation will adhere to all requirements of Government Code §54953(e) governing teleconferencing during the emergency.

SECTION 5. *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6. *Recordation.* The presiding officer of the Chino Hills Chino Hills Community Foundation is authorized to sign this Resolution signifying its adoption by the Chino Hills Community Foundation.

SECTION 7: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 8: The Board Secretary will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said Board; and will make a minute of the passage and adoption thereof in the record of proceedings of the Chino Hills Community Foundation of said City, in the minutes of the meeting at which the same is passed and adopted

PASSED AND ADOPTED this 9th day of January 2023.

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PETER ROGERS, BOARD CHAIR

ATTEST:

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MARY FAULHABER, SECRETARY

Resolution CHCF NO. 2023-01

ATTEST:

I, Mary Faulhaber, Secretary of the Chino Hills Community Foundation, do hereby certify that the foregoing Resolution was duly and regularly passed, approved and adopted by the Board of Directors of the Chino Hills Community Foundation, at its regular meeting held on the 9<sup>th</sup> day of January, 2023, by the following Roll Call vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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Mary Faulhaber  
Secretary  
Chino Hills Community Foundation

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

November 14, 2022  
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Board Vice Chair Cynthia Moran called the Chino Hills Community Foundation Meeting to order at 4:01 p.m.

PRESENT: BOARD MEMBERS: PETER ROGERS (via teleconference)  
CYNTHIA MORAN  
GLEN ANDERSON  
SPENCER BOGNER  
MARY FAULHABER (via teleconference)  
DARRYL GOODMAN  
BILL HUGHES  
SAMANTHA JAMES-PEREZ (via teleconference)  
DAVID KRAMER  
SYLVIA NASH  
PETER PIRRITANO  
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DENISE CATTERN  
AIMEE HOLLIDAY-DAVIS  
DARRIN LEE  
DELINIA LEWIS

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**

Led by Board Vice Chair Moran.

### **TEMPORARY TELECONFERENCING AUTHORIZATION-RESOLUTION ADOPTED**

Board Vice Chair Moran briefed the Board on the resolution.

A motion was made by Board Member Goodman and seconded by Board Member Anderson to adopt Resolution No. 2022-01 of the Chino Hills Community Foundation, Finding That Certain Conditions Exist to Temporarily Conduct Public Meetings Via Teleconferencing Pursuant to Government Code Section 54953(e) Due to the Surge Caused by the Omicron Variant.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CATTERN, HOLLIDAY-DAVIS, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE.

## **INTRODUCTION**

Board Vice Chair Moran postponed the introduction of new board member, Delinia Lewis, due to her absence from this meeting.

## **PUBLIC COMMENTS**

None.

## **FOUNDATION DEPARTMENT BUSINESS**

### **CONSENT CALENDAR**

Board Vice Chair Moran announced Item No. 8 was pulled from the agenda to be discussed at a future meeting.

Board Vice Chair Moran announced the consent calendar and asked the Board if there were any items to pull.

Item No. 9, pertaining to the approval of a budget amendment for the Chino Valley Fire Foundation "Heart Safe/Bleed Safe Chino Valley" program donation, was pulled from the Consent Calendar for discussion and separate vote.

A motion was made by Board Member Nash, and seconded by Board Member Smith, to approve the following Consent Calendar items:

## **MINUTES**

The Board members approved the September 12, 2022, Chino Hills Community Foundation Meeting Minutes, as presented.

## **QUARTERLY INVESTMENT REPORT**

The Board members received and filed the Quarterly Investment Report as of September 30, 2022, as presented.

## **PRELIMINARY FINANCIAL REPORT**

The Board members received and filed the Preliminary Financial Report as of October 31, 2022, as presented.

## **APPROVE FY 21/22 AUDIT REPORT**

The Board members approved the FY 21/22 Audit Report, as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CATTERN, HOLLIDAY-DAVIS, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE.

## **CONSENT CALENDAR ITEM PULLED FOR DISCUSSION**

### **APPROVE A BUDGET AMENDMENT FOR THE CHINO VALLEY FIRE FOUNDATION “HEART SAFE/BLEED SAFE CHINO VALLEY” PROGRAM DONATION**

Board Chair Rogers pulled this item for discussion and separate vote.

He briefed the board on the donation of two AED machines and stated this action was for approval of the budget amendment. The placement of the machines has not yet been determined.

Board Member James-Perez inquired if The Shoppes was still being considered as one of the locations, as it had been voted on at the last meeting. Board Chair Rogers stated that locations are still being vetted as there are many considerations for placing a machine. After much discussion, Board Vice Chair Moran clarified that this item was only for an action to approve the budget, and not the location of the machines. The board requested that they be given the opportunity to provide input on the locations.

A motion was made by Board Member Hughes to approve the budget amendment and seconded by Board Member Smith.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CATTERN, HOLLIDAY-DAVIS, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE.

## **DISCUSSION CALENDAR**

### **DISCUSS CHANGING BOARD MEETINGS DAYS PERMANENTLY**

Board Chair Rogers briefed the board on the request to change board meeting dates permanently. After much discussion, it was determined that Monday was still the best day to hold board meetings. Board Member Nash proposed a different week, instead of the current, second Monday of the month, due to a conflict with another meeting she attends held on the same Mondays. Director Marshall requested staff return to the next meeting with viable options.

### **DISCUSS WINE WALK**

Board Chair Rogers stated the Wine Walk was successful and raised \$124,000, a \$1,000 over last year, even with the rising costs of rentals, and the need to purchase wine. He concluded that the Wine Walk committee would meet soon to review possible improvements for next year.

### **DISCUSS NEW SIGNATURE EVENTS**

Board Chair Rogers mentioned that brief discussion had taken place amongst the Executive Board, regarding a possible new signature fundraising event. Possible options included showcasing different ethnic cuisines, to create a food festival.

Board Member Smith mentioned the Orange Street Fair as an example, which is made up of “streets” that surround a fountain, hosting different cultural foods, drinks and entertainment. Board Vice Chair Moran suggested calling it a Cultural Festival. Board Member Goodman questioned how funds would be raised. Director Marshall responded that the Board could request a portion of the sales, or booths could sell tickets and the tickets would be used to purchase the goods, and a portion of the ticket sales would benefit the Foundation. Senior Community Services Supervisor Armit stated that the Rotary Club of Chino Hills hosts a multi-cultural event at the Chino Hills Community Center. The event does not center around food but instead showcases performances by community members.

Board Member Goodman proposed a casino night. Board Member Anderson questioned the ability to gamble and serve alcohol at The Shoppes. Senior Community Services Supervisor Armit stated that she would have to research the requirements necessary to host a casino night including the details of the Alcohol Beverage Control license.

Board Vice Chair Moran suggested discussion take place amongst the other committees to brainstorm for new potential events. She encouraged members to use successful events in other cities as examples.

### **DISCUSS 2023 CALENDAR**

Board Vice Chair Moran asked board members to review the calendar and assess if there were any potential issues with the dates. Board Member Anderson responded that the Kids Art event date is confirmed. He will be discussing dates with Senior Community Services Supervisor Armit regarding the art shows. Supervisor Armit requested board members set a date for the Concert Series, so staff can begin to prepare the marketing

materials. Board Vice Chair Moran stated that the board members should be aware of the brochure deadlines so that information can be provided to staff in a timely manner.

## **COMMITTEE REPORTS**

### **Chair Peter Rogers**

#### **EXECUTIVE BOARD COMMITTEE**

Board Chair Rogers reiterated that the committee discussed the possibility of adding another signature event to the portfolio.

#### **BOARD DEVELOPMENT COMMITTEE**

Board Chair Rogers stated that the Board Development Committee would be meeting soon, to discuss the addition of a new board member.

### **Treasurer Peter Pirritano**

#### **FINANCE AND INVESTMENT COMMITTEE**

Board Member Bogner briefed the board on the committee updates on behalf of Board Treasurer Pirritano. The committee has continued to discuss the various options available for the Endowment Fund, which include a conventional endowment, to build up funds, or eliminate the endowment and unrestrict the funds, which would require further discussion with the Kramer Family. The committee will continue to research the options and present their recommendation to the board at a future meeting.

### **Board Member Glen Anderson**

#### **chARTS**

Board Member Anderson stated chARTS is working on identifying the art categories to showcase for the upcoming shows; dates have been tentatively set for May and August 2023. Regarding the Concert Series, he commented Derek Bordeaux would be a great returning act. He stated the country act, and Summer Woods, a local artist, were also well received. The committee is considering two different approaches to the concert series. A festival type concert that would feature various, lesser-known artists, or a concert with a single artist that is more widely known. With a more widely known artist, ticket prices can be increased to cover the higher performance fee.

### **Secretary Mary Faulhaber**

#### **VOLUNTEER COMMITTEE**

Board Chair Rogers provided the committee report on behalf of Board Secretary Faulhaber, as she was having technical difficulties. The committee has decided to name a Volunteer of the Year for 2022. The event chairs have been requested to submit nominations. The nominations will be presented to the board at the next board meeting. The committee will select the Volunteer of the Year from the nominations with input from the Board. The end-of-year letter will be sent out early December, and the Volunteer

Dinner will be held on January 23rd. The committee is reviewing a possible volunteer waiver and creating a code-of-conduct.

## **BOARD COMMENTS**

**Moran:** Board Vice Chair Moran informed the Board of Bubba Rhoades's passing. She requested Senior Management Analyst Hernandez coordinate delivery of a gift basket to his wife on behalf of the Foundation.

**Nash:** Board Member Nash inquired about a utility box that was previously wrapped but is now blank. Board Member James-Perez responded that there had been an outage, and the utility box needed replacing. Therefore, the box will need to be re-wrapped. Board Member Nash praised Board Member Anderson for his work on the last music festival. She was amazed at his ability to entertain the crowd at the festival when there were unexpected technical difficulties.

**Kramer:** Board Member Kramer suggested that the different cultures in the city be represented if an outdoor food festival is held. He added that during the Pledge of Allegiance, he was reminded of how long some have recited the Pledge and suggested allowing a classroom or family raise the flag and recite the Pledge of Allegiance, in exchange for a small donation. He then asked if the City had a mission statement, staff confirmed, and asked if anyone knew it, or how many words it contained. He stated that someone once said that a mission statement with seven words or less, would leave a lasting impression.

**Anderson:** Board Member Anderson suggested presenting a plaque or gift to Mr. Rhoades's wife as a kind gesture, a tribute to him, and nice gift for his wife. Board Member Goodman informed the Board that The Shoppes would be hosting a memorial service on December 3<sup>rd</sup>, which would have been Mr. Rhoades's 55<sup>th</sup> birthday, and dedicating the Splash Pad, with a plaque, in his honor.

**James-Perez:** Board Member James-Perez expressed her condolences regarding Mr. Rhoades's passing. She agreed a gift basket from the Foundation would be appropriate. She agreed with Board Member Nash's comments, that Board Member Anderson did great job at the music festival. She added that she had enjoyed the performance by "Minnie Pearl".

**Rogers:** Board Chair Rogers thanked "Bubba" for everything he did for the Foundation.

**Moran:** Board Vice Chair Moran announced that either she or Board Chair Rogers would host a gathering, as had been done in the past, for board members and their spouses, to increase fellowship and comradery.

## **ADJOURNMENT**

Board Chair Rogers adjourned the meeting at 5:01 p.m.

Respectfully submitted by:

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

Signed by:

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Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation

# STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

DATE: JANUARY 9, 2023

ITEM NO.: 5

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of December 31, 2022.

**BACKGROUND/ANALYSIS:**

The Financial Report as of December 31, 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 December 31, 2022, is \$404,536.

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 December 31, 2022 is \$1,187.
- 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 December 31, 2022, is \$167,938.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of December 31, 2022**

		Actuals												
	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	Total	Variance
Operating Revenue:														
Contributions:														
Donations	\$ -	\$ -	\$ 40,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000			\$ 1,000	\$ 46,637	\$ 46,637
Grants			-										\$ -	\$ -
Special Events	111,900	170,800	152,945			3,060							156,005	44,105
Interest Income		-	2,223										2,223	2,223
Total Operating Revenue	111,900	170,800	195,804	-	-	3,060	-	-	5,000	-	-	1,000	204,864	92,964
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,600	1,600											-	(1,600)
Cultural Arts	12,025	12,025			91	3,225							3,316	(8,709)
Summer Day Camps	14,000	14,000											-	(14,000)
Utility Box Art Program	8,000	16,000	6,441										6,441	(9,559)
Heartsafe/Bleedsafe Chino Valley		4,200	4,200										4,200	-
Inclusive Playground		100,000							100,000				100,000	-
Mobile Rec		50,000								50,000			50,000	-
Show Wagon		50,000									50,000		50,000	-
Total Program Expenses	35,625	247,825	10,641	-	91	3,225	-	-	100,000	50,000	50,000	-	213,957	(33,868)
Supporting Services:														
Fundraising	48,900	48,900	36,181										36,181	(12,719)
Administration	13,200	13,890	6,812										6,812	(7,078)
Total Support Services	62,100	62,790	42,993	-	-	-	-	-	-	-	-	-	42,993	(19,797)
Total Operating Expenses	97,725	310,615	53,633	-	91	3,225	-	-	100,000	50,000	50,000	-	256,949	(53,666)
Interfund Transfers:	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Changes in Net Assets	\$ 14,175	\$ (139,815)	\$ 142,171	\$ -	\$ (91)	\$ (165)	\$ -	\$ -	\$ (95,000)	\$ (50,000)	\$ (50,000)	\$ 1,000	\$ (52,085)	\$ 146,630
Net Assets, beginning of the year	557,086	557,086	262,365	7,127	1,278	29,077	3,000	5,000	100,000	50,000	50,000	166,938	674,785	
Net Assets, end of the year	<u>\$ 571,261</u>	<u>\$ 417,271</u>	<u>\$ 404,536</u>	<u>\$ 7,127</u>	<u>\$ 1,187</u>	<u>\$ 28,912</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 167,938</u>	<u>\$ 622,700</u>	

# CHINO HILLS COMMUNITY FOUNDATION

## Statement of Functional Activities

As of December 31, 2022

	PROGRAM SERVICES	Fundraising				Administration	Total
		2022	2022	chARTS	Total	General	
		Donations	Wine Walk			Management	
Operating Revenues:							
Contributions:							
Sales	\$ -	\$ 78,445		\$ 2,250	\$ 80,695	\$ -	\$ 80,695
Donations/Sponsorships	46,500	74,500		-	74,500		121,000
Advertising				-	-		-
Other Revenues	137	-		810	810		947
Interest Income	2,223				-		2,223
	48,859	152,945		3,060	156,005	-	204,864
Operating expenses:							
Licenses & Permits		64		52	116		116
Memberships				-	-		-
Liability Insurance					-	5,079	5,079
Financial Services		726		-	726	165	891
Computer Services				-	-	560	560
Contractual Services				2,850	2,850		2,850
Advertising & Promotion				-	-		-
Printing Services		2,685		-	2,685	35	2,720
Postage				38	38	23	60
Office Supplies				-	-		-
Special Parts and Supplies		12,133		414	12,547	875	13,422
Concessions				-	-		-
Administrative Overhead				-	-		-
Entertainment				-	-		-
Catering and Refreshments				-	-		-
Rentals		20,536		-	20,536		20,536
Taxes				-	-	75	75
Scholarships, Grants & Awards	210,641			-	-		210,641
	\$ 210,641	\$ 36,144	\$ 38	\$ 3,316	\$ 39,497	\$ 6,812	\$ 256,949
Changes in Net Assets	\$ (161,781)	\$ 116,801	\$ (38)	\$ (256)	\$ 116,508	\$ (6,812)	\$ (52,085)

# CHINO HILLS COMMUNITY FOUNDATION

## Statement of Functional Activities

### Cultural Arts Committee

	2022 Artist Reception	Utility Box Art Program	22-23 Concert Series	Total
Operating Revenues:				
Contributions:				
Sales	\$ -		\$ 2,250	\$ 2,250
Donations/Sponsorships				-
Advertising				-
Raffles & Auctions				-
Scholarships				-
Concessions			810	810
Interest Income				-
	-	-	3,060	3,060
Operating expenses:				
Licenses & Permits			52	52
Liability				-
Financial Services				-
Computer Services				-
Contractual Services			2,850	2,850
Advertising & Promotion				-
Printing Services				-
Postage				-
Office Supplies				-
Special Parts and Supplies	91		323	414
Concessions				-
Administrative Overhead				-
Entertainment				-
Catering and Refreshments				-
Rentals				-
Taxes				-
Scholarships, Grants & Awards	-			-
Donations	-			-
	\$ 91	\$ -	\$ 3,225	\$ 3,316
Changes in Net Assets	\$ (91)	\$ -	\$ (165)	\$ (256)

# STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 9, 2023

ITEM NO.: 8

SUBJECT: BOARD MEETING DAYS

RECOMMENDATION:

Provide direction on permanently changing board meeting days to another week of the month.

BACKGROUND/ANALYSIS:

At the last board meeting, discussion was held about permanently changing board meetings to another day of the week. Based on the availability of board members and staff, it was determined that Mondays were still the best day of the week for board meetings. Discussion was then held about moving the meetings from the second Monday of the month to another Monday as there was a scheduling conflict with meetings attended by other board members.

Attached is a 2023 calendar with the City observed holidays highlighted. Holidays that are observed on Mondays are listed below:

1 <sup>st</sup> Monday of the month	Labor Day	Observed in September
3 <sup>rd</sup> Monday of the month	Martin Luther King Day	Observed in January

## Other Considerations

- The City usually closes the week between Christmas and New Year. Therefore, if the first Monday of the month is selected, the agenda will have to be completed and posted before the closure to be in compliance for the January board meeting.
- Memorial Day is always observed on the last Monday of the month. If the fourth Monday of the month is selected, then there may be a conflict if the month only has four Mondays.

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	29	20	21
22	23	24	25	26	27	28
29	30	31				

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	29	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CHINO HILLS COMMUNITY FOUNDATION  
THREE YEAR EVENT PLANNING SCHEDULE

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

	2023	2024	2025
JANUARY	TBD Volunteer Reception - Send Invitations 9 Board Meeting TBD Donor Recognition - Send Invitations TBD Summer Rec Guide DEADLINE 23 Volunteer Recognition	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations TBD Summer Rec Guide DEADLINE	TBD Volunteer Reception - Send Invitations 13 Board Meeting TBD Donor Recognition - Send Invitations TBD Summer Rec Guide DEADLINE
FEBRUARY	TBD Concert Series #1: Tickets on Sale	5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale	5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale
MARCH	13 Board Meeting 18 Donor Recognition 25 Kids Art Exploration	11 Board Meeting TBD Donor Recognition TBD Kids Art Exploration TBD Concert Series #1: TBD	10 Board Meeting TBD Donor Recognition TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL	15 Concert Series #1: Jazz Concert TBD Fall Rec Guide DEADLINE	TBD Fall Rec Guide DEADLINE	TBD Fall Rec Guide DEADLINE
MAY	1 Wine Walk Planning Begins 6 Art Show #1 Opening 8 Board Meeting TBD Concert Series #2 - TBD 29 Wine Walk Webpage LIVE	1 Wine Walk Planning Begins 13 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE	1 Wine Walk Planning Begins 12 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE
JUNE	TBD Art Show #1	TBD Art Show #1	TBD Art Show #1
JULY	10 Board Meeting TBD Art Show #1	8 Board Meeting TBD Art Show #1	14 Board Meeting TBD Art Show #1
AUGUST	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD 8 Art Show #2: Opening 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	1 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD TBD Art Show #2 TBD Winter Rec Guide DEADLINE
SEPT.	11 Board Meeting TBD Art Show #2	9 Board Meeting TBD Art Show #2	8 Board Meeting TBD Art Show #2
OCT.	14 Chino Hills Wine Walk TBD Art Show #2	12 Chino Hills Wine Walk TBD Art Show #2	12 Chino Hills Wine Walk TBD Art Show #2
NOVEMBER	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	TBD Concert Series Planning Begins 10 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

# KIDS ART EXPLORATION DAY

The Chino Hills Community Foundation Arts Committee, known as chARTS, will host a Kids Art Exploration Day for kids to explore a variety of different art mediums including paint, collage, and crafts. Local artists will provide demonstrations of their various forms of art.

## **Saturday, March 26**

Promenade at the Shoppes at Chino Hills  
13920 City Center Drive

10:00 a.m. - 1:00 p.m.

Sessions at 10:00 a.m., 11:00 a.m.,  
and 12:00 p.m.

Ages 4-14 | Free Event!

## **Register Today:**

Chino Hills Community Center  
14250 Peyton Drive or online at  
[www.chinohillsfoundation.org](http://www.chinohillsfoundation.org)

421012-01 (10:00-11:00 a.m.)

421012-02 (11:00-12:00 p.m.)

421012-03 (12:00 p.m. - 1:00 p.m.)

Supplies Provided | Space is Limited  
ADVANCE REGISTRATION REQUIRED



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