



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, MARCH 20, 2023
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. 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
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. **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 January 9, 2023, Foundation Meeting Minutes.
3. Receive and file Quarterly Investment Report as of December 31, 2022.
4. Receive and file Preliminary Financial Report as of February 28, 2023.

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. Recommend new board member for appointment.
6. Open nomination process for executive board positions.
7. Review and provide direction on proposed FY 23-24 budget.
8. Discuss Endowment Fund.
9. Discuss Downtown Art Gallery at the Shoppes proposal.
10. Discuss May board meeting date change.
11. Discuss 2023 calendar.

COMMITTEE REPORTS

Chair Rogers

- Executive Committee
 - Donors Reception
- 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
 - Kids Art Exploration
 - Concert Series

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

January 09, 2023
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Board Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:02 p.m.

PRESENT: BOARD MEMBERS: PETER ROGERS
CYNTHIA MORAN
GLEN ANDERSON
SPENCER BOGNER
DENISE CATTERN
MARY FAULHABER
DARRYL GOODMAN
BILL HUGHES (via teleconference)
SAMANTHA JAMES-PEREZ
DAVID KRAMER (arrived 4:03)
DELINIA LEWIS
SYLVIA NASH
PETER PIRRITANO
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: AIMEE HOLLIDAY-DAVIS
DARRIN LEE

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 Chair Rogers.

TEMPORARY TELECONFERENCING AUTHORIZATION-RESOLUTION ADOPTED

Board Chair Rogers briefed the Board on the resolution.

A motion was made by Board Chair Rogers and seconded by Board Member Goodman to adopt Resolution No. 2023-01 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, MORAN, ANDERSON, BOGNER, CATTERN, FAULHABER, GOODMAN, HUGHES, JAMES-PEREZ, KRAMER, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, LEE.

ABSTAIN: BOARD MEMBERS: NONE.

INTRODUCTION

Board Chair Rogers introduced Delinia Lewis and welcomed her to the Board.

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 Member Cattern abstained from item No. 4, pertaining to the approval of the November 14, 2022, Foundation meeting minutes.

A motion was made by Board Member James-Perez, and seconded by Board Member Anderson, to approve the following Consent Calendar items:

MINUTES

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

PRELIMINARY FINANCIAL REPORT

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

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, LEE.

ABSTAIN: BOARD MEMBERS: CATTERN (#4).

DISCUSSION CALENDAR

DISCUSS AED DONATION LOCATION DETERMINATION

Board Chair Rogers introduced Ryan Pourhassanian, a Chino Valley Fire District (CVFD) Firefighter Paramedic, who informed the board of the importance of an AED machine. Mr. Pourhassanian participation was cut short as he was abruptly called away for an emergency. After much discussion, it was decided to place an AED at The Shoppes Security Office, and one at James S. Thalman Chino Hills Library.

A motion was made by Board Member James-Perez, and seconded by Board Member Smith, to approve the locations of the two AED machines.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, LEE.

ABSTAIN: BOARD MEMBERS: NONE.

DISCUSS VOLUNTEER OF THE YEAR

Board Secretary Mary Faulhaber noted that the Volunteer Committee is considering selecting multiple individuals for the initial Volunteer of the Year recognition. The committee feels there are multiple loyal volunteers that have been with the foundation for many years and should be recognized. Moving forward one person would be selected annually. Board Chair Rogers mentioned that the committee had discussed awarding the winner a certificate and a gift card. Board Vice Chair Moran suggested a press release be written by the Public Relations Committee, and a photo be taken of the Volunteer of the Year, at the Volunteer Recognition event. Board Chair Rogers stated it would take place January 23rd at the McCoy Equestrian and Recreation Center.

DISCUSS CHANGING BOARD MEETING DAYS PERMANENTLY

Board Chair Rogers introduced the item by reminding the Board that at the previous meeting there had been a consensus that Mondays were still the best day for board meetings. However, it had been requested to move the meeting from the second Monday of the month to another week. After some discussion, it was decided to move the meetings to the third Monday of the Month.

A motion was made by Board Member Nash, and seconded by Board Secretary Faulhaber, to change the meeting date to the third Monday of every other month.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, LEE.

ABSTAIN: BOARD MEMBERS: NONE.

DISCUSS 2023 CALENDAR

No changes were made to the calendar.

COMMITTEE REPORTS

Chair Peter Rogers

BOARD DEVELOPMENT COMMITTEE

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

Treasurer Peter Pirritano

FUND DEVELOPMENT COMMITTEE

Board Treasurer Pirritano stated the committee would be meeting soon, and an update would be provided to the Board in March.

Board Member Denise Cattern

PUBLIC AFFAIRS COMMITTEE

Board Member Cattern stated that she looks forward to promoting all the Foundation's upcoming events. She requested information regarding Volunteer of the Year so she can begin working on the press release.

Board Member Glen Anderson

chARTS

- Kids Art Exploration – Board Member Anderson stated that teachers have been selected, volunteers are being solicited, and activities are being chosen for the Kids Art Exploration event. The flyer will be posted once it is updated with the registration times to allow for the 15-minute intervals between sessions. Registration for the event will begin on February 14th. Board Vice Chair Moran questioned if the donation from Brighton had not yet been depleted since the logo is still displayed on the event materials. Board Chair Rogers confirmed that there are still funds available.
- Art Shows – Board Member Anderson stated that the Art Show opening dates have been set for May 11th and August 15th. The first exhibit, "The Imagination Show", will feature all local artists and requested that a flyer be create.

- Art Gallery – Board Member Anderson asked Board Member Goodman to introduce his idea of a Chino Hills “Downtown” Art Gallery. The concept would be to set up a vacant space at the Shoppes, which he will donate to the arts committee, as a “gallery”. Artwork could be displayed or for sale. It was also clarified that the art shows at the Chino Hills Community Center would still take place. This would be separate, a “pop up”, with no City involvement.

Board Chair Rogers inquired who would be paying for the display aspects of an art show, and who would be stationed at the location. Board Member Goodman commented that days and hours would be limited. It would be a Foundation event organized by the arts committee and staffed with chARTS volunteers.

Board Member Anderson inquired if the board needed to sanction this idea. Board Chair Rogers clarified that the board would need to approve any associated costs. Board Member Anderson responded that there would be no costs as the artwork could be displayed as is. Board Vice Chair Moran clarified that expectations would have to be managed and that artists would need to be notified that they would have to provide their own display supplies in contrast to the art shows at the Chino Hills Community Center.

Board Member Lewis inquired about a commission on sales that could be used to cover expenses. Board Member Anderson responded that this would be a possibility with commission being split between the Foundation and The Shoppes. Board Chair Rogers gave direction that this be discussed at the committee level and then formally agendaized for discussion at a future board meeting.

- Concerts – Board Member Anderson concluded that the committee needs to meet to finalize pending artists and dates.

Secretary Mary Faulhaber

VOLUNTEER COMMITTEE

Board Secretary Faulhaber stated that the committee is working on the volunteer dinner. It was mentioned that responses have been low and asked if there was a software glitch as she is not receiving responses. She stated that she will need to follow up personally with those that have not responded.

BOARD COMMENTS

Kramer: Board Member Kramer thanked Board Chair Rogers and Board Vice Chair Moran for their positions on the Foundation, which allows the Board to meet in the Council Chambers. He stated, “storytelling art”, and incorporating students in the art shows, encourages enthusiasm for art from a young age. He supported the “Downtown Chino Hills” art exhibit idea, and suggested a mural be painted, and incorporate something like the Santa Fe Trail, which unifies community history. He suggested it be placed somewhere in the city with high visibility, and the Board could create a contest for students

to submit a theme for the mural. He feels it will celebrate a story from the city's beginnings and bring awareness for the Foundation.

Lewis: Board Member Lewis stated is she is glad to be back, and there is no place like Chino Hills.

Faulhaber: Board Secretary Faulhaber welcomed Board Member Lewis back and thanked her for offering to help with the volunteer dinner.

Cattern: Board Member Cattern stated she has had community members approach her regarding a mural in the city where visitors could take photos to share, and eventually it would be recognized and associated with the city. She feels it would be worth researching in the future. She welcomed Board Member Lewis and looks forward to the volunteer dinner.

James-Perez: Board Member James-Perez wished everyone a Happy New Year and welcomed Board Member Lewis.

Goodman: Board Member Goodman stated he is thankful to be working with Board Member Anderson on the potential art gallery, and stated The Shoppes had a busy holiday season. He mentioned he felt the absence of Mr. Donald "Bubba" Rhoades this season, and is looking to fill his position, as The Shoppes engineer, with someone at an apprentice level.

Anderson: Board Member Anderson voiced his support for a mural, and suggested creating it on panels, so it can be moved. He recommended community member Sharon Stuewe, to create it, as she is a talented muralist, who has completed many murals for schools in the city.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:02 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: JANUARY 24, 2023

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 December 31, 2022.

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

CB:NL:mj

cc: Alma Hernandez, Senior Management Analyst

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

| Description | Cost Value | Market Value | % Yield Earned |
|---|-------------------|-------------------|-------------------|
| Cash and Cash Equivalents | | | |
| Citizens Business Bank - Checking Account | \$ 42,233 | \$ 42,233 | 0.02% |
| LAIF | 593,829 | 582,777 | 2.17% |
| Petty Cash | 300 | 300 | N/A |
| Total Funds Held by Foundation | <u>\$ 636,362</u> | <u>\$ 625,310</u> | |

| | |
|--|--------------|
| Blended Yield of Cash and Investments | 2.03% |
|--|--------------|

| Benchmarks: | |
|--------------------|-------|
| LAIF | 2.17% |
| 6mo U.S. Treasury | 4.76% |
| 2yr U.S. Treasury | 4.41% |
| 5yr U.S. Treasury | 3.99% |

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
December 31, 2022

| | Fiscal Year 22/23 |
|---|------------------------------|
| Revenues: | |
| Interest income | \$ 2,223 |
| Other revenues | 1,047 |
| Donations | 126,000 |
| Special events | - |
| Ticket sales | 80,595 |
| Fair Market value | 8,631 |
| Total Revenues | 218,496 |
| Expenditures: | |
| Memberships and certifications | - |
| Computer services | 560 |
| Contractual services | 2,850 |
| Financial services | 918 |
| Professional services | - |
| Advertising and promotion | - |
| Liability insurance | 5,629 |
| Postage and express delivery | 60 |
| Printing and photocopy services | 2,074 |
| Special parts and supplies | 13,533 |
| Equipment rental | 20,536 |
| Taxes and assessments | 75 |
| Permits and fees | 116 |
| Special departmental expense | 210,641 |
| Total Expenditures | 256,992 |
| Excess of revenues over (under) expenditures | \$ (38,496) |
| Fund Balances: | |
| Beginning of fiscal year | \$ 674,783 |
| Excess of revenues over (under) expenditures | (38,496) |
| End of fiscal year | \$ 636,287 A |

A The ending fund balance amount of \$636,287 differs from the bank balance of \$636,362. The difference of (\$75) is an outstanding check.

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

SUBJECT: FINANCIAL REPORT

DATE: MARCH 20, 2023

ITEM NO.: 4

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of February 28, 2023.

BACKGROUND/ANALYSIS:

The Financial Report as of February 28, 2023, 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 February 28, 2023, is \$412,892.

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 February 28, 2023, is \$875.
- 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 February 28, 2023, is \$167,938.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of February 28, 2023

| | | 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 | \$ - | \$ - | \$ 50,637 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | | | \$ 1,000 | \$ 56,637 | \$ 56,637 |
| Grants | | | - | | | | | | | | | | \$ - | \$ - |
| Special Events | 111,900 | 170,800 | 152,945 | | | 3,060 | | | | | | | 156,005 | 44,105 |
| Interest Income | | - | 5,173 | | | | | | | | | | 5,173 | 5,173 |
| Total Operating Revenue | 111,900 | 170,800 | 208,754 | - | - | 3,060 | - | - | 5,000 | - | - | 1,000 | 217,814 | 105,914 |
| Operating Expenses: | | | | | | | | | | | | | | |
| Program Services: | | | | | | | | | | | | | | |
| Adopt-A-Family Program | 1,600 | 1,600 | | | | | | | | | | | - | (1,600) |
| Cultural Arts | 12,025 | 12,025 | | | 403 | 3,128 | | | | | | | 3,531 | (8,494) |
| 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 | - | 403 | 3,128 | - | - | 100,000 | 50,000 | 50,000 | - | 214,172 | (33,653) |
| Supporting Services: | | | | | | | | | | | | | | |
| Fundraising | 48,900 | 48,900 | 38,617 | | | | | | | | | | 38,617 | (10,283) |
| Administration | 13,200 | 13,890 | 8,970 | | | | | | | | | | 8,970 | (4,920) |
| Total Support Services | 62,100 | 62,790 | 47,587 | - | - | - | - | - | - | - | - | - | 47,587 | (15,203) |
| Total Operating Expenses | 97,725 | 310,615 | 58,228 | - | 403 | 3,128 | - | - | 100,000 | 50,000 | 50,000 | - | 261,759 | (48,856) |
| Interfund Transfers: | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Changes in Net Assets | \$ 14,175 | \$ (139,815) | \$ 150,527 | \$ - | \$ (403) | \$ (68) | \$ - | \$ - | \$ (95,000) | \$ (50,000) | \$ (50,000) | \$ 1,000 | \$ (43,944) | \$ 154,771 |
| 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>\$ 412,892</u> | <u>\$ 7,127</u> | <u>\$ 875</u> | <u>\$ 29,009</u> | <u>\$ 3,000</u> | <u>\$ 5,000</u> | <u>\$ 5,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 167,938</u> | <u>\$ 630,841</u> | |

CHINO HILLS COMMUNITY FOUNDATION

Statement of Functional Activities

As of February 28, 2023

| | PROGRAM SERVICES | Fundraising | | | | | Administration | |
|-------------------------------|---------------------|-------------|-----------|-------------------|----------|------------|-----------------------|-------------|
| | | 2022 | 2022 | 2023 | chARTS | Total | General Management | Total |
| | | Donations | Wine Walk | Donor Recognition | | | | |
| Operating Revenues: | | | | | | | | |
| Contributions: | | | | | | | | |
| Sales | \$ - | \$ 78,445 | | | \$ 2,250 | \$ 80,695 | \$ - | \$ 80,695 |
| Donations/Sponsorships | 56,500 | 74,500 | | | - | 74,500 | | 131,000 |
| Advertising | | | | | - | - | | - |
| Other Revenues | 137 | - | | | 810 | 810 | | 947 |
| Interest Income | 5,173 | | | | | - | | 5,173 |
| | 61,809 | 152,945 | | | 3,060 | 156,005 | - | 217,814 |
| Operating expenses: | | | | | | | | |
| Licenses & Permits | | 64 | | | 52 | 116 | | 116 |
| Memberships | | | | | - | | 240 | 240 |
| Liability Insurance | | | | | | - | 5,629 | 5,629 |
| Financial Services | | 726 | | | - | 726 | 280 | 1,005 |
| Computer Services | | | | | - | - | 1,749 | 1,749 |
| Contractual Services | | | | | 3,150 | 3,150 | | 3,150 |
| Advertising & Promotion | | | | | - | - | | - |
| Printing Services | | 2,685 | | | - | 2,685 | 35 | 2,720 |
| Postage | | | | 38 | - | 38 | 23 | 60 |
| Office Supplies | | | | | - | - | | - |
| Special Parts and Supplies | | 11,868 | | | 1,302 | 13,500 | 940 | 14,439 |
| Concessions | | | | | - | - | | - |
| Administrative Overhead | | | | | - | - | | - |
| Entertainment | | | | | 300 | 300 | | 300 |
| Catering and Refreshments | | | | | 1,098 | 1,098 | | 1,098 |
| Rentals | | 20,536 | | | - | 20,536 | | 20,536 |
| Taxes | | | | | - | - | 75 | 75 |
| Scholarships, Grants & Awards | 210,641 | | | | - | - | | 210,641 |
| | \$ 210,641 | \$ 35,879 | \$ 38 | \$ 2,701 | \$ 3,531 | \$ 42,148 | \$ 8,970 | \$ 261,759 |
| Changes in Net Assets | \$ (148,831) | \$ 117,066 | \$ (38) | \$ (2,701) | \$ (471) | \$ 113,857 | \$ (8,970) | \$ (43,944) |

CHINO HILLS COMMUNITY FOUNDATION

Statement of Functional Activities

Cultural Arts Committee

| | 2022 Artist Reception | Kids Art Exploration | 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 | | 300 | 2,850 | 3,150 |
| Advertising & Promotion | | | | - |
| Printing Services | | | | - |
| Postage | | | | - |
| Office Supplies | | | | - |
| Special Parts and Supplies | 65 | 103 | 162 | 330 |
| Concessions | | | | - |
| Administrative Overhead | | | | - |
| Entertainment | | | | - |
| Catering and Refreshments | | | | - |
| Rentals | | | | - |
| Taxes | | | | - |
| Scholarships, Grants & Awards | - | | | - |
| Donations | - | | | - |
| | \$ 65 | \$ 403 | \$ 3,063 | \$ 3,531 |
| Changes in Net Assets | <u>(65)</u> | <u>(403)</u> | <u>(3)</u> | <u>(471)</u> |

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

SUBJECT: NEW BOARD MEMBER

DATE: MARCH 20, 2023

ITEM NO.: 5

RECOMMENDATION:

Discuss appointment of new board member to fill vacancy.

BACKGROUND/ANALYSIS:

The executive committee is recommending appointing Rick Shiba to the board. Attached is a biography.

Rick Shiba BIO

Education

Cal State Fullerton – Bachelor's in Accounting and MIS

Work Experience

Hughes Aircraft/Raytheon

Finance Manager overseeing business operations for a multi \$100M product line in the Aerospace industry. Retired after 30 years and started a new career in Wine.

Wine Industry

- Total Wine & More – Sales Associate and Total Wine Professional. Also taught wine classes and coordinated community charity events involvement for the Brea store.
- OC Wine Mart – Current Employment – Wine Manager and Buyer. Oversee wine operations/wine bar, member of the buying team, host wine tasting events, draft email blasts for wine sales/events, update website product info, coordinate live events and music for three locations, and provide customer service.

Other

- Boy Scouts – Eagle Scout
- Certified Sommelier

Volunteer Experience

- Coached Soccer and Baseball for many years for my son and daughter
- Chino Valley Community Church – Various opportunities over 30 years: nursery worker, teach 5th/6th grade Sunday School, choir, worship team, Men's Ministry Director, Board Member, Small Group Leader, Golf Tournament Lead.
- Chino Hills Wine Walk – Member of organizing committee for the last 5 years, helping to bring wineries to the event and pouring at the event.
- Support and attend various one day events such as charity golf tournaments, charity walks and fundraisers.

STAFF REPORT

TO: BOARD MEMBERS DATE: MARCH 20, 2023

FROM: JONATHAN MARSHALL ITEM NO.: 6
COMMUNITY SERVICES DIRECTOR

SUBJECT: EXECUTIVE BOARD NOMINATIONS

RECOMMENDATION:

Discuss and accept nominations to the executive board.

BACKGROUND/ANALYSIS:

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

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

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

SUBJECT: PROPOSED ANNUAL BUDGET

DATE: MARCH 20, 2023

ITEM NO.: 7

RECOMMENDATION:

Provide direction on proposed annual budget.

BACKGROUND/ANALYSIS:

The Foundation's bylaws (Article III, section 3) state that "Adoption of a budget for the upcoming fiscal year shall occur at the annual meeting". Attached is a proposed budget for the board's review.

Volunteer Reception

Project #CHCF006

| Special Parts & Supplies | Account Number | Adopted Budget |
|--------------------------|------------------------------|----------------|
| Raffles: Gift Cards | 7200-00-80-800-000000-620075 | \$ 600 |
| Décor | 7200-00-80-800-000000-620075 | \$ 200 |
| | | |
| Total | | \$ 800 |

| Professional Services | Account Number | Adopted Budget |
|---------------------------|------------------------------|-----------------|
| Catering & Refreshments | 7200-00-80-800-000000-610060 | \$ 1,700 |
| Dessert | 7200-00-80-800-000000-610060 | \$ 300 |
| Entertainment (performer) | 7200-00-80-800-000000-610015 | \$ 300 |
| Total | | \$ 2,300 |

| Contractual Services | Account Number | Adopted Budget |
|----------------------|----------------|----------------|
| | | |
| | | |
| Total | | \$ - |

| Rentals | Account Number | Adopted Budget |
|-----------------------|------------------------------|----------------|
| Linens & Centerpieces | 7200-00-80-800-000000-630030 | \$ 400 |
| | | |
| Total | | \$ 400 |

| Total Expenses | Adopted Budget |
|----------------|-----------------|
| | \$ 3,500 |

Donor Recognition

Project #CHCF007

| Postage | Account Number | Adopted Budget |
|--------------------|------------------------------|----------------|
| Stamps for mailing | 7200-00-80-800-000000-620055 | \$ 100 |
| | | |
| Total | | \$ 100 |

| Printing | Account Number | Adopted Budget |
|--------------|------------------------------|----------------|
| Invitations | 7200-00-80-800-000000-620060 | \$ 100 |
| | | |
| Total | | \$ 100 |

| Special Parts & Supplies | Account Number | Adopted Budget |
|--------------------------|------------------------------|-----------------|
| Awards | 7200-00-80-800-000000-620075 | \$ 1,500 |
| | | |
| Total | | \$ 1,500 |

| Contractual Services | Account Number | Adopted Budget |
|----------------------|------------------------------|-----------------|
| Catering | 7200-00-80-800-000000-620050 | \$ 6,000 |
| | | |
| Total | | \$ 6,000 |

| Rentals | Account Number | Adopted Budget |
|--------------|------------------------------|----------------|
| Rentals | 7200-00-80-800-000000-630030 | \$ 300 |
| | | |
| Total | | \$ 300 |

| Total Expenses | Adopted Budget |
|-----------------------|-----------------|
| | \$ 8,000 |

Wine Walk Expenses

Project #CHCF001

Wine Walk

Wine Walk Tickets

Adopted Budget

Proposed Budget

| | | | | |
|-------|----------------|---------|----|---------------|
| 1000 | Pre-Sales @ | \$60.00 | \$ | 60,000 |
| 25 | Last Call @ | \$65.00 | \$ | 1,625 |
| 170 | VIP Package @ | \$95.00 | \$ | 16,150 |
| 1195 | | | | |
| 145 | Sponsor/Comp @ | \$0.00 | \$ | - |
| 1,340 | | | | |
| 25 | DD @ | \$25.00 | \$ | 625 |
| | | | \$ | 78,400 |

Sponsorships

Adopted Budget

Proposed Budget

| | | | | |
|----|------------|------------|----|---------------|
| 8 | Premier @ | \$5,000.00 | \$ | 40,000 |
| 11 | Vineyard @ | \$2,500.00 | \$ | 27,500 |
| 12 | Cellar @ | \$1,000.00 | \$ | 12,000 |
| 4 | Wine @ | \$500.00 | \$ | 2,000 |
| | | | \$ | 81,500 |

Wine Pull & Silent Auction

Adopted Budget

Proposed Budget

| | | |
|--|-------------|---------|
| | Wine Pull @ | \$15.00 |
|--|-------------|---------|

Total Income

Adopted Budget

\$ 159,900

Licenses & Permits

Account Number

Adopted Budget

| | | | |
|---------------------------|------------------------------|----|------------|
| ABC License | 7200-00-80-800-000000-650035 | \$ | 100 |
| Money order/Merchant Fees | | \$ | 800 |
| Total | | \$ | 900 |

Printing

Account Number

Adopted Budget

| | | | |
|-----------|------------------------------|----|--------------|
| Program | 7200-00-80-800-000000-620060 | \$ | 700 |
| Postcards | 7200-00-80-800-000000-620060 | \$ | 300 |
| Banners | 7200-00-80-800-000000-620060 | \$ | 2,000 |
| Total | | \$ | 3,000 |

Special Parts & Supplies

Quantity

Adopted Budget

| | | | |
|------------------------------|------------------------------|----|-------|
| Wristbands (qty = 1,000) | 7200-00-80-800-000000-620075 | \$ | 300 |
| Drink Tickets (qty = 12,000) | 7200-00-80-800-000000-620075 | \$ | 300 |
| Wine Glasses (qty = 1,008) | 7200-00-80-800-000000-620075 | \$ | 7,000 |
| VIP Gifts/Supplies | 7200-00-80-800-000000-620075 | \$ | 1,500 |
| Posterboard | 7200-00-80-800-000000-620075 | \$ | 200 |

| | | |
|--------------------|------------------------------|------------------|
| Corkscrews | 7200-00-80-800-000000-620075 | \$ 150 |
| Wine Spouts | 7200-00-80-800-000000-620075 | \$ 150 |
| Staff Lunch | 7200-00-80-800-000000-620075 | \$ 300 |
| Galvanized Buckets | 7200-00-80-800-000000-620075 | \$ 100 |
| Wine | 7200-00-80-800-000000-620075 | \$ 2,500 |
| Misc. Supplies | 7200-00-80-800-000000-620075 | \$ 1,000 |
| Total | | \$ 13,500 |

| Rentals | Account Number | Adopted Budget |
|----------------------|------------------------------|------------------|
| Tables/Chairs/Linens | 7200-00-80-800-000000-630030 | \$ 22,500 |
| Ice & trailer rental | 7200-00-80-800-000000-630030 | \$ 600 |
| Total | | \$ 23,100 |

| Total Expenses | Adopted Budget |
|----------------|------------------|
| | \$ 40,500 |

| Net Income | Adopted Budget |
|------------|-------------------|
| | \$ 119,400 |

Administration

Project #CHCF009

| Memberships | | Adopted Budget |
|----------------------------------|------------------------------|----------------|
| Chino Valley Chamber of Commerce | 7200-00-80-800-000000-600020 | \$300.00 |
| Total | | \$300.00 |

| Liability Insurance | | Adopted Budget |
|---------------------|------------------------------|----------------|
| Alliant Insurance | 7200-00-80-800-000000-620045 | \$5,500.00 |
| Total | | \$5,500.00 |

| Financial Services | | Adopted Budget |
|--------------------|------------------------------|----------------|
| Merchant Services | 7200-00-80-800-000000-610030 | \$1,200.00 |
| Total | | \$1,200.00 |

| Computer Services | | Adopted Budget |
|---------------------------|------------------------------|----------------|
| Norwest Designs (website) | 7200-00-80-800-000000-610010 | \$2,600.00 |
| Constant Contact | 7200-00-80-800-000000-610010 | \$800.00 |
| DonorPerfect | 7200-00-80-800-000000-610010 | \$1,900.00 |
| Go Daddy | 7200-00-80-800-000000-610010 | \$1,000.00 |
| Total | | \$6,300.00 |

| Contractual Services | Account Number | Adopted Budget |
|----------------------|------------------------------|----------------|
| Tax Return | 7200-00-80-800-000000-610060 | \$700.00 |
| | | |
| Total | | \$700.00 |

| Special Parts & Supplies | Account Number | Adopted Budget |
|--------------------------|------------------------------|----------------|
| Board Member Shirts | 7200-00-80-800-000000-650020 | \$100.00 |
| | | |
| Total | | \$100.00 |

| Office Supplies | | Adopted Budget |
|-------------------------|------------------------------|----------------|
| General Office Supplies | 7200-00-80-800-000000-620050 | \$100.00 |
| Total | | \$100.00 |

| Postage | | Adopted Budget |
|-------------------|------------------------------|----------------|
| Mailing of Checks | 7200-00-80-800-000000-620055 | \$100.00 |
| Total | | \$100.00 |

| Licenses & Taxes | | Adopted Budget |
|---|------------------------------|----------------|
| Attorney General (RRF-1) | 7200-00-80-800-000000-650020 | \$50.00 |
| Department of Justice - Raffle Registry | 7200-00-80-800-000000-650020 | \$25.00 |
| Secretary of State - Statement of Info | 7200-00-80-800-000000-650020 | \$25.00 |
| Total | | \$100.00 |

| Total Expenses | Proposed Budget |
|----------------|-----------------|
| | \$14,300.00 |

Program Giving

| Donations | | Adopted Budget |
|--|--|--------------------|
| Adopt A Family | | \$2,000.00 |
| Summer Day Camp (\$200*4wks*20 participants) | | \$16,000.00 |
| Utility Box Art | | \$10,000.00 |
| | | |
| | | |
| Total | | \$28,000.00 |

Chino Hills Arts Committee (chARTS)

Concert Series #CHCF008

2023 Concert #3

2024 Concerts #1 & 2

Revenues

Ticket Sales

Attendance

| | |
|--|-----|
| | 300 |
| | |
| | |
| | |

| | |
|---|---------|
| @ | \$10.00 |
| @ | FREE |
| @ | FREE |
| @ | FREE |

Adopted Budget

Adopted Budget

\$3,000.00

\$6,000.00

\$3,000.00

\$6,000.00

Total Income

\$3,000.00

\$6,000.00

Expenses

Licenses & Permits

Account Number

ABC License 7200-00-80-800-000000-600020

Total

Adopted Budget

Adopted Budget

\$50.00

\$100.00

\$50.00

\$100.00

Contractual Services

Account Number

Entertainment 7200-00-80-800-000000-610015

Sound Equipment & Lighting 7200-00-80-800-000000-610015

Adopted Budget

Adopted Budget

\$3,000.00

\$6,000.00

\$500.00

\$1,500.00

\$3,500.00

\$7,500.00

Rentals

Account Number

Linens 7200-00-80-800-000000-630055

Generator 7200-00-80-800-000000-630055

Total

Adopted Budget

Adopted Budget

\$200.00

\$400.00

\$125.00

\$250.00

\$325.00

\$650.00

Printing

Account Number

Banner 7200-00-80-800-000000-620060

Total

Adopted Budget

Adopted Budget

\$100.00

\$200.00

\$100.00

\$200.00

Special Parts & Supplies

Account Number

Concession Stand Supplies 7200-00-80-800-000000-620075

Miscellaneous Supplies

Total

Adopted Budget

Adopted Budget

\$200.00

\$400.00

\$100.00

\$200.00

\$300.00

\$600.00

Total Costs

\$4,175.00

\$8,850.00

Net Income (Loss)

(\$1,175.00)

(\$2,850.00)

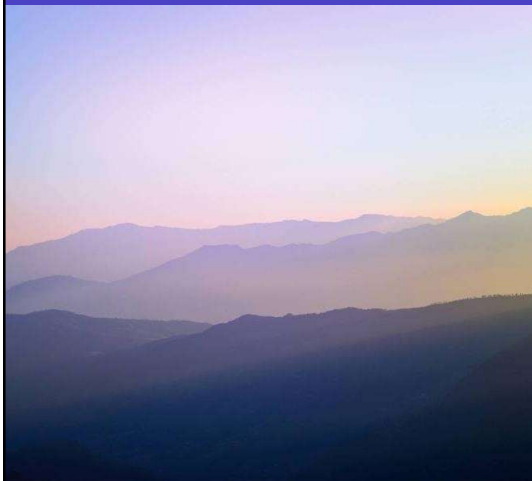
Proposal for Downtown Art Gallery at the Shoppes.

Chino Hills Community Foundation



1

Chino Hills downtown Art Gallery at the Shoppes - Vision



Create an ART GALLERY at the Shoppes that will allow the Community to have exposure to numerous Artists. This Art Gallery will help draw visitors to the Shoppes and the Chino Hills.

2

2

PROPOSAL



- Location - Vacant H & M store at the Shoppes (at least initially)
- Hours -
 - Wednesdays during the Farmers Market from 5-7 PM, and Friday night from 7-9 PM.
 - Staffed by two volunteers per shift
 - First Art Gallery opening expected to be in April
- Art Submittal/Selection - Initial showing selected by chARTS committee; future selections from Art Shows at the Community Center interest list or create may create a secondary submittal process.
 - Artists will deliver their artwork directly to the Shoppes; similar waiver used for Community Center Art shows will be used.
- Artist will negotiate and sell their own work; a 10% commission will be charged to be split by the Shoppes and the Chino Hills Community Foundation.

3

3

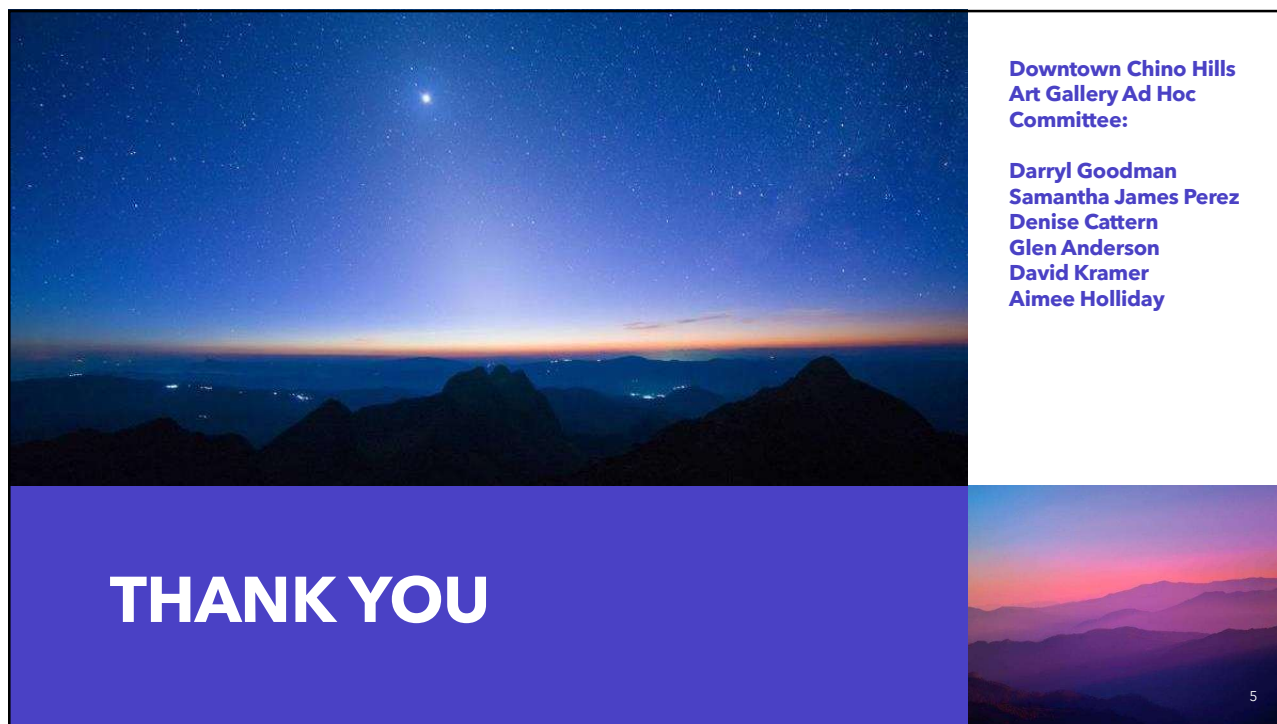
SUMMARY

The Downtown Chino Hills Art Gallery Ad Hoc Committee recommends approval of this proposal. The program can occur without any direct city staff involvement or any cost to the Foundation.



4

4



**Downtown Chino Hills
Art Gallery Ad Hoc
Committee:**

**Darryl Goodman
Samantha James Perez
Denise Cattern
Glen Anderson
David Kramer
Aimee Holliday**

CHINO HILLS COMMUNITY FOUNDATION
THREE YEAR EVENT PLANNING SCHEDULE

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

| Dec | 31 Volunteer Reception - Send Invitations | | |
|----------|--|--|--|
| | 2023 | 2024 | 2025 |
| JANUARY | 9 Board Meeting 23 Volunteer Recognition | TBD Volunteer Reception - Send Invitations 15 Board Meeting (conflict with MLK) TBD Donor Recognition - Send Invitations | TBD Volunteer Reception - Send Invitations 20 Board Meeting (conflict with MLK) TBD Donor Recognition - Send Invitations |
| FEBRUARY | 8 Summer Rec Guide DEADLINE 21 Concert Series #1: Bordeaux Tickets on Sale | TBD Summer Rec Guide DEADLINE 5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale | TBD Summer Rec Guide DEADLINE 5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale |
| MARCH | 20 Board Meeting 25 Kids Art Exploration 10 Donor Recognition - Send Invitations | 18 Board Meeting TBD Donor Recognition TBD Kids Art Exploration TBD Concert Series #1: TBD | 17 Board Meeting TBD Donor Recognition TBD Kids Art Exploration TBD Concert Series #1: TBD |
| APRIL | 17 Concert Series #2 - TBD Tickets on Sale 19 AED Shoppes Donation @ 9-11 21 Concert Series #1: Derek Bourdeaux 22 Donor Recognition | | |
| MAY | 1 Wine Walk Planning Begins 11 Art Show #1 Opening "Imagination" 15 Board Meeting 29 Wine Walk Webpage LIVE 31 Fall Rec Guide DEADLINE | 1 Wine Walk Planning Begins 20 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE | 1 Wine Walk Planning Begins 19 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE |
| JUNE | 1-30 Art Show #1: "Imagination" Exhibit 16 Concert Series #2 - Andy Vargas | TBD Art Show #1 | TBD Art Show #1 |
| JULY | 17 Board Meeting 18 Concert Series #3 - Fiddmont Tickets on Sale 1-30 Art Show #1: "Imagination" Exhibit | 15 Board Meeting TBD Art Show #1 | 21 Board Meeting TBD Art Show #1 |
| AUGUST | 1 Wine Walk Tickets on Sale 1-9 Art Show #1: "Imagination" Exhibit TBD 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. | 18 Board Meeting 1-30 Art Show #2 Exhibit 15 Concert Series #3 - Lynn Fiddmont | 16 Board Meeting TBD Art Show #2 | 15 Board Meeting TBD Art Show #2 |
| OCT. | 14 Chino Hills Wine Walk 1-31 Art Show #2 Exhibit | 12 Chino Hills Wine Walk TBD Art Show #2 | 12 Chino Hills Wine Walk TBD Art Show #2 |
| NOVEMBER | TBD Concert Series Planning Begins 1-10 Art Show #2 Exhibit 20 Board Meeting TBD Date Due: Donor Recognition 2024 TBD Design Donor Recognition Invites TBD Spring Rec Guide (Feb -May) DEADLINE | TBD Concert Series Planning Begins 18 Board Meeting TBD Date Due: Donor Recognition 2025 TBD Design Donor Recognition Invites TBD Spring Rec Guide (Feb -May) DEADLINE | TBD Concert Series Planning Begins 17 Board Meeting TBD Date Due: Donor Recognition 2025 TBD Design Donor Recognition Invites TBD Spring Rec Guide (Feb -May) DEADLINE |
| DECEMBER | TBD Volunteer Reception - Save the Date TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE | TBD Volunteer Reception - Save the Date TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE | TBD Volunteer Reception - Save the Date TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE |