



# AGENDA

CHINO HILLS COMMUNITY FOUNDATION  
ANNUAL MEETING  
MONDAY, MAY 22, 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](http://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

BILL HUGHES  
DAVID KRAMER  
GLEN ANDERSON  
SAMANTHA JAMES-PEREZ

DARRIN LEE  
DELINA LEWIS  
KATHLEEN SMITH  
SPENCER BOGNER

DARRYLL GOODMAN  
DENISE CATTERN  
RICK SHIBA  
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 (6 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 March 20, 2023, Foundation Meeting Minutes.
4. Receive and file Quarterly Investment Report as of March 31, 2023.
5. Receive and file Preliminary Financial Report as of April 30, 2023.
6. Recommend approval of re-appointment of board members Mary Faulhaber, Spencer Bogner, Bill Hughes, Darrin Lee, and Darryll Goodman for a term ending May 31, 2027 to the Chino Hills City Council.
7. Approve a donation to the City of Chino Hills in the amount of \$10,000 for the purchase and installation of bike repair stations at Grand Avenue Park, the Chino Hills Community Center, and the Chino Hills State Park entrance and approve a budget amendment in the amount of \$10,000 for a donation to the City of Chino Hills for the purchase and installation of three bike repair stations.
8. Approve FY 23-24 proposed annual budget.

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

9. Open the floor for nominations for Chair, Vice Chairperson, Secretary, and Treasurer and call for a vote for each candidate nominated for the Chair, Vice Chairperson, Secretary, and Treasurer.

10. Approve transfer of funds in the amount of \$100,764 from the Endowment Fund, which were contributions by the Chino Hills Community Foundation, to the Unrestricted Fund; Approve a donation in the amount of \$25,000 from the Endowment Fund, which were contributions by the Jack & Gloria Kramer Family Foundation, to the City of Chino Hills for the All-inclusive Crossroads Park project; Approve a budget amendment in the amount of \$25,000 for a donation to the City of Chino Hills for the All-inclusive Crossroads Park project; and Discuss future opportunities to reallocate the balance in the Endowment Fund, which were contributions from the Jack & Gloria Kramer Family Foundation.
11. Discuss the Downtown Art Gallery at the Shoppes proposal.
12. Discuss 2023 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**

**MARCH 20, 2023  
REGULAR MEETING**

**CHINO HILLS, CALIFORNIA**

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

**PRESENT: BOARD MEMBERS:** PETER ROGERS  
GLEN ANDERSON  
SPENCER BOGNER  
DENISE CATTERN  
MARY FAULHABER  
DARRYL GOODMAN  
SAMANTHA JAMES-PEREZ  
DAVID KRAMER  
DARRIN LEE  
DELINIA LEWIS  
SYLVIA NASH  
PETER PIRRITANO

**ABSENT: BOARD MEMBERS:** CYNTHIA MORAN  
AIMEE HOLLIDAY-DAVIS  
BILL HUGHES  
KATHLEEN SMITH

**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 Member Cattern.

### **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.

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

**MINUTES**

The Board members approved the January 9, 2023, Chino Hills Community Foundation Meeting Minutes, as presented.

**QUARTERLY INVESTMENT REPORT**

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

**PRELIMINARY FINANCIAL REPORT**

The Board members received and filed the Preliminary Financial Report as of February 28, 2023, as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, MORAN, SMITH.

ABSTAIN: BOARD MEMBERS: NONE.

**DISCUSSION CALENDAR**

**RECOMMEND NEW BOARD MEMBER FOR APPOINTMENT**

Board Chair Rogers provided background on volunteer Rick Shiba as a potential new board member, and informed the Board there was a consensus of the Board Development Committee to nominate Rick Shiba as a new Board Member.

A motion was made by Board Chair Rogers, and seconded by Board Secretary Faulhaber, to recommend Rick Shiba for appointment to the Board.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, MORAN, SMITH.

ABSTAIN: BOARD MEMBERS: NONE

**OPEN NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS**

Board Chair Rogers announced that at the annual meeting in May the election of officers would be held. The nomination process is open. Those who are interested in serving or nominating someone are to forward those nominations to Senior Management Analyst Hernandez.

**REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 23-24 BUDGET**

Board Chair Rogers presented the fiscal year proposed 2023-24 budget. Senior Management Analyst Hernandez stated the previous year's actuals were used as the starting point, then accounted for a five percent increase, due to rising costs. Board Chair Rogers commented that the budget for Summer Day Camp had increased. Senior Management Analyst Hernandez reminded the Board that the Youth Scholarship program had been eliminated, so those funds had been allocated to the Summer Day Camp program. Discussion ensued regarding the change in the scholarship program only covering four weeks versus the previous eight weeks. Board Member Cattern suggested keeping statistics on how the change affects the scholarship applicants, as parents are looking for care for the entire summer. Board Chair Rogers highlighted that the chARTs line of the budget is showing a deficit because the line item does not include the sponsorships received for the program. Board Member Bogner concluded the discussion by requesting the budget include the purchase of additional AEDs under the Program Giving section.

A motion was made by Board Member James-Perez, and seconded by Board Treasurer Pirritano, to approve the recommendations to the proposed FY 23-24 budget.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, MORAN, SMITH.

ABSTAIN: BOARD MEMBERS: NONE

**DISCUSS ENDOWMENT FUND**

Board Chair Rogers moved discussion to the May Meeting.

**DISCUSS DOWNTOWN ART GALLERY AT THE SHOPPES PROPOSAL**

Board Member Goodman introduced a proposal to offer a space, in keeping with the theme for the Kid's Art event, where art could be displayed. It could be open for a few hours during the Farmers Market or on Friday/Saturday when there is a lot of pedestrian traffic. His intent is to provide a location to display art for community by the community.

Board Member Anderson briefed the board on the discussions had by the subcommittee comprised of Board members James-Perez, Cattern, Goodman, and himself. The subcommittee believes that the previous H & M location is a viable space for this project. There is one entrance, tables would be set up, and it would be staffed by a minimum of two volunteers per shift to ensure that the art would not be taken. It would be a zero cost to the Foundation or the City since it would be on a volunteer basis. He is anticipating being ready to open sometime in April and brand it as the Chino Hills Downtown Art Gallery at the Shoppes. The artist will sign a waiver that clears The Shoppes from any responsibility for stolen or damaged art, and that a ten percent commission will be due for any art sold through the gallery, split between the Shoppes and the Foundation. The buyer will deal directly with the artist regarding payment, the artist will then pay the Foundation the commission.

Discussion ensued among the board. There was a consensus from the board that this was a great concept, but provided the following direction to the subcommittee:

- Develop Policies and Procedures that include:
  - Guidelines for the artist such as how long the art will be displayed or if they will have a spot and the art can be switched out, and if the artist will have to volunteer for a certain number of shifts.
  - Who will be organizing the volunteers.
  - What hardware will be used and who will be responsible for providing it.
  - Will marketing materials be needed and who will be responsible for creating them.
  - Who will be responsible for labeling the art.
  - Who will be responsible for collecting the fees. Board Member Goodman suggested that fees be collected at Guest Services located on the Promenade. They will document the purchase and deliver the payment to the Foundation. The Foundation will then distribute the fees to the artist and the Shoppes as appropriate.
- Develop an artist waiver and/or agreement. Board Member Goodman offered to donate the legal fees to draft the waiver and sale/listing agreement.
- Insurance/Liability – Research liability issues, will the Shoppes general liability cover this use.

City staff added that the Foundation still relies on staff to manage their administrative functions, therefore the program would not be staff neutral.

A motion was made by Board Chair Rogers, and seconded by Board Member James-Perez, to continue to develop the program, and if a decision cannot wait to be discussed at the next board meeting due to timeliness, it may be taken to the Executive board for a decision.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, MORAN, SMITH.

ABSTAIN: BOARD MEMBERS: NONE

### **DISCUSS MAY BOARD MEETING DATE CHANGE**

Board Chair Rogers requested that the next Board meeting be moved to May 22nd, as he will not be in town on the scheduled date.

A motion was made by Board Chair Rogers, and seconded by Board Member Bogner, to approve moving the next Board Meeting from May 15th, to May 22nd.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CATTERN, GOODMAN, JAMES-PEREZ, KRAMER, LEE, LEWIS, NASH, PIRRITANO.

NOES: BOARD MEMBERS: FAULHABER.

ABSENT: BOARD MEMBERS: HOLLIDAY-DAVIS, HUGHES, MORAN, SMITH.

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 discussed nominating Rick Shiba to the Foundation.
- **WINE WALK SUBCOMMITTEE** – Board Chair Rogers informed the Board that an informal planning meeting was held with staff to discuss the upcoming event, and a formal committee meeting is scheduled for April.

#### **Board Member Denise Cattern**

- **PUBLIC AFFAIRS COMMITTEE**

Board Member Cattern updated the Board that she is working on promotion of the Derek Bordeaux concert and Art Show.

**Board Member Glen Anderson**

- chARTS
  - Kids Art Exploration – Board Member Anderson updated the Board that the event had sold out.
  - Concert Series – Board Member Anderson updated the Board on the line up and dates: Derek Bordeaux concert is scheduled for April, the Andy Vargas is scheduled for June, and Lynne Fiddmont is scheduled for September.
  - Murals – Board Member Anderson also informed the Board that Sharon Stuewe, chARTs member, has agreed to create a mural in The Shoppes on the wall of Barnes and Noble.

**Secretary Mary Faulhaber**

- VOLUNTEER COMMITTEE

Board Secretary Faulhaber informed the Board of the successful Volunteer dinner and mentioned she has a selection of photos for the website.

**BOARD COMMENTS**

**Kramer:** Board Member Kramer was pleased with the possible art gallery for local artists and recommended an animated creativity, such as music, to attract patrons. He also suggested the Board work on ways to attract youth to attend the Board meetings to provide feedback. He suggested an idea for a mural, to illustrate the Santa Fe Trail, so residents understand the historical pathway which led people to the city. He also proposed recognizing four prominent community members to commemorate the evolution of the city, then every year, four local citizens could be selected as Pioneers of the Year, for their contribution to the city. He discussed a jingle to the tune of the song “At the Hop” for the promotion of the proposed Foundation and Shoppes collaborative events.

**Rogers:** Board Chair Rogers complimented Board Member Nash’s work on the Mayor’s Prayer Breakfast.

**Faulhaber:** Board Secretary Faulhaber thanked Board Member Anderson and Board Member Goodman for all their work on the Art Gallery, and stated if the conditions are met, it could be possible to host the event soon.

**James-Perez:** Board Member James-Perez complimented the Chino Valley Fire Department’s (CVFD) AED training. She stated the Prayer Breakfast was exceptional.

**Lee:** Board Member Lee stated the AED event was successful and pleased to see the library staff present, and all Board Members present in their Foundation attire. He would

like to provide an opportunity for other nonprofits or members of the public to attend future training courses. Board Member Lee recognized Board Secretary Faulhaber for her work in organizing all the volunteers for the Foundation's events, as the Board depends heavily on volunteers for its' success.

**Anderson:** Board Member Anderson stated this year's volunteers have been extremely helpful at all the Foundation's events, and thanked Board Secretary Faulhaber.

**Rogers:** Board Chair Rogers mentioned he was pleased to see the success of the AED training, and suggested Board Members stop to view the James S. Thalman Chino Hills Branch Library's recent upgrades. He mentioned the All-Inclusive Park project, which the Foundation donated towards, will soon move forward, and could potentially return to the Board for additional donations as costs have risen since the project was introduced.

## **ADJOURNMENT**

Board Chair Rogers adjourned the meeting at 5:29 p.m.

Respectfully submitted by:

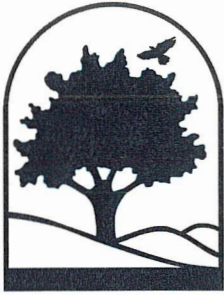
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Marlene Siu, Senior Administrative Assistant  
Community Services Department, City of Chino Hills

Signed by:

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Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation



# City of Chino Hills

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## MEMORANDUM

**DATE:** APRIL 26, 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

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To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended March 31, 2023.

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

CB:NL:mj

Attachment

cc: Alma Hernandez, Senior Management Analyst

**Chino Hills Community Foundation  
Quarterly Investment Trustee Report  
For the Quarter Ending March 31, 2023**

Description	Cost Value	Market Value	% Yield Earned
<b>Cash and Cash Equivalents</b>			
Citizens Business Bank - Checking Account	\$ 175,917	\$ 175,917	0.02%
LAIF	596,777	588,727	2.83%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 772,994</u>	<u>\$ 764,944</u>	

<b>Blended Yield of Cash and Investments</b>	<b>2.18%</b>
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<b>Benchmarks:</b>	
LAIF	2.83%
6mo U.S. Treasury	4.94%
2yr U.S. Treasury	4.06%
5yr U.S. Treasury	3.60%

In accordance with the Bylaws of the Chino Hills Community Foundation Article XI, Section 1, the Investment Trustee shall render an accounting of the investment transactions concerning the Foundation to the Board of Directors at least quarterly.



Christina Buhagiar  
Investment Trustee

**Chino Hills Community Foundation**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**March 31, 2023**

	<b>Fiscal Year 22/23</b>
<b>Revenues:</b>	
Interest income	\$ 5,174
Other revenues	1,047
Donations	264,377
Special events	-
Ticket sales	80,595
Fair Market value	8,630
<b>Total Revenues</b>	<b>359,823</b>
<b>Expenditures:</b>	
Memberships and certifications	240
Computer services	1,749
Contractual services	4,438
Financial services	1,150
Professional services	-
Advertising and promotion	-
Liability insurance	5,629
Postage and express delivery	60
Printing and photocopy services	2,765
Special parts and supplies	14,592
Equipment rental	20,536
Taxes and assessments	75
Permits and fees	116
Special departmental expense	210,640
<b>Total Expenditures</b>	<b>261,990</b>
<b>Excess of revenues over (under) expenditures</b>	<b>\$ 97,833</b>
<b>Fund Balances:</b>	
Beginning of fiscal year	\$ 674,783
Excess of revenues over (under) expenditures	97,833
<b>End of fiscal year</b>	<b>\$ 772,616 <sup>A</sup></b>

A The ending fund balance amount of \$772,616 differs from the bank balance of \$772,994. The difference of (\$378) is the total of outstanding checks.

# STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

DATE: MAY 22, 2023

ITEM NO.: 5

SUBJECT: FINANCIAL REPORT

**RECOMMENDATION:**

Receive and file Preliminary Financial Report as of April 30, 2023.

BACKGROUND/ANALYSIS:

The Financial Report as of April 30, 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 April 30, 2023, is \$543,065.

### Temporarily Restricted:

These funds are donations which the donor has designated or restricted 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 \$221.
- 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 April 30, 2023, is \$167,938.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of April 30, 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	\$ -	\$ -	\$ 180,314	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000			\$ 1,000	\$ 186,314	\$ 186,314
Grants			-										\$ -	\$ -
Special Events	111,900	170,800	152,945			7,976							160,921	49,021
Interest Income		-	9,197										9,197	9,197
Total Operating Revenue	111,900	170,800	342,456	-	-	7,976	-	-	5,000	-	-	1,000	356,432	244,532
Operating Expenses:														
Program Services:														
Adopt-A-Family Program	1,600	1,600											-	(1,600)
Cultural Arts	12,025	12,025			1,057	5,751							6,808	(5,217)
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	-	1,057	5,751	-	-	100,000	50,000	50,000	-	217,449	(30,376)
Supporting Services:														
Fundraising	48,900	48,900	38,721										38,721	(10,179)
Administration	13,200	13,890	12,395										12,395	(1,495)
Total Support Services	62,100	62,790	51,116	-	-	-	-	-	-	-	-	-	51,116	(11,674)
Total Operating Expenses	97,725	310,615	61,757	-	1,057	5,751	-	-	100,000	50,000	50,000	-	268,565	(42,050)
Interfund Transfers:	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Changes in Net Assets	\$ 14,175	\$ (139,815)	\$ 280,700	\$ -	\$ (1,057)	\$ 2,225	\$ -	\$ -	\$ (95,000)	\$ (50,000)	\$ (50,000)	\$ 1,000	\$ 87,868	\$ 286,583
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>\$ 543,065</u>	<u>\$ 7,127</u>	<u>\$ 221</u>	<u>\$ 31,302</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 167,938</u>	<u>\$ 762,653</u>	

# CHINO HILLS COMMUNITY FOUNDATION

## Statement of Functional Activities

As of April 30, 2023

	PROGRAM SERVICES	Fundraising					Administration	
		2022	2022	2023	chARTS	Total	General Management	Total
		Wine Walk	Donor Recognition	Volunteer Reception				
	Donations							
Operating Revenues:								
Contributions:								
Sales	\$ -	\$ 78,445			\$ 2,250	\$ 80,695	\$ -	\$ 80,695
Donations/Sponsorships	186,167	74,500			4,000	78,500		264,667
Advertising					-	-		-
Other Revenues	147	-			1,726	1,726		1,873
Interest Income	9,197					-		9,197
	195,511	152,945			7,976	160,921	-	356,432
Operating expenses:								
Licenses & Permits		64			103	168		168
Memberships					-	-	240	240
Liability Insurance						-	5,629	5,629
Financial Services		746			50	796	407	1,204
Computer Services					-	-	5,007	5,007
Contractual Services					5,650	5,650		5,650
Advertising & Promotion					-	-		-
Printing Services		2,685	45		-	2,731	35	2,766
Postage			76		-	76	62	138
Office Supplies					-	-		-
Special Parts and Supplies		11,868		1,413	1,004	14,285	940	15,225
Concessions					-	-		-
Administrative Overhead					-	-		-
Entertainment				300	-	300		300
Catering and Refreshments				988	-	988		988
Rentals		20,536			-	20,536		20,536
Taxes					-	-	75	75
Scholarships, Grants & Awards	210,641				-	-		210,641
	\$ 210,641	\$ 35,899	\$ 121	\$ 2,701	\$ 6,808	\$ 45,529	\$ 12,395	\$ 268,565
Changes in Net Assets	\$ (15,129)	\$ 117,046	\$ (121)	\$ (2,701)	\$ 1,168	\$ 115,392	\$ (12,395)	\$ 87,868

# 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			4,000	4,000
Advertising				-
Raffles & Auctions				-
Scholarships				-
Concessions			1,726	1,726
Interest Income				-
	-	-	7,976	7,976
Operating expenses:				
Licenses & Permits			103	103
Liability				-
Financial Services			50	50
Computer Services				-
Contractual Services		300	5,350	5,650
Advertising & Promotion				-
Printing Services				-
Postage				-
Office Supplies				-
Special Parts and Supplies	65	757	182	1,004
Concessions				-
Administrative Overhead				-
Entertainment				-
Catering and Refreshments				-
Rentals				-
Taxes				-
Scholarships, Grants & Awards	-			-
Donations	-			-
	\$ 65	\$ 1,057	\$ 5,686	\$ 6,808
Changes in Net Assets	\$ (65)	\$ (1,057)	\$ 2,290	\$ 1,168

# STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

SUBJECT: BOARD MEMBER RE-APPOINTMENTS

DATE: MAY 22, 2023

ITEM NO.: 6

RECOMMENDATION:

Recommend approval of re-appointment of board members Mary Faulhaber, Spencer Bogner, Bill Hughes, Darrin Lee, and Darryll Goodman for a term ending May 31, 2027 to the Chino Hills City Council.

BACKGROUND/ANALYSIS:

Mary Faulhaber, Spencer Bogner, Bill Hughes, Darrin Lee, and Darryll Goodman's term will expire at the end of this month. They have expressed interest in serving another term.

# STAFF REPORT

TO: BOARD MEMBERS

DATE: MAY 22, 2023

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 7

SUBJECT: BIKE REPAIR STATIONS PROJECT DONATION

RECOMMENDATION:

1. Approve a donation to the City of Chino Hills in the amount of \$10,000 for the purchase and installation of bike repair stations at Grand Avenue Park, the Chino Hills Community Center, and the Chino Hills State Park entrance.
2. Approve a budget amendment in the amount of \$10,000 for a donation to the City of Chino Hills for the purchase and installation of three bike repair stations.

**BACKGROUND/ANALYSIS:**

In 2021, staff was directed to research bike repair stations for product details, feasibility, and potential placement locations by City Council. On November 17, 2021, the Parks and Recreation Commission approved a pilot program at Meadows Park to assess the future need for additional bike repair stations at various locations throughout the City. Meadows Park was selected because it is conveniently located alongside Butterfield Ranch Road, which is a popular destination and route for many bike users within the city. The bike repair station provides the public access to tools necessary to perform basic bike repairs and maintenance, from changing flat tires, to adjusting brakes. As part of the pilot program, a survey was released to the public asking for feedback on the tools provided and possible future locations. The survey was promoted on social media, the City's website, and signage at the location with a QR code for direct access. A total of 20 surveys were received. The results showed that 95% of respondents wanted additional bike repair stations, 95% would utilize a bike repair station, and 85% believe adequate tools were provided. The respondents also listed La Sierra Trailhead, Vila Borba Park, Grand Avenue Park, Chino Hills Community Center, Chino Hills Community Park, and the State Park entrance as possible future locations.

Based on the survey results, staff are proposing to install bike repair stations at Grand Avenue Park, Community Center (near the corner of Eucalyptus/Peyton), and the Chino Hills State Park entrance (off Elinvar Drive on City property). These locations were determined based on visibility, accessibility, and known trafficked routes. Currently, there is no funding to complete this project. The Strategic Committee has reviewed the proposal and recommend approval of the donation.







## STAFF REPORT

TO: BOARD MEMBERS

DATE: MAY 22, 2023

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 8

SUBJECT: ANNUAL BUDGET

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### RECOMMENDATION:

Approve FY 2023-2024 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". The following changes have been made to the proposed annual budget that was presented at the March 20, 2023, board meeting with a brief explanation. All changes below have been incorporated into the proposed budget.

#### **Concert Series – decreased budget by \$200**

The contractual services line item was decreased by \$500 due to an expense being duplicated. In addition, there were \$300 in expenses that were not captured in the total due to a formula error. The net effect was a decrease of \$200.

#### **Kids Art Exploration – increased budget by \$1,200**

The proposed annual budget presented at the March 20, 2023, did not include a budget for this event. The proposed budget is based on current year actuals.

#### **Program Giving – increased budget by \$4,200**

A donation of two AED machines were included as a line item at a cost of \$2,100 each.

#### **Administration (Website & Software Services) – increased budget by \$200**

The website and software services line item was increased by \$200 based on increased pricing for the DonorPerfect software.

**CHINO HILLS COMMUNITY FOUNDATION  
PROPOSED BUDGET  
FISCAL YEAR 2023-2024**

	PROGRAM SERVICES	SUPPORT SERVICES							
		Fundraising					Administration		
		CHCF001 Wine Walk	CHCF007 Donor Recognition	CHCF006 Volunteer Reception	CHCF008 Concert Series	CHCF005 Kids Art Exploration	Total	CHCF009 General Management	Total
Support Services	Donations								
Revenues:									
Special Events:									
Ticket Sales	\$ -	\$ 78,400			\$ 9,000		87,400	\$ -	\$ 87,400
Sponsorships		81,500					81,500		81,500
		-	-		-	-	-	-	-
		159,900	-	-	9,000	-	168,900	-	168,900
Expenses:									
Catering and Refreshments	-		6,000	2,000			8,000		8,000
Contractual Services	-				1,500	400	1,900	700	2,600
Entertainment	-			300	9,000		9,300		9,300
Financial Services	-	800					800	1,200	2,000
Liability Insurance	-						-	5,500	5,500
Licenses & Permits	-	100			150		250		250
Memberships	-						-	300	300
Postage	-		100				100		100
Printing Services	-	3,000	100		300		3,400		3,400
Rentals	-	23,100	300	400	975		24,775		24,775
Special Parts and Supplies	-	13,500	1,500	800	900	800	17,500	200	17,700
Website & Software Services	-						-	6,500	6,500
Taxes	-						-	100	100
	\$ -	\$ 40,500	\$ 8,000	\$ 3,500	\$ 12,825	\$ 1,200	\$ 66,025	\$ 14,500	\$ 80,525
Program Services									
Donations:									
Adopt A Family	2,000						-		2,000
Utility Box Art Program	10,000								10,000
Summer Day Camp Scholarship:	16,000						-		16,000
AED Machines	4,200								4,200
							-		-
	\$ 32,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,200
Changes in Net Assets	\$ (32,200)	\$ 119,400	\$ (8,000)	\$ (3,500)	\$ (3,825)	\$ (1,200)	\$ 102,875	\$ (14,500)	\$ 56,175

# STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

DATE: MAY 22, 2023

ITEM NO.: 9

SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION:

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

**BACKGROUND/ANALYSIS:**

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

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



## STAFF REPORT

TO: BOARD MEMBERS  
FROM: PETER PIRRITANO  
TREASURER

DATE: MAY 22, 2023  
ITEM NO.: 10

SUBJECT: ENDOWMENT FUND

### RECOMMENDATION:

1. Approve transfer of funds in the amount of \$100,764 from the Endowment Fund, which were contributions by the Chino Hills Community Foundation, to the Unrestricted Fund.
2. Approve a donation in the amount of \$25,000 from the Endowment Fund, which were contributions by the Jack & Gloria Kramer Family Foundation, to the City of Chino Hills for the All-inclusive Crossroads Park project.
3. Approve a budget amendment in the amount of \$25,000 for a donation to the City of Chino Hills for the All-inclusive Crossroads Park project.
4. Discuss future opportunities to reallocate the balance in the Endowment Fund, which were contributions from the Jack & Gloria Kramer Family Foundation.

### BACKGROUND/ANALYSIS:

The Chino Hills Community Foundation began its permanent endowment in fiscal year 2011/12. The intent was for any money set aside to be held by the Foundation in perpetuity with the intent that, as the investment compounded to a large amount, eventually its interest could be utilized by future Board members to assist the City of Chino Hills in improving the cultural, educational, and recreational facilities and services for the citizens of the City. Throughout the duration of the endowment thus far, the sole donors specifically restricting funds to the permanent endowment have been the Jack & Gloria Kramer Family Foundation and the Chino Hills Community Foundation.

Since 2021, a series of discussions have taken place by the Finance & Investment Committee, and between Staff, the City Manager and Finance Director, regarding the rates of return for the permanent endowment in an inflationary environment. Effectively, with inflation at 6.5% throughout 2022, while LAIF provided a yield approximating 2.17% as of the quarter ending 12/31/22, not only was the value of the endowment decreasing in real dollars, but the incremental dollars added to the endowment compounded the problem: rather than serving the larger community, we are making new dollars we earn through fundraisers less effective.

A key restriction is that the City manages the Foundation's finances and as such, the Foundation's money must comply with the City's Investment Policy. The City's

Investment Policy does not contemplate things like a permanent endowment; thus, the investment options are conservative and highly liquid (as is prudent for a City). The Finance & Investment Committee explored with Staff the possibility of amending the Foundation's bylaws to revise the Investment Trustee, but when assessing the need for both investment and accounting controls and the comparatively small size of the endowment, the Finance & Investment Committee concluded that the approximately \$167,938 under discussion is too small an amount of money to be likely to generate proceeds greater than the third-party cost of managing the endowment.

Lacking a compelling alternative, the Finance & Investment Committee felt the better option would instead be to unwind the permanent endowment fund and unrestrict the contributed money, therefore putting it in the unrestricted funds balance, allowing us to more immediately support Foundation goals and activities with this incremental \$167,938. Of the contributed funds, the greater portion, \$100,764 was restricted by the Foundation, and can therefore be unrestricted via the means of a board vote. The Finance & Investment Committee also felt it would be proper to inform the Jack & Gloria Kramer Family Foundation of the reasons why we wish to unrestrict those funds and receive their concurrence and support before doing so.

Chair Peter Rogers discussed the situation with John Kramer, as the Jack & Gloria Kramer Family Foundation's trustee. Mr. Kramer confirmed his support for our Board's recommendation on March 26, 2023. His direction to the Foundation after reviewing with their own foundation manager was to "...transfer our...funds over to another Chino Hills community foundation project that you think is more important".

In light of the Kramer Family Foundation's support, the recommendation of the Finance & Investment Committee is to effectively dissolve the permanent Endowment Fund as soon as is practicable.

DISCUSS THE DOWNTOWN ART GALLERY AT THE SHOPPES PROPOSAL



**Chino Hills Community Foundation &  
The Shoppes at Chino Hills  
Artwork Exhibition and Loan Agreement**



Thank you for agreeing to loan the artwork listed in Attachment A (“Artwork”), to the Chino Hills Community Foundation and The Shoppes at Chino Hills, located at 13920 City Center Drive, Chino Hills, CA 91709. You are loaning your artwork for display at a space provided by The Shoppes at Chino Hills, to be known as, “The Chino Hills Community Foundation Art Gallery at The Shoppes” (also referred to as “Art Gallery” in this document).

**Exhibition Guidelines**

Each artist will be provided a space within the gallery to exhibit their artwork. Art Gallery volunteers will, in coordination with the artist, hang and place all artwork within the gallery.

The artist should provide a label for each piece of artwork to be displayed. Labels should measure 4” x 4”, including an outer border, and be printed on card file stock paper. Labels must include, at a minimum, the title of the piece of artwork and a description. Other information can be included, as desired by the artist, and may include pricing information. For reference, some general examples of appropriate information that may be included are shown below (please note that final labels should measure 4” x 4”):

Jane Doe	
<i>Cactus Bloom</i> Watercolor on Canvas, 12” x 20”, 2014	
\$495	
Janedoesigns.com	

<i>The Lonely Pier</i> Ceramic and Wood, 2022	For purchase information, please contact: jmart@email.com 123-456-7890
By John Martinez	

If an artist chooses to make their artwork available for sale, the artist must agree to abide by the procedure outlined in Attachment B (“Procedure for Purchases”).

All artists are encouraged to place promotional materials such as their artist biography, business cards, flyers, etc. at the front desk for guests to review, if interested.

No artwork that contains pornographic subject matter, nudity, profanity, hateful or culturally insensitive material, cruelty, or terrifying images will be allowed to be exhibited at the Art Gallery.



**Chino Hills Community Foundation &  
The Shoppes at Chino Hills  
Artwork Exhibition and Loan Agreement**



The final decision to approve or deny any and all artwork will be subject to a vote of the Chino Hills Arts Committee (CHarts), which is a committee of the Chino Hills Community Foundation.

**Loan and Exhibition Period**

The artwork will be on loan to the Art Gallery from \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Month) (Day) (Year)  
(artwork delivery date) to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (de-installation date).  
(Month) (Day) (Year)

Installation and de-installation dates are subject to change based on the schedules of the artist and the Art Gallery.

I, the undersigned, agree to lend the artwork listed in Attachment A to The Chino Hills Community Foundation Art Gallery at The Shoppes to be publicly displayed at the Art Gallery. I understand that the Art Gallery is open to the general public and that the artwork cannot be protected from or guaranteed against damage, loss, or theft. In consideration of the Art Gallery's public display of the artwork, I release the Chino Hills Community Foundation and The Shoppes at Chino Hills from any and all responsibility for loss, damage, theft, or destruction while the artwork is being displayed at the Art Gallery. Although the Art Gallery will have volunteers on-site at all times that the gallery is open, I acknowledge and agree that the Chino Hills Community Foundation and The Shoppes at Chino Hills will not be held responsible for supervision of artwork at the Art Gallery nor will the Art Gallery maintain property insurance covering artwork, and that I am solely responsible for obtaining and maintaining whatever property insurance that I deem appropriate for the artwork.

I warrant and represent that I am the sole legal owner of all right, title, and interest in the artwork, including without limitation all related intellectual property interests, such as trademarks and copyrights, and I have the full right and authority to enter into this Agreement and undertake the obligations herein. Further, I warrant and represent the display of artwork does not and will not infringe or violate the rights of any third parties, including any copyright interests.

I agree to remove artwork from the Art Gallery at the conclusion of the exhibition or when otherwise requested by the Art Gallery or the CHarts Committee. In the event that I fail to remove artwork from the Art Gallery at the conclusion of the exhibition or when otherwise requested by the Art Gallery or the CHarts Committee, the Art Gallery may remove the artwork, but will not be held responsible for any loss or damage to artwork resulting from or in connection with that removal, transportation, or temporary storage of artwork elsewhere, and I waive any claim for any loss or damage resulting from any such removal, transportation, or storage. After sixty (60) days in such storage, artwork may be disposed of as the Chino Hills Community Foundation deems appropriate.



**Chino Hills Community Foundation &  
The Shoppes at Chino Hills  
Artwork Exhibition and Loan Agreement**



**Liability**

The artist agrees to defend, indemnify, and hold harmless the Chino Hills Community Foundation, The Shoppes at Chino Hills, and their officers, agents, and employees and volunteers for and against all loss, cost, expense, damages, and claims, regardless of merit, for bodily injury, including death, property damage, and all other consequential loss, sustained or claimed to have been sustained arising out of the negligence or willful misconduct of the artist or the artwork's display at the Art Gallery. The artist shall pay for any and all damage to The Shoppes property or loss or theft of such property caused by the negligence or willful misconduct of the artist. The provisions do not apply to any damage or loss caused solely by the negligence of the Chino Hills Community Foundation, The Shoppes at Chino Hills, or any of its agents, employees, or volunteers.

I have read and understand the Artwork Exhibition and Loan Agreement.

_____	_____	_____
Artist Name	Artist Signature	Date

\_\_\_\_\_  
Chairman of the CHarts Committee (or designee) Name

_____	_____
Chairman of the CHarts Committee (or designee) Signature	Date

\_\_\_\_\_  
Representative of The Shoppes (or designee) Name

_____	_____
Representative of the Shoppes (or designee) Signature	Date



Chino Hills Community Foundation &  
The Shoppes at Chino Hills  
Artwork Exhibition and Loan Agreement



The Chino Hills Community Foundation Art Gallery at The Shoppes  
Attachment A  
Loan Form – List of Artwork

ARTWORK TITLE	DIMENSIONS	MEDIUM	DESIGN/COMPLETION DATE	SALE PRICE OR “NOT FOR SALE”

- In addition to the above descriptions, pictures/images must be provided for all artwork*

**ARTIST CONTACT INFORMATION:**

\_\_\_\_\_

Name

\_\_\_\_\_

Address City State Zip Code

\_\_\_\_\_

Email Address Main Contact Phone Number



**Chino Hills Community Foundation &  
The Shoppes at Chino Hills  
Artwork Exhibition and Loan Agreement**



**The Chino Hills Community Foundation Art Gallery at The Shoppes  
Attachment B  
Procedure For Purchases**

Artists are welcome to offer their artwork for purchase through exhibition at The Chino Hills Community Foundation Art Gallery at The Shoppes as long as the following procedure is followed.

**Procedure**

1. On the label for each piece of art, the artist will display their contact information and (if desired) a price to purchase.
2. The potential buyer will contact the artist directly and inquire about purchasing the artwork.
3. If the artist agrees to sell the artwork to the potential buyer, private payment will be arranged between the artist and buyer.
4. When the artist arrives at the Art Gallery to retrieve the artwork, they will complete the Notice of Purchase Form (see next page) and provide it to an Art Gallery volunteer on duty.
  - a. The volunteer will forward a copy of the form to the CHarts Committee Chairperson (or designee).
5. The artist will arrange for delivery of the purchased artwork to the buyer.
6. Once the sale is completed, the artist will remit the following:
  - a. 5% of the purchase price to the Chino Hills Community Foundation
  - b. 5% of the purchase price to The Shoppes at Chino Hills.(please see CHarts Committee Chairperson for details on remitting payments)
7. If an artist fails to follow the above procedure or is found to have falsified the Notice of Purchase Form, they may be prohibited from exhibiting artwork at the Art Gallery in the future.

I have read the Procedure for Purchases, understand it, and agree to abide by it.

\_\_\_\_\_  
Artist Name

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date



Chino Hills Community Foundation &  
The Shoppes at Chino Hills  
Artwork Exhibition and Loan Agreement



The Chino Hills Community Foundation Art Gallery at The Shoppes  
Attachment B.1.  
Notice of Purchase Form

I, \_\_\_\_\_, sold the following artwork on \_\_\_\_\_ :  
Artist Name Date

1. Name of Artwork:

\_\_\_\_\_

Description of Artwork:

\_\_\_\_\_  
\_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

2. Name of Artwork:

\_\_\_\_\_

Description of Artwork:

\_\_\_\_\_  
\_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

3. Name of Artwork:

\_\_\_\_\_

Description of Artwork:

\_\_\_\_\_  
\_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

**Total** purchase price for all artwork sold: \$ \_\_\_\_\_

*I have completed this form to the best of my knowledge and I agree to remit 5% of the purchase price to the Chino Hills Community Foundation and an additional 5% of the purchase price to The Shoppes at Chino Hills within thirty (30) days.*

\_\_\_\_\_  
Artist Name

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

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" 22 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	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 11 Concert Series #2 - Andy Vargas 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