

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

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING

MARCH 20, 2023

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:

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING

MARCH 20, 2023

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**

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING

MARCH 20, 2023

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:



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

Signed by:



Mary Faulhaber, Board Secretary
Chino Hills Community Foundation