

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**MAY 22, 2023
REGULAR MEETING**

CHINO HILLS, CALIFORNIA

Board Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:05 p.m.

PRESENT: BOARD MEMBERS: PETER ROGERS
CYNTHIA MORAN
GLEN ANDERSON
SPENCER BOGNER
DENISE CATTERN
MARY FAULHABER
BILL HUGHES
SAMANTHA JAMES-PEREZ
DAVID KRAMER
SYLVIA NASH
PETER PIRRITANO
RICK SHIBA
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DARRYLL GOODMAN
DARRIN LEE
DELINIA LEWIS

ALSO PRESENT: MELISSA ARMIT, SR. COMMUNITY SERVICES SUPERVISOR
MICHAEL ADAMS, COMMUNITY SERVICES SUPERVISOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MARLENE SIU, FOUNDATION SECRETARY

PLEDGE OF ALLEGIANCE TO THE FLAG

Led by Board Chair Rogers.

PUBLIC COMMENTS

None.

FOUNDATION DEPARTMENT BUSINESS

INTRODUCTION

Board Chair Rogers introduced Rick Shiba as the new Foundation Board member and welcomed him to the Board.

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 Vice Chair Moran, and seconded by Board Member James-Perez, to approve the following Consent Calendar items:

MINUTES

The Board members approved the March 20, 2023, Chino Hills Community Foundation Meeting Minutes, as presented.

QUARTERLY INVESTMENT REPORT

The Board members received and filed the Quarterly Investment Report as of March 31, 2023, as presented.

PRELIMINARY FINANCIAL REPORT

The Board members received and filed the Preliminary Financial Report as of April 30, 2023, as presented.

BOARD MEMBERS RE-APPOINTMENT

The Board recommended reappointment of board members Mary Faulhaber, Spencer Bogner, Bill Hughes, Darrin Lee, and Darryll Goodman.

BIKE REPAIR STATIONS DONATION

The Board members (1) approved a donation to the City of Chino Hills in the amount of \$10,000 for the purchase and installation of bike repair stations to be placed at Grand Avenue Park, the Chino Hills Community Center, and the Chino Hills State Park entrance; and (2) approved 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.

APPROVE FY 23-24 PROPOSED ANNUAL BUDGET

The Board members approved the annual budget as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE.

DISCUSSION CALENDAR

ELECTION OF OFFICERS

Nominations were opened for the Executive Board positions.

A motion was made by Board Member Anderson and seconded by Board Member Cattern to re-appoint the current members of the Executive Board to their same positions.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE

ENDOWMENT FUND DISSOLUTION

Board Chair Rogers and Board Member Bogner briefed the Board on the staff report.

Following discussion, a motion was made by Board Member Smith and seconded by Board Member Anderson, to (1) approve a 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; and (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.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE

DISCUSS DOWNTOWN ART GALLERY AT THE SHOPPES PROPOSAL

Board Member Anderson presented updates on the Downtown Art Gallery proposal. Updates included:

- **Location** – The site will change periodically depending on availability of vacant units in The Shoppes. The art gallery site has been relocated from the previous H&M building to the previous Lululemon site.
- **Duration of artwork display** – Art collections are expected to be displayed for the duration of three months but may be displayed longer. The decision will be left up to the chARTs Committee.
- **Volunteers** – Volunteers are covered for the next four to five months of shows. In the future, assistance may be required from the Volunteer Coordinator.
- **When** – Wednesdays from 5 – 7 p.m. (during the Heritage Farmer's Market) and Fridays from 7 – 9 p.m.
- **Who will supply the hardware?** – Hardware will not be provided by the Foundation.
- **Who will oversee the exchange of money and the collection of fees?** – Payment will be facilitated directly through the artist. The artist will be responsible for paying the 5% to the Foundation and the other 5% to The Shoppes. Volunteers will maintain a listing of all sales, and an inventory of artwork.
- **Who is in charge of marketing materials?** – Board Member Anderson informed the Board that Board Member Goodman will create a decal that can be transferred to each potential location, to advertise the gallery.
- **Who will label the art?** – The chARTs Committee, in collaboration with the artist, will label the art as it is being arranged for display.
- **Artist waiver and/or agreement** – Board Member James-Perez presented the loan agreement, procedures for purchases, and notice of purchase form.

Board Member Anderson noted the proposal has been extremely well received by the artist community, and has the potential to expand to include different types of art. He stated that the chARTs Committee is seeking approval from the Foundation to move forward with the project. He indicated plenty of surrounding cities currently have similar programs which feature local artist's work, and this is an appropriate time to launch the new program. Board Vice Chair Moran informed the Board that the local Chick-fil-A is also working to highlight young artists and feature their artwork by creating a contest where the public can vote on their favorite pieces, and the winner receives free Chick-fil-A for three months.

Senior Community Services Supervisor Armit questioned if The Shoppes presented the policy for approval to their attorney. Board Member Anderson responded that Board Member Goodman has presented the waiver to his attorney. Senior Community Services Supervisor Armit questioned the lack of specification regarding the responsibilities for the art gallery between The Shoppes and the Foundation. She suggested the chARTs Committee develop procedures detailing how business will be conducted. Board Member Anderson responded the committee will work on defining some of the processes and creating procedures. Board Member Bogner requested clarification on the concern from

the previous meeting if The Shoppes insurance would cover liability for the artwork. Board Member Anderson confirmed this to be true.

A motion was made by Board Vice Chair Moran, and seconded by Board Secretary Faulhaber, to approve the Downtown Art Gallery proposal in concept as presented, the motion carried as follows:

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, LEE, LEWIS.

ABSTAIN: BOARD MEMBERS: NONE

DISCUSS 2023 CALENDAR

No changes were made to the calendar.

COMMITTEE REPORTS

Chair Peter Rogers

- WINE WALK SUBCOMMITTEE – Board Chair Rogers informed the Board the committee met to begin planning for this year's event. Outreach for food and wine sponsorships has begun. Board Vice Chair Moran mentioned the new Holiday Inn Express has recently acquired their certificate of occupancy and suggested reaching out to them for sponsorships.

Board Member Denise Cattern

- PUBLIC AFFAIRS COMMITTEE
Board Member Cattern updated the Board that the recent Art Show was successful. She plans to send pictures to the Chino Champion, and work on acquiring a feature in the paper. She also plans to add a feature in the paper about the upcoming concerts. Board Vice Chair Moran requested a feature of any new board members.

Board Member Glen Anderson

- chARTS
 - Art Show – Board Member Anderson reported the Imagination Art Show is ongoing and features many talented artists; he invited the board to view it.

- Concert Series – Board Member Anderson is waiting on the contract for the Andy Vargas show, then marketing can proceed.

Board Vice Chair Moran questioned if the chARTs Committee was comprised of only Board Members. Board Chair Rogers explained that most of the original members of the committee were local artists and members are not formally appointed by the board. Board members on the chARTs Committee are responsible for managing the other members. He clarified that any decision making is solely the responsibility of the Foundation, not chARTs. Senior Management Analyst Hernandez added that chARTs is considered an advisory committee to the Board Chair.

Secretary Mary Faulhaber

- VOLUNTEER COMMITTEE – Board Secretary Faulhaber stated that the Volunteer Committee is working on a volunteer waiver. Discussion ensued about whether the Foundation should require a waiver. It was mentioned that most cities require waivers for volunteers as a preventative measure, and the Foundation as an extension of the city, should mirror these same practices. Senior Management Analyst Hernandez clarified for the Board the discussion began when it was decided during the pandemic to clean up the volunteer intake process, as a formal procedure was never created. It was agreed that if the process could be streamlined, and waivers could be collected electronically, it would be beneficial to the Board.

BOARD COMMENTS

All: All Board Members welcomed Board Member Shiba to the Foundation.

Smith: Board Member Smith congratulated the chARTs and Finance Committees on their work.

Faulhaber: Board Secretary Faulhaber commended the chARTs Committee for finalizing the art gallery proposal, and Board Member Bogner for his work on the Finance Committee.

Shiba: Board Member Shiba thanked the Board for welcoming him.

Nash: Board Member Nash thanked the chARTs Committee and Board Member Bogner, for all their hard work.

Hughes: Board Member Hughes thanked the Board for allowing him to be a part of the Foundation. He stated he was 17 years old when he met historic resident Frank McCoy.

Kramer: Board Member Kramer thanked Board Member Hughes for attending the meeting and commended the comradery of the Board. He stated the city is considered the heartland of the surrounding area. He is excited about the new art gallery, and he

feels there are plenty of local youth that could be involved. He suggested recognition for the McComb's Family for their donations. Board Chair Rogers advised the Board the family will receive complimentary tickets for Foundation events. Board Member Kramer requested a motto for the city, and to honor the three surviving members of the five original council people. He suggested a parade through The Shoppes, including both of the city's high school bands, and all the schools, while allowing students, as the future pioneers, to walk alongside the "pioneer city council members", to be recognized.

Rogers: Board Chair Rogers announced that Aimee Holliday-Davis has resigned from the Board but she is willing to assist with the Wine Walk.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:26 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