

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

JULY 17, 2023
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Board Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:08 p.m.

PRESENT: BOARD MEMBERS: PETER ROGERS
GLEN ANDERSON
SPENCER BOGNER
DENISE CATTERN
MARY FAULHABER
SAMANTHA JAMES-PEREZ
DARRIN LEE
SYLVIA NASH
PETER PIRRITANO
RICK SHIBA (arrived at 4:57 p.m.)
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DARRYLL GOODMAN
BILL HUGHES
DAVID KRAMER
DELINIA LEWIS
CYNTHIA MORAN

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.

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 Cattern, and seconded by Board Member Smith, to approve the following Consent Calendar items:

MINUTES

The Board members approved the May 22, 2023, Chino Hills Community Foundation Meeting Minutes, as presented.

PRELIMINARY FINANCIAL REPORT

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

PROGRAM UPDATES

The Board members received updates regarding the Day Camp Scholarship Program and Utility Box Art Program.

SPECIAL ROLLOVER REQUEST

The Board members approved a special rollover request in the amount of (1) \$8,000 for the Utility Art Box Program, (2) \$1,600 for the Adopt-A-Family Program, (3) \$10,000 for the bike repair stations donation, and (4) \$25,000 for the all-inclusive playground at Crossroads Park donation from FY 2022-23 to FY 2023-24.

TORREY PINES PARK DONATION

The Board members (1) approved a donation to the City of Chino Hills in the amount of \$50,000 for the Torrey Pines Rehabilitation Project; and (2) approved a budget amendment in the amount of \$50,000, for a donation to the City of Chino Hills for the Torrey Pines Rehabilitation Project.

VILA BORBA DOG PARK DONATION

The Board members (1) approved a donation to the City of Chino Hills in the amount of \$5,000 for the Vila Borba Dog Park; and (2) approved a budget amendment in the amount of \$5,000, for a donation to the City of Chino Hills for the Vila Borba Dog Park.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, HUGHES, KRAMER, LEWIS, MORAN, SHIBA.

ABSTAIN: BOARD MEMBERS: NONE.

DISCUSSION CALENDAR

COMMITTEE MEMBER APPOINTMENTS

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Board Chair Rogers announced the Foundation Board Committees. The Board discussed the current members of each committee and those members interested in new appointments.

The committee member updates were as follows:

- Executive Committee – Board Chair Rogers, Board Vice Chair Moran, Board Treasurer Pirritano, and Board Secretary Faulhaber.
- Board Development Committee - Board Member Lee, Board Member Anderson, Board Member Smith, Board Chair Rogers (as chair), Board Member Bogner, and Board Member Nash.
- Finance & Investment Committee - Board Member Hughes, Board Member Smith, Board Treasurer Pirritano (as chair), and Board Member Bogner.
- Fund Development Committee – Board Member Goodman, Board Member Lewis, Board Treasurer Pirritano (as chair), Board Member Shiba, and Board Member Bogner.
- Public Affairs Committee – Board Vice Chair Moran, Board Member Lee, Board Member Lewis, Board Member Cattern (as chair), and Board Member James-Perez.
- Strategic Planning Committee - Board Member Kramer, Board Member Anderson (as chair), Board Chair Rogers, and Board Member James-Perez.
- Volunteer Committee – Board Vice Chair Moran, Board Member Cattern, Board Member Smith, Board Secretary Faulhaber (as chair), Board Member James-Perez, and Board Member Nash.

A motion was made by Board Chair Rogers and seconded by Board Member Anderson to appoint the members listed above to their respective committees.

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, HUGHES, KRAMER, LEWIS, MORAN, SHIBA.

ABSTAIN: BOARD MEMBERS: NONE

DONOR WALL

Discussion occurred regarding the donor wall at the Community Center. Community Services Manager Armit stated the donor wall is running out of space, specifically for the top three donor categories. She suggested changing the tree size, leaf size, or amending the donor policy, to reevaluate the process for donors recognized on the tree. Discussion continued regarding the possibilities for amending the donor process. Suggestions included:

1. Reaching out to the \$1,000 level donors to ask if they would like to increase their donation to level-up, and if interested, they will be given a designated time frame to pay the difference to remain on the tree. If they do not increase the donation, their leaf plaque will be removed.
2. Removing recognition if donations have not been made within the last 3 – 4 years.
3. High dollar amount donors should be given an extended time frame to allow their leaf to remain on the tree.
4. Contacting past donors, if their information is kept when donations are accepted, to offer the opportunity to donate before recognition is expired, and noting the year, for larger donations.
5. A “past donors” category, with a different form of recognition, which would not affect space on the tree.
6. Contacting the donors who have not made a recent donation to inform them of recent projects and provide an opportunity to make a current donation.

Senior Management Analyst Hernandez clarified that the discussion should be finalizing the donor list for the wall. This discussion of amending the policy should be held at the committee level. Community Services Manager Armit added that the next step after discussion at the Board Development Committee, would be to return to the Foundation for final approval of the policy amendment. Board Chair Rogers informed the Board that as of a year ago, those who have made donations of \$2,500 and above are listed on the Foundation website.

DISCUSS 2023 CALENDAR

No changes were made to the calendar.

COMMITTEE REPORTS

Chair Peter Rogers

- **WINE WALK SUBCOMMITTEE** – Board Chair Rogers announced the food donations are being secured, and the overall planning is moving forward. Board Member Lee announced that if there are any restaurants that members encounter which express interest in participating in the event, to forward contact information to the committee early, so members can work to secure new restaurants. Board Chair Rogers mentioned he is working on securing additional sponsors, and vendors have been inquiring about being placed in the VIP section, but the space is extremely limited. Board Member Lee suggested possibly requiring a separate donation, in addition to food, to be featured in the VIP section. Board Chair Rogers mentioned five beer companies have been secured for pouring sites, but wine

donations are still needed. Community Services Manager Armit announced VIP tickets go on sale August 1st at midnight.

Board Member Denise Cattern

- **PUBLIC AFFAIRS COMMITTEE**

Board Member Cattern stated she will work on increasing publicity for the concerts. Board Chair Rogers suggested Public Affairs ask for volunteers for Wine Walk in the newspaper or through social media. Board Secretary Faulhaber suggested starting with advertising through social media first, since a low quantity of volunteers are needed.

Board Member Glen Anderson

- **chARTS COMMITTEE**

- Downtown Art Gallery at The Shoppes – Board Member Anderson stated the gallery has been a great success and has created an opportunity for networking for the Foundation. Artists have contacted the committee members questioning how to be a featured artist. The committee has assembled a permanent collection, members of the community have donated artwork, which could be used for a permanent display in the future. He commended Board Member James-Perez and her husband for all their assistance with the gallery. He announced the hours are Wednesdays, from 5 – 7 p.m. and Fridays, from 6 – 8 p.m. He added volunteers are still needed.
- Concert Series – Board Member Anderson asked the committee to advertise the concerts to their family and friends to increase awareness for the Andy Vargas show. He expects this year's concerts to generate great revenue and publicity for the Foundation. He reminded the Board of the upcoming Lynne Fiddmont concert on Friday, September 15th.

Secretary Mary Faulhaber

- **VOLUNTEER COMMITTEE** – Board Secretary Faulhaber stated the committee is working on a volunteer waiver that will be going out with the Wine Walk volunteer request letter.

BOARD COMMENTS

Shiba: Board Member Shiba updated the Board he has secured about 5 – 6 wine donors.

Nash: Board Member Nash requested members arrive on time.

Smith: Board Member Smith apologized for her tardiness. She congratulated the chARTs Committee on their art gallery success. She suggested sending a gift to Board Member Hughes, as he has been in the hospital for several weeks.

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James-Perez: Board Member James-Perez stated the opening was a great success and invited members to stop by to view the facility. She commended Board Member Anderson for his creative direction. She mentioned Foundation flyers are always advertised at the art gallery.

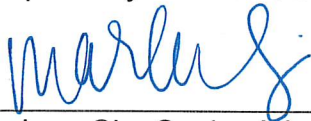
Cattern: Board Member Cattern commended Board Member Anderson for his work for all his Foundation events.

All: Board Members congratulated the chARTs Committee on the grand opening of the art gallery.

ADJOURNMENT

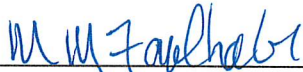
Board Chair Rogers adjourned the meeting at 5:33 p.m.

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