



# AGENDA

CHINO HILLS COMMUNITY FOUNDATION  
REGULAR MEETING  
MONDAY, MAY 13, 2024  
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

DARRIN LEE  
DELINA LEWIS  
GRACE CAPPS  
SAMANTHA JAMES-PEREZ

DARRYLL GOODMAN  
DENISE CATTERN  
KATHLEEN SMITH  
SPENCER BOGNER

DAVID KRAMER  
GLEN ANDERSON  
RICK SHIBA  
SYLVIA NASH

## **4:00 P.M. – CALL TO ORDER/ROLL CALL**

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

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 (5 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 March 18, 2024, Foundation Meeting Minutes.
3. Receive and file Quarterly Investment Report as of March 31, 2024.
4. Receive and file Preliminary Financial Report as of April 30, 2024.
5. Recommend approval of re-appointment of board members David Kramer and Glen Anderson for a term ending May 31, 2028, to the Chino Hills City Council.
6. Approve FY 24-25 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.*

7. 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.
8. Review Calendar

## **COMMITTEE REPORTS**

Chair Rogers

- Executive Committee
- Board Development Committee

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 18, 2024  
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  
GRACE CAPPS  
DENISE CATTERN  
MARY FAULHABER  
SAMANTHA JAMES-PEREZ  
DAVID KRAMER (4:02 p.m.)  
DARRIN LEE  
SYLVIA NASH  
PETER PIRRITANO  
RICK SHIBA  
KATHLEEN SMITH

**ABSENT: BOARD MEMBERS:** SPENCER BOGNER  
DARRYL GOODMAN  
DELINIA LEWIS  
CYNTHIA MORAN

**ALSO PRESENT:** JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
MELISSA ARMIT, COMMUNITY SERVICES MANAGER  
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MARLENE SIU, FOUNDATION SECRETARY

#### **PLEDGE OF ALLEGIANCE TO THE FLAG**

Led by Board Member James-Perez.

#### **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 Nash and seconded by Board Member James-Perez, to approve the remaining Consent Calendar items:

**MINUTES**

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

**MINUTES**

The Board members approved the January 22, 2024, 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, 2023, as presented.

**PRELIMINARY FINANCIAL REPORT**

The Board members received and filed the Preliminary Financial Report as of February 29, 2024, as presented.

**RENAMING OF THE SUMMER DAY CAMP SCHOLARSHIP PROGRAM**

The Board members approved renaming of the Summer Day Camp Scholarship program to the Bill Hughes Memorial Scholarship in memory of board member Bill Hughes.

**APPOINTMENT OF GRACE CAPPS TO THE STRATEGIC PLANNING COMMITTEE**

The Board members approved the appointment of Board Member Capps to the Strategic Planning Committee.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: BOGNER, GOODMAN, LEWIS, MORAN.

ABSTAIN: BOARD MEMBERS: NONE.

**DISCUSSION CALENDAR**

**OPEN NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS**

Board Chair Rogers informed the Board that the Executive Board positions will be voted on at the May meeting, which is the annual meeting. He advised the Board to contact Senior Management Analyst Hernandez, or himself, regarding any nominations, questions, or comments.

### **REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 24-25 BUDGET**

Senior Management Analyst Hernandez mentioned that the budget is based on the prior years' actuals, and newly added line items included the annual donations for the AED machines, and Historical Society. Board Chair Rogers noted that chARTs net income appeared negative, but the sponsorships are not included in the calculation. He questioned if the membership fee for the Chino Valley Chamber of Commerce (Chamber) was accurate at \$450, as he had recalled the non-profit rate to be lower. Senior Management Analyst Hernandez mentioned the rate had increased since the prior year, but she will verify the rate and member benefits. Board Member Anderson inquired where the commissions gained from the art gallery sales are reflected. Senior Management Analyst Hernandez responded they are not budgeted for, since the amount received is minor and there is no historical trend, however sales are shown in the actuals under the preliminary financial report.

### **REVIEW CALENDAR**

Board Member James-Perez questioned if the Andy Vargas concert is scheduled on a Saturday on purpose. Board Chair Rogers and Board Member Anderson confirmed so, and Board Chair Rogers explained the concerts were preferred for a Saturday, though it does not always work with the Community Center and the artists' schedule.

### **COMMITTEE REPORTS**

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

- PUBLIC AFFAIRS COMMITTEE – Board Member Cattern reported that she is working on a draft for the upcoming Concert Series and will check with the Chamber on how often they can feature fliers for the Foundation's events. Board Chair Rogers said he has advertised the upcoming concert on Facebook and thanked Board Member Cattern for contacting the Chino Hills Champion to feature the article for the Concert Series.

#### **Board Member Glen Anderson**

- chARTS COMMITTEE –
  - Concert Series – Board Member Anderson informed the Board fliers have been sent out to local restaurants; he stated he has featured them in high traffic areas. He added contracts are complete for artists, and dates are set for April 12th, May 3rd, and September 7th; ticket sales are set for \$15.
  - Art Shows at the Community Center – Board Member Anderson stated the first show is with Sean Underwood, and the reception is May 2nd, running until the end of August. The first week of September will feature Anne Wang, an international artist. He expects well attended receptions for both.
  - Art Gallery – Board Member Anderson stated the gallery now features 64 artists, and the gallery continues to do well. The wood carving pieces will be changed out, with some remaining as part of the permanent collection,

and the quilts will also be changed out to new designs. Later in the year the show will be changed to feature a collection of youth art. The next large exhibition will feature art loaned by a resident, including a series of 400-year tapestries from an ancient Tibetan monastery. He gave kudos to Board Member James-Perez for assisting with keeping the contracts organized. Board Member Anderson highlighted the highly diverse of styles of artwork.

- Kids Art Exploration – Board Member Anderson mentioned it will be held this Saturday in suite 2020. Set up will begin at 9:00 a.m., the event will include nine sets of tables with different crafts, Whacky Wendy, the entertainer, a roulette wheel for a chance to win prizes, and bags will be handed out to hold any artwork they have made at the event. Board Chair Rogers inquired how many kids there are per session. Board Member Anderson explained registration was lowered to 60 children, from 75 previously, because of the smaller space than the prior year. Though he explained, no one will be turned away if they show up.
- STRATEGIC PLANNING COMMITTEE – Board Member Anderson stated he is pleased with the appointment of Board Member Capps to the Strategic Planning Committee. Board Member Capps suggested planning a meeting with the committee before the next Foundation Board meeting in May. Board Chair Rogers agreed and mentioned that there was a meeting being planned to discuss what the next large donation will be. There has been a request submitted for the Skate Park. He encouraged board members to provide suggestions for potential donations. Board Member Capps inquired about the potential amphitheater and Board Chair Rogers responded the project has been set aside due to the budget restraints.

### **Board Chair Peter Rogers**

- WINE WALK SUBCOMMITTEE – Board Chair Rogers stated the committee will meet soon to begin planning, the official date of Wine Walk will be October 12th.

### **Secretary Mary Faulhaber**

- VOLUNTEER COMMITTEE – Board Secretary Faulhaber reported the committee has not met but is preparing for a future meeting. She offered to recruit volunteers for the Art Gallery, and Board Member Anderson agreed it would be helpful should the existing volunteers fall short of availability of hours.

### **BOARD COMMENTS**

**Kramer:** Board Member Kramer informed the Board Ruben S. Ayala High School held a spectacular production of Mama Mia, the music and script were authentic, and the kids were spectacular, which he relates to the art display. In the recent council meetings, he has noticed there have been visitors, and though he feels free speech is extremely important, he feels the City Council and city staff have conducted themselves very well with what they have had to endure. He asked what more could be done by the Foundation

to honor the past mayors and city council members, and suggested board members find a way to honor the volunteers, as he considers the council as volunteers as well.

**Capps:** Board Member Capps thanked staff for her appointment to the Strategic Planning Committee and looks forward to working with her fellow committee members.

**Nash:** Board Member Nash thanked everyone who worked on the Volunteer Dinner.

**Smith:** Board Member Smith stated she looks forward to chARTs event Saturday and welcomed back Board Member Capps.

**Shiba:** Board Member Shiba informed the Board he was in Paso Robles the past weekend and was able to recruit a new wine company for Wine Walk. He mentioned he read about a ballot issue to add personal finance as a mandatory class in California high schools, which could relate to the proposal for financial planning classes in conjunction with the Junior Achievement program. Board Chair Rogers stated the Strategic Planning Committee will be discussing the proposal.

**Faulhaber:** Board Secretary Faulhaber stated she looks forward to the Kids Art Exploration event.

**James-Perez:** Board Member James-Perez wished everyone a Happy Easter.

**Lee:** Board Member Lee stated that a local artist that exhibited their artwork is now a volunteer, and huge proponent of art related events in the city. She is not a resident but as a result of her experience with the Art Gallery, she has started to explore other events and business in Chino Hills. He complimented that the gallery encourages additional visitors to the city and its' events. He reminded board members that Wine Walk is coming up and suggested everyone begin networking to solicit donations and participation for the event.

**Cattern:** Board Member Cattern stated that the volunteer dinner was a reflection of the comradery and bonds that have been made at the Art Gallery, and among Wine Walk volunteers. She thanked the Foundation for their donation to the Historical Society.

**Rogers:** Board Chair Rogers thanked everyone for making the Foundation so successful.

**All Members:** All Board Members complimented the Mayor's Prayer Breakfast, and thanked Board Member Anderson and Board Member James-Perez for their work on the Art Gallery.

## **ADJOURNMENT**

Board Chair Rogers adjourned the meeting at 4:52 p.m.



CHINO HILLS COMMUNITY FOUNDATION  
REGULAR MEETING

MARCH 18, 2024

Respectfully submitted by:

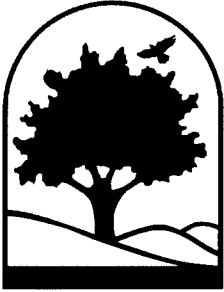
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Marlene Siu, Senior Administrative Assistant  
Community Services Department, City of Chino Hills

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 17, 2024

**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, 2024.

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

CB:NL:lm

cc: Alma Hernandez, Senior Management Analyst

**Chino Hills Community Foundation  
Quarterly Investment Trustee Report  
For the Quarter Ending March 31, 2024**

Description	Cost Value	Market Value	% Yield Earned
<b>Cash and Cash Equivalents</b>			
Citizens Business Bank - Checking Account	\$ 71,537	\$ 71,537	0.02%
LAIF	745,445	741,115	4.23%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 817,282</u>	<u>\$ 812,952</u>	

<b>Blended Yield of Cash and Investments</b>	<b>3.86%</b>
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<b>Benchmarks:</b>	
LAIF	4.23%
6mo U.S. Treasury	5.38%
2yr U.S. Treasury	4.59%
5yr U.S. Treasury	4.21%

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, 2024**

	<b>Fiscal Year 23/24</b>
<b>Revenues:</b>	
Interest income	\$ 14,020
Other revenues	4,400
Donations	94,851
Ticket sales	97,698
Fair Market value	11,011
<b>Total Revenues</b>	<b>221,980</b>
<b>Expenditures:</b>	
Memberships and certifications	450
Computer services	2,341
Contractual services	8,467
Financial services	720
Professional services	700
Liability insurance	6,047
Postage and express delivery	54
Printing and photocopy services	3,885
Special parts and supplies	10,542
Equipment rental	24,810
Taxes and assessments	100
Permits and fees	156
Special departmental expense	104,917
<b>Total Expenditures</b>	<b>163,189</b>
<b>Excess of revenues over (under) expenditures</b>	<b>\$ 58,791</b>
<b>Fund Balances:</b>	
Beginning of fiscal year	\$ 758,433
Excess of revenues over (under) expenditures	58,791
End of fiscal year	<b>\$ 817,224</b>

A The ending fund balance amount of \$817,224 differs from the bank balance of \$817,282. The difference of (\$58) is the total of outstanding checks.



- D. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- E. 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. On September 21, 2022, the donation of \$100,000 was made to the City of Chino Hills. 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. In September 2022, a \$30,000 donation from Mary Borba Parente Living Trust was allocated to the project. On May 22, 2023, board approved another donation in the amount of \$25,000. On August 2, 2023, payment was made to the City of Chino Hills. A transfer from made from restricted to unrestricted to reflect payment that included the donation given by May Borba Parente (which a portion was reflected in the September 2022 payment). On July 19, 2023, The California Community Foundation (“in memory of Gloria and Jack Kramer”) donated another \$10,000 towards the project.

Permanently Restricted:

At the May 22, 2023, board meeting, the board voted to dissolve the Endowment Fund. They voted to transfer \$100,764 to the Unrestricted Fund and donate \$25,000 to the City of Chino Hills for the All-Inclusive Crossroads Park project. The permanently restricted balance as of April 30, 2024, is \$45,256.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of April 30, 2024**

	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)	Inclusive Playground Temporarily Restricted (E)	Endowment Fund Permanently Restricted	Total	Variance
<b>Operating Revenue:</b>											
Contributions:											
Donations	\$ -	\$ -	\$ 18,751	\$ -	\$ -	\$ -	\$ -	\$ 10,000		\$ 28,751	\$ 28,751
Special Events	168,900	168,900	146,521			24,564				171,084	2,184
Interest Income			25,031							25,031	25,031
<b>Total Operating Revenue</b>	<b>168,900</b>	<b>168,900</b>	<b>190,303</b>	<b>-</b>	<b>-</b>	<b>24,564</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>224,867</b>	<b>55,967</b>
<b>Operating Expenses:</b>											
Program Services:											
Adopt-A-Family Program	2,000	3,600	1,292							1,292	(2,308)
Summer Day Camps	16,000	16,000								-	(16,000)
Utility Box Art Program	10,000	18,000	6,926							6,926	(11,075)
Heartsafe/Bleedsafe Chino Valley	4,200	4,200	4,200							4,200	-
Bike Repair Stations		10,000	10,000							10,000	-
Inclusive Playground @ Crossroads		25,000						25,000		25,000	-
Torrey Pines Rehabilitation Project		50,000	50,000							50,000	-
Vila Borba Dog Park		5,000	5,000							5,000	-
Chino Hills Historical Society		2,500	2,500							2,500	-
<b>Total Program Expenses</b>	<b>32,200</b>	<b>134,300</b>	<b>79,918</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>104,918</b>	<b>(29,383)</b>
Supporting Services:											
Fundraising	66,025	66,025	39,649		221	14,796				54,666	(11,359)
Administration	14,500	15,200	13,323							13,323	(1,877)
<b>Total Support Services</b>	<b>80,525</b>	<b>81,225</b>	<b>52,972</b>	<b>-</b>	<b>221</b>	<b>14,796</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,989</b>	<b>(13,236)</b>
<b>Total Operating Expenses</b>	<b>112,725</b>	<b>215,525</b>	<b>132,890</b>	<b>-</b>	<b>221</b>	<b>14,796</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>172,907</b>	<b>(42,618)</b>
Interfund Transfers:	-	-	15,000	-	-	-	-	(15,000)	-	-	-
Changes in Net Assets	\$ 56,175	\$ (46,625)	\$ 72,414	\$ -	\$ (221)	\$ 9,768	\$ -	\$ (30,000)	\$ -	\$ 51,960	\$ 98,585
Net Assets, beginning of the year	755,139	755,139	643,053	7,127	221	29,564	3,000	30,000	42,174	755,139	
Adjustment to match June 31, 2023			502			(290)			3,082	3,294	
	755,139	755,139	643,555	7,127	221	29,274	3,000	30,000	45,256	758,433	
<b>Net Assets, end of the year</b>	<b>\$ 811,314</b>	<b>\$ 708,514</b>	<b>\$ 715,969</b>	<b>\$ 7,127</b>	<b>\$ -</b>	<b>\$ 39,042</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 45,256</b>	<b>\$ 810,393</b>	

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Functional Activities**  
**As of April 30, 2024**

	PROGRAM SERVICES	Fundraising					Administration		
		2023		2024		2024		General Management	Total
		Donations	Wine Walk	Wine Walk	Volunteer Reception	chARTS	Total		
Operating Revenues:									
Contributions:									
Sales	\$ -	\$ 86,915			\$ 10,670	\$ 97,585	\$ -	\$ 97,585	
Donations/Sponsorships	28,751	55,700	3,000		10,600	69,300		98,051	
Other Revenues		906			3,294	4,199		4,199	
Interest Income	25,031					-		25,031	
	<u>53,783</u>	<u>143,521</u>	<u>3,000</u>		<u>24,564</u>	<u>171,084</u>	<u>-</u>	<u>224,867</u>	
Operating expenses:									
Licenses & Permits		52			312	364		364	
Memberships					-	-	450	450	
Liability Insurance							6,047	6,047	
Financial Services		374			50	424	236	660	
Computer Services					-	-	5,324	5,324	
Contractual Services					2,100	2,100	700	2,800	
Advertising & Promotion					-	-		-	
Printing Services		3,782			260	4,042	103	4,145	
Postage					-	-	54	54	
Office Supplies					-	-		-	
Special Parts and Supplies		8,200		913	1,544	10,657	310	10,967	
Concessions					-	-		-	
Administrative Overhead					-	-		-	
Entertainment				300	10,750	11,050		11,050	
Catering and Refreshments				1,217	-	1,217		1,217	
Rentals		24,570		240	-	24,810		24,810	
Taxes					-	-	100	100	
Scholarships, Grants & Awards	104,917				-	-		104,917	
	<u>\$ 104,917</u>	<u>\$ 36,979</u>	<u>\$ -</u>	<u>\$ 2,670</u>	<u>\$ 15,017</u>	<u>\$ 54,666</u>	<u>\$ 13,323</u>	<u>\$ 172,906</u>	
Changes in Net Assets	<u>\$ (51,135)</u>	<u>\$ 106,542</u>	<u>\$ 3,000</u>	<u>\$ (2,670)</u>	<u>\$ 9,547</u>	<u>\$ 116,418</u>	<u>\$ (13,323)</u>	<u>\$ 51,960</u>	



**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Functional Activities**  
**Cultural Arts Committee**

	Misc	Kids Art Exploration	Art Gallery	2022 Concert Series	2023 Concert Series	2024 Concert Series	Total
Operating Revenues:							
Contributions:							
Sales	\$ -			\$ 420	\$ 10,250		\$ 10,670
Donations/Sponsorships			600		5,000	5,000	10,600
Advertising							-
Raffles & Auctions							-
Commission Sales			495				495
Concessions					2,474	325	2,799
Other							-
Interest Income							-
	-	-	1,095	420	17,724	5,325	24,564
Operating expenses:							
Licenses & Permits	104				104	104	312
Liability							-
Financial Services						50	50
Computer Services							-
Contractual Services		300			1,200	600	2,100
Advertising & Promotion							-
Printing Services						260	260
Postage							-
Office Supplies							-
Special Parts and Supplies		381	676		440	47	1,544
Concessions							-
Administrative Overhead							-
Entertainment					5,750	5,000	10,750
Catering and Refreshments							-
Rentals							-
Taxes							-
Scholarships, Grants & Awards	-						-
Donations	-						-
	\$ 104	\$ 681	\$ 676		\$ 7,494	\$ 6,062	\$ 15,017
Changes in Net Assets	<u>\$ (104)</u>	<u>\$ (681)</u>	<u>\$ 419</u>	<u>\$ 420</u>	<u>\$ 10,230</u>	<u>\$ (737)</u>	<u>\$ 9,547</u>





## STAFF REPORT

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TO: BOARD MEMBERS

DATE: MAY 13, 2024

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 06

SUBJECT: ANNUAL BUDGET

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### RECOMMENDATION:

Approve FY 2024-25 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 proposed annual budget was presented at the March 18, 2024, board meeting. The only change that was made to the proposed budget was to increase the fee for the Concert Series from \$10 to \$15, increasing the overall revenues by \$4,500.

**CHINO HILLS COMMUNITY FOUNDATION**  
**ADOPTED BUDGET**  
**FISCAL YEAR 2024-2025**

	PROGRAM SERVICES	SUPPORT SERVICES							
		Fundraising					Administration		
		CHCF001 Wine Walk	CHCF006 Volunteer Reception	CHCF008 Concert Series	CHCF005 Kids Art Exploration	Total	CHCF009 General Management	Total	
Support Services									
Revenues:									
Special Events:									
Ticket Sales	\$ -	\$ 77,750		\$ 13,500		91,250	\$ -	\$ 91,250	
Sponsorships		75,000				75,000		75,000	
	-	152,750	-	13,500	-	166,250	-	166,250	
Expenses:									
Catering and Refreshments	-		2,000			2,000		2,000	
Contractual Services	-			1,800		1,800		1,800	
Entertainment	-		300	10,500		10,800		10,800	
Financial Services	-	600				600	1,500	2,100	
Liability Insurance	-					-	6,100	6,100	
Licenses & Permits	-	100		156		256		256	
Memberships	-					-	450	450	
Office Supplies	-					-	100	100	
Postage	-					-	100	100	
Printing Services	-	4,200		300		4,500	100	4,600	
Professional Services	-					-	700	700	
Rentals	-	25,700	300	375		26,375		26,375	
Special Parts and Supplies	-	12,000	900	900	500	14,300	1,900	16,200	
Website & Software Services	-					-	6,700	6,700	
Taxes	-					-	150	150	
	\$ -	\$ 42,600	\$ 3,500	\$ 14,031	\$ 500	\$ 60,631	\$ 17,800	\$ 78,431	
Program Services									
Donations:									
Adopt A Family	2,400					-		2,400	
Utility Box Art Program	10,000							10,000	
Summer Day Camp Scholarship:	17,200							17,200	
AED Machines	4,200							4,200	
Chino Hills Historical Society	2,500							2,500	
	\$ 36,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,300	
Changes in Net Assets	\$ (36,300)	\$ 110,150	\$ (3,500)	\$ (531)	\$ (500)	\$ 105,619	\$ (17,800)	\$ 51,519	



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			
	2024	2025	2026	
JANUARY	TBD Volunteer Reception - Send Invitations 4 Kids Art Exploration Kickoff Mtg. <b>22 Board Meeting</b>	TBD Volunteer Reception - Send Invitations <b>20 Board Meeting (conflict with MLK)</b>	TBD Volunteer Reception - Send Invitations <b>19 Board Meeting (conflict with MLK)</b>	
FEBRUARY	5 Volunteer Recognition 6 Concert Series #1: Tickets on Sale 7 Summer Rec Guide DEADLINE	TBD Summer Rec Guide DEADLINE 3 Volunteer Recognition TBD Concert Series #1: Tickets on Sale	TBD Summer Rec Guide DEADLINE 2 Volunteer Recognition TBD Concert Series #1: Tickets on Sale	
MARCH	TBD Concert Series #1: Tickets on Sale TBD Concert Series #2: Tickets on Sale <b>18 Board Meeting</b> 23 Kids Art Exploration	<b>17 Board Meeting</b> TBD Kids Art Exploration TBD Concert Series #1: TBD	<b>16 Board Meeting</b> TBD Kids Art Exploration TBD Concert Series #1: TBD	
APRIL	12 Concert Series #1: Castella 17 Fall Rec Guide DEADLINE	29 Summer Rec Guide DEADLINE		
MAY	1-31 Art Show #1 2 Artist Reception 1 Wine Walk Planning Begins 3 Concert Series #2 - Derek Bordeaux <b>13 Board Meeting</b> 27 Wine Walk Webpage LIVE	1 Wine Walk Planning Begins <b>19 Board Meeting</b> TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE	1 Wine Walk Planning Begins <b>18 Board Meeting</b> TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE	
JUNE	1-30 Art Show #1	TBD Art Show #1	TBD Art Show #1	
JULY	8 Concert Series #3: Tickets on Sale <b>15 Board Meeting</b> 1-31 Art Show #1	<b>21 Board Meeting</b> TBD Art Show #1	<b>20 Board Meeting</b> TBD Art Show #1	
AUGUST	1 Wine Walk Tickets on Sale 1-31 Art Show #2 8 Artist Reception: Anne Wang 21 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.	7 Concert Series #3 - Andy Vargas <b>16 Board Meeting</b> 1-30 Art Show #2	<b>15 Board Meeting</b> TBD Art Show #2	<b>21 Board Meeting</b> TBD Art Show #2	
OCT.	12 Chino Hills Wine Walk 1-31 Art Show #2	11 Chino Hills Wine Walk TBD Art Show #2	10 Chino Hills Wine Walk TBD Art Show #2	
NOVEMBER	1 Spring Rec Guide (Feb -May) DEADLINE TBD Concert Series Planning Begins <b>18 Board Meeting</b>	TBD Concert Series Planning Begins <b>17 Board Meeting</b> TBD Spring Rec Guide (Feb -May) DEADLINE	TBD Concert Series Planning Begins <b>16 Board Meeting</b> TBD Spring Rec Guide (Feb -May) DEADLINE	
DECEMBER	TBD Volunteer Reception - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date TBD Concert Series webpage LIVE	