



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, SEPTEMBER 16, 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. 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.

INTRODUCTION

2. Introduction of new Community Services Management Analyst II Sarah Snyder

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.*

3. Approve July 15, 2024, Foundation Meeting Minutes.
4. Receive and file Quarterly Investment Report as of June 30, 2024.
5. Receive and file Preliminary Financial Report as of August 31, 2024.

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.*

6. Discuss 2024-2029 Strategic Plan
7. Review the Chino Hills Community Foundation Downtown Art Gallery at The Shoppes Policies and Procedures Manuel
8. Discuss moving the regular meeting date of January 20, 2024, due to conflict with the Martin Luther King holiday to January 13, 2024, and review 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

JULY 15, 2024
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Board Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:04 p.m.

PRESENT: BOARD MEMBERS: PETER ROGERS
GLEN ANDERSON
SPENCER BOGNER
GRACE CAPPS
MARY FAULHABER
DARRYLL GOODMAN
SAMANTHA JAMES-PEREZ
DAVID KRAMER
DELINIA LEWIS
SYLVIA NASH
KATHLEEN SMITH

ABSENT: BOARD MEMBERS: DENISE CATTERN
DARRIN LEE
CYNTHIA MORAN
PETER PIRRITANO
RICK SHIBA

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
MELISSA ARMIT, COMMUNITY SERVICES MANAGER
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.

Foundation Secretary Siu made a comment that the staff reports for items #3 and #4, were switched, but will be corrected for the final record. Community Services Director

Marshall requested item #3 be moved to the end of the agenda, before committee reports, so that he may provide the Board with program updates, and a brief discussion.

A motion was made by Board Member Nash and seconded by Board Member Smith, to approve the remaining Consent Calendar items, as amended:

MINUTES

The Board members approved the May 13, 2024, Chino Hills Community Foundation Meeting Minutes, as presented.

APPROVE SPECIAL REQUEST ROLLOVER FOR UTILITY BOX ART PROGRAM

The Board members approved a special request roller for the Utility Box Art Program, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPPS, FAULHABER, GOODMAN, JAMES-PEREZ, KRAMER, LEWIS, NASH, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CATTERN, LEE, MORAN, PIRRITANO, SHIBA.

ABSTAIN: BOARD MEMBERS: NONE.

DISCUSSION CALENDAR

APPOINT BOARD MEMBERS TO COMMITTEES

The Board held discussion regarding committee member appointments. Board Member James-Perez requested that she remain on all her existing committees, if possible. Board Chair Rogers indicated that Board Vice Chair Moran, Board Treasurer Pirritano, Board Member Cattern, and Board Member Shiba had provided their desired committee appointments to him for discussion, as they knew they were unable to attend. Community Services Manager Armit reminded board members there is a maximum of six members per committee.

A Motion was made by Board Member Anderson and seconded by Board Member Goodman to appoint Board Members to the following committees:

Executive: ROGERS (chair) / MORAN / PIRRITANO / FAULHABER

Board Development: ROGERS (chair) / MORAN / LEE / ANDERSON / SMITH / BOGNER

Finance and Investment: PIRRITANO (chair) / GOODMAN / CAPPS / SMITH / SHIBA / BOGNER

Fund Development: PIRRITANO (chair) / GOODMAN / LEWIS / ROGERS / SHIBA / BOGNER

Public Affairs: CATTERN (chair) / MORAN / LEE / LEWIS / JAMES – PEREZ

Strategic Planning: CAPPS (chair) / KRAMER / ANDERSON / ROGERS / JAMES – PEREZ

Volunteer: FAULHABER (chair) / MORAN / CATTERN / SMITH / JAMES – PEREZ / NASH

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPPS, FAULHABER, GOODMAN, JAMES-PEREZ, KRAMER, LEWIS, NASH, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CATTERN, LEE, MORAN, PIRRITANO, SHIBA.

ABSTAIN: BOARD MEMBERS: NONE.

AED DONATION UPDATE

Community Services Manager Armit provided an update to the Board that the most recent AED donation, sponsored by the Foundation, was accepted by the City as an in-kind donation from the Chino Valley Fire Foundation. The donation also included a SaveStation Tower. The SaveStation Tower and AED machine will be placed at Grand Avenue Park. She added that the SaveStation Tower and AED will be unveiled at a community event and dedication ceremony.

Board Chair Rogers requested a description of what the SaveStation Tower includes. Community Services Manager Armit explained the SaveStation is a standalone tower, which is hooked to electricity, and holds the AED within the tower. When opened, the tower will sound an alarm, it will also snap a photo of who opens the cover and sends a text alerting medical personnel that the tower has been accessed. The machine is also weather protected. Board Chair Rogers clarified that the tower is part of a shared donation to the City. Community Services Manager Armit confirmed so, and stated the AED portion was funded by the Foundation, and the SaveStation portion was donated by the Chino Valley Fire Foundation Board.

Board Member Goodman asked how many AED machines have been donated this year, and how many have been used so far. Community Services Manager Armit confirmed that one machine, of the two donated this year, has been used.

REVIEW THE FY 2023-24 PRELIMINARY DONOR LIST FOR RECOGNITION ON THE DONOR WALL AT THE CHINO HILLS COMMUNITY CENTER

Board Chair Rogers and Community Services Manager Armit held a discussion regarding donor amount thresholds (established by the donation policy) which constitute whether a donor is eligible to receive their name on a leaf plaque to be placed on the donor wall tree, located at the Chino Hills Community Center. Currently, based on the policy, there is no longer available space on the donor wall for additional leaves, and some donors have exceeded the top donor category limit; therefore, a discussion should be held regarding donor amounts, and the limits should be amended within the policy to account for this new donor category. Community Services Manager Armit suggested the Fund Development Committee re-evaluate the donor amount thresholds and discuss amending the policy, then return to the Board for approval.

Board Member Anderson inquired if instead of removing a donor leaf, could the tree be modified to include additional branches. Community Services Manager Armit stated staff could present some options at the Fund Development Committee meeting.

Community Services Manager Armit also reminded the Board that this discussion is to approve the FY 2023 – 2024 donor list, then allow the Fund Development Committee to consider any policy updates before the new leaf plaques are created.

A motion was made by Board Member Goodman, seconded by Board Member Anderson, to approve the FY 2023 – 2024 donor list as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPPS, FAULHABER, GOODMAN, JAMES-PEREZ, KRAMER, LEWIS, NASH, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CATTERN, LEE, MORAN, PIRRITANO, SHIBA.

ABSTAIN: BOARD MEMBERS: NONE.

REVIEW CALENDAR

Board Chair Rogers asked board members to review the Foundation's three-year calendar of events and inform staff of any required updates. Board Member James-Perez pointed out a correction needed, the Anne Wang Artist Reception was listed incorrectly for August 8th, but should be August 1st. Community Services Manager Armit stated the date will be corrected on the calendar.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

RECEIVE PROGRAM UPDATES (DAY CAMP SCHOLARSHIPS AND UTILITY BOX ART)

Community Services Manager Armit gave an oral report on updates regarding the Day Camp Scholarship program and the Utility Box Art program. She announced that the Day

Camp program was updated this year, which split the program into two sessions, and 18 scholarships were awarded. She stated that the Utility Box Art program is coming to an end, and staff are requesting the Board approve the rollover of funds for this year to the next year and approve the last 20 boxes to be voted on and wrapped together, as opposed to the usual ten boxes voted on per meeting. This suggestion will be voted on at the next Utility Box Art Committee meeting.

Board Member Bogner asked what the amount was per scholarship. Community Services Manager Armit stated depending on if the child attends the first or second session, it was either about \$900 or \$800, based on the length of the session. He asked if the selection was needs based, and Community Services Manager Armit confirmed the scholarship is awarded is based on the HUD requirements for income qualification, and documentation proving the parents' income is required to receive the scholarship. Board Member Bogner stated his interest in expanding the program, if there is a need for it in the community. Board Chair Rogers stated the dollar amount has been expanded recently.

Board Secretary Faulhaber asked if recipients are allowed to return if they receive the scholarship the prior year. Community Services Manager Armit stated applicants who have not received the scholarship are given priority.

COMMITTEE REPORTS

Board Chair Rogers

- **WINE WALK COMMITTEE** – Board Chair Rogers stated he feels the Board is behind in donations compared to this time last year. He commented Board Member Shiba is working on collecting wine donations. He announced tickets will go on sale August 1st and announced VIP passes will sell out quickly. He noted the price for VIP tickets has increased this year from \$95 to \$115, and the regular entrance increased from \$65 to \$75. Board Chair Rogers requested contact information for the owner of The Stand, as he voiced his interest in participating in the event. Board Member Goodman stated he would provide Board Chair Rogers with the information. Board Secretary Faulhaber questioned the final date for sponsors to be included in the printed marketing. Community Services Manager Armit responded September 9th.

Board Member Glen Anderson

- **chARTS COMMITTEE** –
 - **Concert Series** – Board Member Anderson informed the Board the Andy Vargas concert, the guitarist from the group Santana, is scheduled for September 7th. The event is expected to sell-out.
 - **Art Show**- Board Member Anderson announced the Sean Underwood art show collection is scheduled to end on July 31st, and the Anne Wang collection is scheduled to follow, on August 1st. The reception to meet the artist is scheduled for the same day. Board Members are invited to attend.

- Art Gallery – Board Member James-Perez invited the Board to attend the Art Gallery’s one-year anniversary reception event. She stated it will be held August 22nd at 7 p.m., free wine, appetizers, and giveaways will be available, as well as a chance to meet the artists involved. Board Member Anderson announced the gallery is being remodeled to include space to for a performance stage and audience seating, to hold open mic nights, artist discussions, comedy acts, or concerts; events will be held on a separate night from the art gallery, which is held on Wednesdays and Fridays. He said it is planned for a once-a-month event, and tickets will be sold for ten dollars, depending on the response. The first event is targeted to take place in September and could be free, for the first occurrence. The hope is that if \$400 can be collected, for 40 tickets sold, half can be given to the artist and the other half would be split between the Foundation and The Shoppes. The possible dates decided will be coordinated with The Shoppes. The desire is to provide the artistic community with the opportunity for outreach. Board Member James-Perez informed the Board she is developing a policy for the monetary transactions that could take place during these events, and she will work with staff to finalize the policy, then submit the policy to the Board for approval. Board Member Goodman inquired how much the gallery has made in total. Board Member Anderson stated he is unsure but members can refer to the budget line item.

Board Member Mary Faulhaber

- VOLUNTEER COMMITTEE – Board Secretary Faulhaber stated she is working on reaching out to past Wine Walk volunteers for recruitment.

BOARD COMMENTS

Anderson: Board Member Anderson questioned what calendar dates are available to hold the upcoming year’s concerts, he would like to reserve some Saturdays, before dates become unavailable. Community Services Manager Armit advised him to contact Community Services Coordinator Ramos to reserve the desired dates through July 2025.

James-Perez: Board Member James-Perez thanked staff for their reports, she invited everyone to attend the Chino Hills Downtown Art Gallery at The Shoppes Art Gallery Reception.

Faulhaber: Board Secretary Faulhaber thanked Board Member James-Perez and Board Member Anderson for their report.

Nash: Board Member Nash informed the Board, that Board Member Capps will be performing in a concert coming up at Calvary Chapel Chino Hills. The events will take place this Friday at 7 p.m. and Saturday at 2 p.m.

Capps: Board Member Capps questioned where the Strategic Plan is saved, and if she could receive a copy so she can work on updating it.

Kramer: Board Member Kramer praised the community's historical origins, and thanked Mary Ann Hughes for being present at the meeting.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:07 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



City of Chino Hills

MEMORANDUM

DATE: JULY 22, 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

To comply with the Bylaws of the Chino Hills Community Foundation, attached is the Quarterly Investment Trustee Report for the quarter ended June 30, 2024.

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

CB:NL:lm

Attachment

cc: Melissa Armit, Community Services Manager

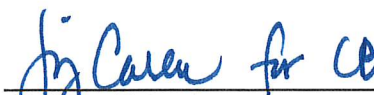
**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending June 30, 2024**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 67,581	\$ 67,581	0.02%
LAIF	753,410	750,634	4.48%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 821,291</u>	<u>\$ 818,515</u>	

Blended Yield of Cash and Investments	4.11%
----------------------------------------------	--------------

Benchmarks:	
LAIF	4.48%
6mo U.S. Treasury	5.33%
2yr U.S. Treasury	4.71%
5yr U.S. Treasury	4.33%

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
June 30, 2024

	Fiscal Year 23/24
Revenues:	
Interest income	\$ 21,988
Other revenues	7,207
Donations	115,951
Ticket sales	98,277
Fair Market value	11,012
Total Revenues	254,435
Expenditures:	
Memberships and certifications	450
Computer services	6,418
Contractual services	14,967
Financial services	1,036
Professional services	700
Liability insurance	6,047
Postage and express delivery	57
Printing and photocopy services	4,243
Special parts and supplies	11,661
Equipment rental	25,017
Taxes and assessments	100
Permits and fees	364
Special departmental expense	120,517
Total Expenditures	191,577
Excess of revenues over (under) expenditures	\$ 62,858
Fund Balances:	
Beginning of fiscal year	\$ 758,433
Excess of revenues over (under) expenditures	62,858
End of fiscal year	\$ 821,291

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 donated \$25,000 to the City of Chino Hills for the All-Inclusive Crossroads Park project. The permanently restricted balance as of August 31, 2024, is \$47,142.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of August 31, 2024

	Adopted Budget	Amended Budget	Actuals					Total	Variance
			Unrestricted	Community Center Fund Temporarily Restricted	Cultural Arts Committee Temporarily Restricted	Special Needs Temporarily Restricted	Endowment Fund Permanently Restricted		
Operating Revenue:									
Contributions:									
Donations	\$ 75,000	\$ 75,000	\$ 47,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 51,000	\$ (24,000)
Special Events	91,250	91,250	2,500	-	6,127	-	-	8,627	(82,623)
Interest Income	-	-	2,778	-	-	-	-	2,778	2,778
Total Operating Revenue	<u>166,250</u>	<u>166,250</u>	<u>52,778</u>	<u>-</u>	<u>9,627</u>	<u>-</u>	<u>-</u>	<u>62,405</u>	<u>(103,845)</u>
Operating Expenses:									
Program Services:									
Adopt-A-Family Program	2,400	2,400	-	-	-	-	-	-	(2,400)
Summer Day Camps	17,200	17,200	-	-	-	-	-	-	(17,200)
Utility Box Art Program	10,000	10,000	-	-	-	-	-	-	(10,000)
AED Machines	4,200	4,200	-	-	-	-	-	-	(4,200)
Chino Hills Historical Society	2,500	2,500	-	-	-	-	-	-	(2,500)
Total Program Expenses	<u>36,300</u>	<u>36,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(36,300)</u>
Supporting Services:									
Fundraising	60,631	60,631	472	-	4,100	-	-	4,572	(56,059)
Administration	17,800	17,800	63	-	-	-	-	63	(17,737)
Total Support Services	<u>78,431</u>	<u>78,431</u>	<u>535</u>	<u>-</u>	<u>4,100</u>	<u>-</u>	<u>-</u>	<u>4,635</u>	<u>(73,796)</u>
Total Operating Expenses	<u>114,731</u>	<u>114,731</u>	<u>535</u>	<u>-</u>	<u>4,100</u>	<u>-</u>	<u>-</u>	<u>4,635</u>	<u>(110,096)</u>
Changes in Net Assets	\$ 51,519	\$ 51,519	\$ 52,243	\$ -	\$ 5,527	\$ -	\$ -	\$ 57,770	\$ 6,251
Net Assets, beginning of the year	<u>811,314</u>	<u>708,514</u>	<u>733,954</u>	<u>7,127</u>	<u>40,134</u>	<u>3,000</u>	<u>47,142</u>	<u>831,357</u>	
Net Assets, end of the year	<u>\$ 862,833</u>	<u>\$ 760,033</u>	<u>\$ 786,197</u>	<u>\$ 7,127</u>	<u>\$ 45,661</u>	<u>\$ 3,000</u>	<u>\$ 47,142</u>	<u>\$ 889,127</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of August 31, 2024

	PROGRAM SERVICES		Fundraising			Administration	Total
	Donations	2024			General Management		
		Wine Walk	chARTS	Total			
Operating Revenues:							
Contributions:							
Sales	\$ -	\$ -	\$ 6,015	\$ 6,015	\$ -	\$ 6,015	
Donations/Sponsorships	20,000	27,500	3,500	31,000	-	51,000	
Other Revenues	-	2,500	112	2,612	-	2,612	
Interest Income	2,778	-	-	-	-	2,778	
	<u>22,778</u>	<u>30,000</u>	<u>9,627</u>	<u>39,627</u>	<u>-</u>	<u>62,405</u>	
Operating expenses:							
Licenses & Permits	-	-	-	-	-	-	
Memberships	-	-	-	-	-	-	
Liability Insurance	-	-	-	-	-	-	
Financial Services	-	303	-	303	63	366	
Computer Services	-	-	-	-	-	-	
Contractual Services	-	-	-	-	-	-	
Advertising & Promotion	-	-	-	-	-	-	
Printing Services	-	169	-	169	-	169	
Postage	-	-	-	-	-	-	
Office Supplies	-	-	-	-	-	-	
Special Parts and Supplies	-	-	-	-	-	-	
Concessions	-	-	-	-	-	-	
Administrative Overhead	-	-	-	-	-	-	
Entertainment	-	-	4,100	4,100	-	4,100	
Catering and Refreshments	-	-	-	-	-	-	
Rentals	-	-	-	-	-	-	
Taxes	-	-	-	-	-	-	
Scholarships, Grants & Awards	-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 472</u>	<u>\$ 4,100</u>	<u>\$ 4,572</u>	<u>\$ 63</u>	<u>\$ 4,635</u>	
Changes in Net Assets	<u>\$ 22,778</u>	<u>\$ 29,528</u>	<u>\$ 5,527</u>	<u>\$ 35,055</u>	<u>\$ (63)</u>	<u>\$ 57,770</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
Cultural Arts Committee
As of August 31, 2024

	Kids Art Exploration	Art Gallery	2024 Concert Series	Total
Operating Revenues:				
Contributions:				
Sales	\$ -	\$ -	\$ 6,015	\$ 6,015
Donations/Sponsorships	-	-	3,500	3,500
Advertising	-	-	-	-
Raffles & Auctions	-	-	-	-
Commission Sales	-	112	-	112
Concessions	-	-	-	-
Other	-	-	-	-
Interest Income	-	-	-	-
	<u>-</u>	<u>112</u>	<u>9,515</u>	<u>9,627</u>
Operating expenses:				
Licenses & Permits	-	-	-	-
Liability	-	-	-	-
Financial Services	-	-	-	-
Computer Services	-	-	-	-
Contractual Services	-	-	-	-
Advertising & Promotion	-	-	-	-
Printing Services	-	-	-	-
Postage	-	-	-	-
Office Supplies	-	-	-	-
Special Parts and Supplies	-	-	-	-
Concessions	-	-	-	-
Administrative Overhead	-	-	-	-
Entertainment	-	-	4,100	4,100
Catering and Refreshments	-	-	-	-
Rentals	-	-	-	-
Taxes	-	-	-	-
Scholarships, Grants & Awards	-	-	-	-
Donations	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,100</u>	<u>\$ 4,100</u>
Changes in Net Assets	<u>\$ -</u>	<u>\$ 112</u>	<u>\$ 5,415</u>	<u>\$ 5,527</u>

STRATEGIC PLAN 2024 - 2029

The Chino Hills Community Foundation 2024 – 2029 Strategic Plan identifies four goals that will enhance our service to the community and grow philanthropy in Chino Hills, in alignment with our mission and vision.

Mission: The Chino Hills Community Foundation is committed to improving the quality of life in Chino Hills. Our mission is to promote and support the cultural, educational, and recreational needs for the residents of the City of Chino Hills.

Vision: Our vision is to enhance our community both now and for future generations by encouraging philanthropic giving for public good.

Core Values	Guiding Principles
<p>The Community Foundation strives for excellence in all aspects, placing service to our residents as a top priority. The Community Foundation is:</p> <ul style="list-style-type: none"> • service-minded above all else, enabling the power of philanthropy and volunteerism to address community needs, now and for future generations • engaged with our diverse community to grow philanthropy for immediate and long-term legacy purposes • responsible, operating with the highest standards of integrity and professionalism • value-oriented, an effective steward seeking and completing the best programs and projects responsibly • enthusiastic and inspired in working with the community to make good things happen 	<p>The Community Foundation’s priority action items are guided by these main beliefs:</p> <ul style="list-style-type: none"> • Continued visibility of the Community Foundation to help fulfill our goals. • Those who are most closely connected to the Community Foundation, including Board members, volunteers, and business partners are the best source of referrals and donations. • Fund development, with a priority on relationship building, requires an ongoing commitment. • The Community Foundation invests in resources to maintain its organizational infrastructure to support the organization’s priorities.

Strategic Goals for 2024-2029

The overarching aim is to increase the Community Foundation revenue annually, in order to adequately fund our cultural, educational and recreational projects, while fostering a sense of community.

Goal 1	Provide exceptional donor services that cultivate inspired giving <ul style="list-style-type: none">• Donor services: personalized services, increasing current and planned gifts to the Foundation• Donor education and awareness: share community needs and opportunities for giving; provide a general understanding of philanthropy• Build a culture of high impact and diverse giving by sharing the Foundation vision
Goal 2	Expand the cultivation pipeline <ul style="list-style-type: none">• Constantly bring in new people who want to be more involved in philanthropy and volunteerism• Emphasize and publicize engaging and fun experiences• Invest in and engage in personal relationship-building• Seek funding from corporate, government and private donors
Goal 3	Seek projects and initiatives that reach our diverse community <ul style="list-style-type: none">• Position the Community Foundation as the leader of Chino Hills philanthropy• Initiate action research on priority community needs
Goal 4	Invest in institutional sustainability <p>Cultivate philanthropic leadership within the Community Foundation and the community</p> <ul style="list-style-type: none">• Invest in internal infrastructure (staff, Board, technology, communications)

Approved by the Board of Directors, September 2024



“WORKING WITH THE COMMUNITY TO MAKE GOOD THINGS HAPPEN”

INTRODUCTION

The following policies and procedures have been prepared for use as general guidelines for the operating of the Chino Hills Community Foundation Downtown Art Gallery at The Shoppes (“Art Gallery”), located at 13920 City Center Dr, Chino Hills, CA 91709.

SCOPE

These policies and procedures are provided as a reference for volunteers, artists, administrators, owners of displayed artwork, and committee members associated with the Art Gallery.

DEFINITIONS

Art Gallery – The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes

chARTS – The Chino Hills Arts Committee, which is a committee of the Chino Hills Community Foundation

CHCF – The Chino Hills Community Foundation, located at 14000 City Center Drive, Chino Hills, CA 91709

The Shoppes – The Shoppes at Chino Hills, a shopping and dining destination, located at 13920 City Center Dr, Chino Hills, CA 91709, legally known as Chino Dunhill, LLC

AUTHORIZED SIGNERS

For all agreements, waivers, and contracts associated with the Art Gallery, the following signers are approved to sign on behalf of their organizations or as the owner of the rights to associated artwork.

Artist/Owner – The person who is the creator or owner of the rights to associated artwork

chARTS – Chairperson (or designee)

CHCF – Chairperson (or designee)

The Shoppes – General Manager (or designee)

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject:</u> Gallery Location and Hours		
Number: 001	Effective Date: 06-28-2023	Pages: 1
Review Dates: 09-16-2024	Applies To: General Manager, chARTS Chairperson, Volunteers, and Artists/Owners	

POLICY

The Art Gallery will be located at a space provided by The Shoppes within The Shoppes. The suite in which the Art gallery is located may change based upon business needs, but will always be located within The Shoppes.

The Art Gallery will initially be open on Wednesday evenings from 5:00 to 7:00 pm and Friday evenings from 6:00 to 8:00 pm. The days and hours are subject to change based on the needs and desires of chARTS and The Shoppes.

PROCEDURE

1. The Chairman of chARTS (or designee) and the General Manager of The Shoppes (or designee) will communicate regarding available locations for the Art Gallery.
2. The General Manager of The Shoppes (or designee) will assign a suite within The Shoppes to be used as the Art Gallery. The General Manager of The Shoppes (or designee) will notify The Shoppes Security and other pertinent Shoppes personnel of the location of the Art Gallery.
3. The General Manager of The Shoppes (or designee) will notify the Chairperson of chARTS (or designee) of the assigned location. The Chairperson of chARTS (or designee) will notify pertinent CHCF members, chARTS members, volunteers, and affected artists/owners of the location of the Art Gallery.
4. Initially, ~~open hours will be~~ the Art Gallery will be open from 5:00 to 7:00 pm on Wednesday evenings and from 6:00 to 8:00 pm on Friday evenings. These hours are subject to change upon mutual agreement by the General Manager of The Shoppes (or designee) and the Chairperson of chARTS (or designee).
5. When the location of the Art Gallery needs to be changed, the General Manager of The Shoppes (or designee) will notify the Chairperson of chARTS (or designee) of the new location and date of move. Then, steps 2 and 3 above shall be followed.

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject: Volunteer Duties</u>		
Number: 002	Effective Date: 06-28-2023	Pages: 4
Review Dates: 11-08-2023, 09-16-2024	Applies To: chARTS Chairperson and Volunteers	

POLICY

Volunteers are essential to the operation of the Art Gallery. All volunteers will be informed of their expected duties as outlined below. Volunteers will work scheduled shifts and the safety of volunteers takes precedent over all other issues. At least two (2) volunteers are required to be on-site during all times that the Art Gallery is open.

The Art Gallery is a community-based resource that welcomes diverse populations of artists, guests, and visitors. The Art Gallery also strives to be family and child friendly. As such, volunteers should abstain from wearing clothing that contains pornographic subject matter, nudity, profanity, political messaging and/or propaganda, satanic themes, hateful or culturally insensitive material, cruelty, or terrifying images.

SCHEDULING PROCEDURE

1. The Chairperson of chARTS (or designee) will contact volunteers and assign them to shifts of no more than four (4) hours per day. Artist/owners may also serve as volunteers.
2. The volunteer is expected to arrive promptly for their shift and remain for the entire scheduled shift.
3. Each volunteer is entitled to at least one (1) break of ten (10) minutes or more for every four (4) hours worked.
4. If a volunteer cannot fulfill their scheduled shift, the volunteer must notify the Chairperson of chARTS (or designee) as soon as possible. Another volunteer will be scheduled for this shift.
5. At least two volunteers are required to be on-site during all times that the Art Gallery is open. If only one volunteer is available, the Art Gallery will not open.

OPENING PROCEDURE

1. When the volunteers arrive for the first shift of the day, they will call Shoppes Security at 909.627.9500 and request for the Art Gallery to be opened.
2. After gaining access to the Art Gallery, volunteers will write their names, time of arrival, and signature on a sign-in/sign-out sheet located on a clipboard at the center “desk/station” area.
3. The volunteers will make sure the Guest Book is visible, opened, and that a pen is available for guest use.
4. The volunteers will place any public Art Gallery signage outside of the Art Gallery in an area that does not block the flow of traffic but is visible to guests of The Shoppes.
5. The volunteers may perform light, area specific dusting or cleaning if deemed necessary. Cleaning supplies will be provided by chARTS Committee members and stored on-site. No cleaning chemicals shall be used on artwork.

6. (Optional) A refreshment station may be set up at the front desk. Trays, serving pieces, beverage dispensers, cutlery, napkins, and other necessary items will be provided by chARTS Committee members and stored on-site. It is not mandatory to have a refreshment station.

CLOSING PROCEDURE

1. At the end of the last shift of the day, the volunteers will call Shoppes Security at 909.627.9500 and request for the Art Gallery to be closed and locked.
2. All outside signage should be brought inside and stored near the front door.
3. (Optional) If refreshments have been served:
 - a. Remaining food that does not require refrigeration can be stored in either the back of the Art Gallery or at/under the front desk of the Art Gallery. Open food containers should not be stored overnight at the Art Gallery.
 - b. Beverage dispensers (if applicable) should be emptied, rinsed out, and cleaned (if necessary). Cleaning supplies will be provided by chARTS Committee members and stored on-site.
 - c. Remaining beverages that do not require refrigeration (such as water bottles) can be stored in either the back of the Art Gallery or at/under the front desk of the Art Gallery.
 - d. Any trays, platters, or serving pieces used should be rinsed and cleaned (if necessary). Cleaning supplies will be provided by chARTS Committee members and stored on-site.
 - e. Any trash, including food waste, should be bagged and placed in the nearest available Shoppes dumpster. Trash bins and bags will be provided by chARTS Committee members and stored on-site.
4. Before leaving, volunteers will write their time of departure on the same sign-in/sign-out sheet that they signed-in on, next to their earlier entry.

GENERAL PROCEDURE FOR DUTIES DURING OPEN HOURS

1. Greet and welcome guests upon arrival.
2. Provide guests with the artist bio handout (if available).
3. Invite guests to sign the Guest Book and provide assistance as needed.
4. Ensure that promotional materials at the front desk are clean and organized.
5. Answer guest questions to the best of the volunteer's ability.
6. (Optional) Volunteers may play soft jazz or classical music from their phones at the front desk **or by using the sound system located in the back of the Art Gallery**. The music volume should be high enough for guests to hear as background sound but low enough as to not discourage conversation.
7. (Optional) Monitor the refreshment station and restock refreshments as needed.
8. Monitor artwork and artwork labels. Refasten or straighten as needed.
9. Volunteers should remain alert, vigilant, visible, and available to guests during open hours.

SALES INQUIRY PROCEDURE

1. If a guest inquires about purchasing a piece of displayed artwork, the volunteer should direct the guest to the artist contact information on the label of the artwork.
2. Volunteers may also provide potential buyers with promotional materials of the artist (at the front desk) that include contact information.
3. Potential buyers should be instructed to contact the artist/owner directly to arrange sale. Volunteers should not store information regarding potential buyers at the Art Gallery or accept messages to artists/owners from potential buyers.

4. (Optional) If able or desired, volunteers may communicate with the artist/owner after the potential buyer leaves to inform them that a potential buyer may be contacting them. Volunteers should not initiate direct contact between the artist/owner and potential buyer.

NOTIFICATION OF SALES PROCEDURE

1. If an artist/owner arrives at the Art Gallery to remove a piece of artwork that has been sold, the volunteers should verify the artist/owner's identity by checking their ID (Driver's License, Passport, other ID card, etc.) and then direct the artist/owner to complete the Notice of Purchase Form (see attached). Blank copies of the Notice of Purchase Form can be found in the Art Gallery binder located at or behind the front desk.
2. After the artist/owner's identity has been verified and they have completed the Notice of Purchase Form, they may remove the applicable artwork from the Art Gallery.
3. The artist/owner is welcome to take a picture of the completed Notice of Purchase Form for their records.
4. The Chairperson of chARTS should be notified of the sale in one of the following ways:
 - a. The volunteer can call the Chairperson and report the sale.
 - b. The volunteer can notify the Chairperson via text message or email. If this method is chosen, a picture should be taken of the completed Notice of Purchase Form and included in the message.
5. The original, completed Notice of Purchase Form should be placed in the Art Gallery binder in the appropriate section.



The Chino Hills Community Foundation
Downtown Art Gallery at The Shoppes



Notice of Purchase Form

1. Name of Artwork:

Description of Artwork:

Buyer Name:

Purchase Price: \$ _____

Date Sold: _____

2. Name of Artwork:

Description of Artwork:

Buyer Name:

Purchase Price: \$ _____

Date Sold: _____

3. Name of Artwork:

Description of Artwork:

Buyer Name:

Purchase Price: \$ _____

Date Sold: _____

Total purchase price for all artwork sold: \$ _____

I have completed this form to the best of my knowledge and I agree to remit 5% 10% of the purchase price to the Chino Hills Community Foundation and an additional 5% 10% of the purchase price to The Shoppes at Chino Hills within thirty (30) calendar days.

Artist or Owner Name

Artist or Owner Signature

Date

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject:</u> Art Exhibition and Loan Agreement		
Number: 003	Effective Date: 06-28-2023	Pages: 7
Review Dates: 11-08-2023, 09-16-2024	Applies To: General Manager, chARTS Chairperson, and Artists/Owners	

POLICY

The artist/owner, the General Manager of The Shoppes (or designee), and the Chairperson of the Chino Hills Community Foundation (or the Chairperson of chARTS, as their designee) shall sign an Agreement (see following pages) outlining the terms of agreement for artwork to be exhibited at the Art Gallery.

COMPLETION OF AGREEMENT PROCEDURE

1. The Chairperson of chARTS shall inform the artist/owner that their artwork has been accepted for exhibition at the Art Gallery.
2. The Chairperson of chARTS shall provide a copy of the Agreement (see following pages) to the artist/owner or owner of the artwork, review it with the artist/owner, and obtain the artist/owner of the artwork’s signature on appropriate pages. This can be done electronically or in-person.
 - a. The amount of time that the artwork will be exhibited will be decided by mutual agreement of the artist/owner of the artwork and the Chairperson of chARTS (or designee).
 - b. The exhibition time frame will be stated on the Agreement where indicated.
 - c. The exhibition time frame is subject to change by request of the artist/owner of the artwork or the Chairperson of chARTS (or designee).
3. The Chairperson of chARTS (as the designee of the Chairperson of CHCF) will sign the Agreement where indicated. In lieu of the Chairperson of chARTS, the Agreement may also be signed directly by the Chairperson of CHCF. This can be done electronically or in-person.
4. The Chairperson of chARTS will then forward a copy of the Agreement to the General Manager of The Shoppes (or designee) and obtain their signature where indicated. This can be done electronically or in-person.

DISTRIBUTION OF AGREEMENT PROCEDURE

1. Once all parties have signed the Agreement, the Chairperson of chARTS (or their designee) will forward an electronic copy (or photograph) of the completed Agreement to both the artist/owner and the General Manager of The Shoppes (or designee). This can occur via email or text message.

RETENTION OF RECORDS PROCEDURE

1. The Chairperson of chARTS (or designee) shall place a copy of the signed agreement (or the original document, if all parties signed in-person) in the Art Gallery binder, where it shall be retained for a period of no less than three (3) years.



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



This Artwork Exhibition and Loan Agreement (“Agreement”) is made and entered into as of the date last signed below (“Effective Date”)

BETWEEN: The CHINO HILLS COMMUNITY FOUNDATION, a California nonprofit corporation (“Foundation”), located at 14000 City Center Drive, Chino Hills, CA 91709;

CHINO DUNHILL, LLC, also known as The Shoppes at Chino Hills (“The Shoppes”), a California corporation, located at 13920 City Center Drive, Chino Hills, CA 91709

AND: **ARTIST NAME** (“Artist”) or **OWNER OF ARTWORK** (“Owner”), an independent contractor.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. Artist/owner agrees to loan the artwork listed in Attachment A (“Artwork”), for display at the Downtown Art Gallery at the Shoppes (“Art Gallery”).

1.1. Artist/owner warrants and represents that they are 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, artist/owner warrants and represents that the display of artwork does not and will not infringe or violate the rights of any third parties, including any copyright interests.

2. Loan and Exhibition Period

The artwork will be on loan to the Art Gallery from **[insert date]** (artwork delivery date) to **[insert date]** (de-installation date). Installation and de-installation dates are subject to change based on the schedules of the artist/owner and the Art Gallery.

2.1. Artist/owner understands 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.

2.2. Artist/owner is solely responsible for obtaining and maintaining appropriate insurance for the artwork.

2.3. Artist/owner agrees to install artwork based on the Exhibition Guidelines in Attachment B.

2.4. Artist/owner agrees to remove artwork from the Art Gallery no later than the de-installation date. Failure to remove artwork by de-installation will result in removal by the Foundation and/or The Shoppes. The Foundation and/or Shoppes will not be responsible for any loss or damage to artwork resulting from or in connection with that

removal, transportation, or temporary storage of artwork. After sixty (60) **calendar** days in such storage, artwork may be disposed of as the Foundation and/or The Shoppes deem appropriate.

3. Liability

Artist/owner 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/owner or the artwork's display at the Art Gallery. The artist/owner 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/owner. 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 volunteer.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the last date signed below.

ARTIST/OWNER: [ARTIST/OWNER NAME]

Signature

Date

FOUNDATION: THE CHINO HILLS COMMUNITY FOUNDATION

Signature

Date

THE SHOPPES: THE SHOPPES AT CHINO HILLS

Signature


Date

Attachment B

Downtown Art Gallery at the Shoppes Exhibition Guidelines

Each artist/owner will be provided with a space within the gallery to exhibit their artwork. Art Gallery volunteers will, ~~in coordination with the artist/owner~~ **under the direction of the Chairperson of chARTS (or designee)**, hang and place all artwork within the gallery.

The artist/owner 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/owner, 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	
Janedoedesigns.com	

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

All artists/owners are encouraged to place promotional materials such as the 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. The final decision to approve or deny any and all artwork will be subject to the Foundation and/or Shoppes.

All artwork must be original. No reproductions or copies/prints will be accepted.

Attachment C

Downtown Art Gallery at the Shoppes Procedure For Purchases

Artists/owners are welcome to offer their artwork for purchase through the Art Gallery exhibition as long as the following procedure is followed.

Procedure

1. On the label for each piece of art, the artist/owner will display their contact information and (if desired) a price to purchase.
2. The potential buyer will contact the artist/owner directly and inquire about purchasing the artwork.
3. If the artist/owner agrees to sell the artwork to the potential buyer, private payment will be arranged between the artist/owner and buyer.
4. When the artist/owner arrives at the Art Gallery to retrieve the artwork, they will have their ID verified by an Art Gallery volunteer on duty and then complete the Notice of Purchase Form (Attachment C1) and provide it to an Art Gallery volunteer on duty.
 - a. The volunteer will forward the completed form to the Foundation.
5. The artist/owner will arrange for delivery of the purchased artwork to the buyer.
6. Once the sale is completed, the artist/owner will remit the following:
 - a. ~~5%~~ 10% of the purchase price to the Chino Hills Community Foundation
 - b. ~~5%~~ 10% of the purchase price to The Shoppes at Chino Hills.
7. If an artist/owner 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.

**Attachment C1
Notice of Purchase Form**

1. Name of Artwork:

Description of Artwork:

Buyer's Name:

Purchase Price: \$ _____

Date Sold: _____

2. Name of Artwork:

Description of Artwork:

Buyer's Name

Purchase Price: \$ _____

Date Sold: _____

3. Name of Artwork:

Description of Artwork:

Buyer's Name:

Purchase Price: \$ _____

Date Sold: _____

Total purchase price for all artwork sold: \$ _____

I have completed this form to the best of my knowledge and I agree to remit 5% 10% of the purchase price to the Chino Hills Community Foundation and an additional 5% 10% of the purchase price to The Shoppes at Chino Hills within thirty (30) calendar days.

Artist/Owner Name

Artist/Owner Signature

Date

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject:</u> Exhibition of Artwork		
Number: 004	Effective Date: 06-28-2023	Pages: 2
Review Dates: 11-08-2023, 09-16-2024	Applies To: chARTS Chairperson, Volunteers, and Artists/Owners	

POLICY

Upon approval, each artist/owner will be provided with a space within the gallery to exhibit the artwork listed on the List of Artwork Form (Attachment A). All artists/owners are encouraged to also place promotional materials such as the artist biography, business cards, flyers, etc. at the front desk for guests to review, if interested.

APPROVAL PROCEDURE


1. 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.
2. All artwork must be original. No reproductions or copies/prints will be accepted.
3. The final decision to approve or deny any and all artwork will be subject to the chARTS Committee. A group consisting of the CHCF members of the chARTS Committee will convene and vote to approve or deny artwork. A simple majority vote is required for approval or denial of the artwork to be exhibited in the Art Gallery.

HANGING PROCEDURE

1. Art Gallery volunteers will, under the direction of the Chairperson of chARTS (or designee) hang and place all artwork within the gallery.
2. Artwork must be delivered by the artist/owner to the Art Gallery at a mutually agreed upon time between the artist/owner and the Chairperson of chARTS (or designee). The delivery time cannot be less than seventy-two (72) hours before the first date of exhibition.

LABELING PROCEDURE

1. The artist/owner 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.
2. 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/owner, 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").
3. All labels must be delivered at the same time as the artwork.

<p>Jane Doe</p> <p><i>Cactus Bloom</i> Watercolor on Canvas, 12" x 20", 2014</p> <p>\$495</p> <p>Janedoedesigns.com</p>	
-----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

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

STANDARD REMOVAL PROCEDURE

1. Artist/owner agrees to remove artwork from the Art Gallery no later than the de-installation date or the date requested by CHCF and The Shoppes.
2. Failure to remove artwork by de-installation or requested date will result in removal by CHCF and/or The Shoppes.
3. CHCF and/or The Shoppes will not be responsible for any loss or damage to artwork resulting from or in connection with that removal, transportation, or temporary storage of artwork.
4. After sixty (60) calendar days in such storage, artwork may be disposed of as CHCF and/or The Shoppes deem appropriate.

EARLY REMOVAL PROCEDURE

1. If an artist/owner desires to remove their artwork from the Art Gallery before the de-installation date, for any purpose other than sale, the artist/owner must contact the Chairperson of chARTS (or their designee) to make the request.
2. The artist/owner and the Chairperson of chARTS (or their designee) will meet at the Art Gallery at a mutually agreed upon date and time.
3. After verifying the artist/owner’s identity, the artist/owner will write the removal date [date of removal] on the previously completed Attachment A (List of Artwork) next to the line where the artwork is listed in the far right box on the previously completed Attachment A (List of Artwork). The artist/owner and the Chairperson of chARTS (or their designee) will then initial next to the written removal date. (Example: “~~Removal Date~~ 06-14-2024 JD BA”)
4. The artist/owner will then remove their artwork from the Art Gallery.
5. If the artist/owner wishes to exhibit the same artwork at any time in the future, a new Artist/Owner Agreement must be completed. (See Policy 003)

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject: Selling of Exhibited Artwork</u>		
Number: 005	Effective Date: 06-28-2023	Pages: 2
Review Dates: 08-13-2023, 09-16-2024		Applies To: General Manager, chARTS Chairperson, Volunteers, and Artists/Owners

POLICY

Artists/owners are welcome to offer their artwork for purchase through the Art Gallery exhibition as long as the following procedures are followed.

GENERAL PROCEDURE

1. On the label for each piece of art, the artist/owner will display their contact information and (if desired) a price to purchase.
2. The potential buyer will contact the artist/owner directly and inquire about purchasing the artwork.
3. If the artist/owner agrees to sell the artwork to the potential buyer, private payment will be arranged between the artist/owner and buyer.
4. When the artist/owner arrives at the Art Gallery to retrieve the artwork, they will have their ID verified by an Art Gallery volunteer on duty and then complete the Notice of Purchase Form (Attachment C1) and provide it to an Art Gallery volunteer on duty. The artist/owner is welcome to take a picture of the completed Notice of Purchase Form for their records.
 - a. The volunteer will forward the completed form to the Foundation. (see Policy 001)
5. The artist/owner will arrange for delivery of the purchased artwork to the buyer.
6. Once the sale is completed, the artist/owner will remit the following:
 - a. ~~5%~~ 10% of the purchase price to the Chino Hills Community Foundation
 - b. ~~5%~~ 10% of the purchase price to The Shoppes at Chino Hills.
7. If an artist/owner 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.

PAYMENT PROCEDURE

1. The artist/owner will arrange for direct sale of the artwork to a private buyer. The transaction will occur between the artist/owner and buyer only. Neither CHCF, chARTS, nor The Shoppes will have a direct role in the purchase transaction between artist/owner and buyer.
2. Within thirty (30) **calendar** days of sale, the artist/owner will produce:
 - a. One check or money order for ~~5%~~ 10% of the purchase price issued to “The Chino Hills Community Foundation”
 - b. One check or money order for ~~5%~~ 10% of the purchase price issued to “The Shoppes at Chino Hills”
3. The artist/owner will deliver both checks (or money orders) to the Chairperson of chARTS (or designee) at the Art Gallery at a mutually agreed upon time.

4. The Chairperson of chARTS (or designee) will then, within twenty-four (24) **business** hours, deliver one check (or money) order to the General Manager of The Shoppes (or designee) and the other check (or money order) to the City of Chino Hills Senior Management Analyst assigned to the Chino Hills Community Foundation (or designee).

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject:</u> Security		
Number: 006	Effective Date: 06-28-2023	Pages: 2
Review Dates: 09-16-2024	Applies To: chARTS Chairperson and Volunteers	

POLICY

The safety of volunteers is of utmost importance to CHCF and The Shoppes. Volunteers are not expected to put themselves in harm's way on behalf of the Art Gallery.

PROCEDURE FOR THEFT

1. Call 911, report the incident, and give a description of the suspect, stolen artwork, and the location of the Art Gallery to the police dispatcher.
2. Call The Shoppes Security at 909.627.9500, report incident, and follow their directions.
3. Follow all instructions of police officers when they arrive.
4. When it is safe to do so, contact the Chairperson of chARTS (or their designee) and report the incident.

PROCEDURE FOR MEDICAL EMERGENCY

1. Call 911, report the medical emergency, and follow the instructions of the police dispatcher.
2. Call The Shoppes Security at 909.627.9500 and report the incident.
3. Follow all directions of medical personnel when they arrive.
4. When it is safe to do so, contact the Chairperson of chARTS (or their designee) and report the incident.

PROCEDURE FOR VIOLENT OR THREATENING BEHAVIOR

1. If a volunteer is faced with a violent or threatening guest, they should retreat to a safe area and call 911, report the incident, and give a description of the suspect and the location of the Art Gallery to the police dispatcher.
2. Call The Shoppes Security at 909.627.9500 and report the incident.
3. Volunteers should remain in a safe area until they are otherwise instructed by the police.
4. Follow all instructions of police officers when they arrive.
5. In the case of an active shooter, "Run, Hide, Fight" guidelines should be followed as detailed by the Department of Homeland Security here:
https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
6. When it is safe to do so, contact the Chairperson of chARTS (or their designee) and report the incident.

PROCEDURE FOR DISRUPTIVE OR UNCOOPERATIVE GUESTS

1. If a volunteer encounters a guest who is disruptive or uncooperative (but not violent or threatening), they should call The Shoppes Security at 909.627.9500 and request assistance.
2. If the volunteer feels unsafe in the presence of the guest or if the guest becomes threatening or violent, they should retreat to a safe area until The Shoppes Security arrives.
3. 911 may also be called at the discretion of the volunteer.
4. When it is safe to do so, contact the Chairperson of chARTS (or their designee) and report the incident.

PROCEDURE FOR NATURAL DISASTER

1. Evacuate to a safe area.
2. Call 911 if injured or in need of assistance.
3. Follow the instructions of all emergency, security, fire, and police personnel.

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject: Donation Box</u>		
Number: 007	Effective Date: 09-16-2024	Pages: 2
Review Dates: n/a	Applies To: chARTS Chairperson, Artists/Owners, and Volunteers	

POLICY

A locked donation box may be kept in a visible area of the Art Gallery to accept donations from visitors. The donation box will only accept donations of cash, checks, or money orders.

GENERAL PROCEDURE

1. The donation box shall remain locked at all times, except when emptying the box for deposit.
2. Keys to the donation box shall be held only by persons who are both:
 - a. Board Members of CHCF *and also*
 - b. chARTS Committee members (or designees).
3. At the end of each month, two volunteers (one of whom must be an authorized keyholder) will open the donation box and count the monetary donations.
4. Only donations of cash, checks, or money orders will be accepted. Checks and money orders should be made payable to the "Chino Hills Community Foundation"
5. The two volunteers who opened the box and counted the donations will complete and sign Attachment D (Donations Form) and then place the completed form in the Art Gallery binder.

DISTRIBUTION PROCEDURE

1. After the donations have been counted and Attachment D (Donations Form) has been completed and signed, the monies shall be distributed as follows:
 - a. 100% to the Chino Hills Community Foundation
2. An authorized keyholder will, within twenty-four (24) business hours, deliver 100% of total donations to the City of Chino Hills Senior Management Analyst assigned to the Chino Hills Community Foundation (or designee).



Attachment D Donation Form



Date: _____

Names of volunteers confirming donations:

1. _____
2. _____

Total cash: \$ _____

Total checks/money orders: \$ _____

If checks received, list check numbers: _____

Grand Total of Donations Received \$ _____

Signature of Volunteer #1 listed above: _____

Signature of Volunteer #2 listed above: _____

Distribution of Donations

- 100% of grand total (\$_____) to be delivered to CHCF on _____ (date)
by _____ (volunteer name)

The Chino Hills Community Foundation Downtown Art Gallery at The Shoppes		
<u>Subject: Performance Studio</u>		
<u>Number: 008</u>	<u>Effective Date: 09-16-2024</u>	<u>Pages: 4</u>
<u>Review Dates: n/a</u>	<u>Applies To: chARTS Chairperson, Artists/Owners, Event Leaders, The Shoppes Administration, and Volunteers</u>	

POLICY

A Performance Studio may be housed within the Art Gallery, depending on space and interest. The Performance Studio will include (at minimum) a stage, microphone, sound amplification, seating, lighting, and refreshment counter.

GENERAL PROCEDURE

1. The Performance Studio can be made available for scheduled events *related to the Art Gallery* including, but not limited to, live music, workshops and classes, artist talks, spoken word and theatre performances, receptions, meetings, and ceremonies.
2. Prepackaged snacks, non-alcoholic drinks, and/or catered food (prepared by a licensed food handler) can be sold (or provided at no charge) during Performance Studio events at either the refreshment counter or desk/station area.
 - a. Monies received from snack sales shall be kept by chARTS volunteers in a lock box behind the area where the snacks are served. Only cash, checks and money orders (made payable to the “Chino Hills Community Foundation”) will be accepted as payment.
3. If alcohol is requested to be served at any Performance Studio event, a formal request must be made to the Community Services Manager who will initiate the procedure for obtaining an alcohol permit for said event.
 - a. All requests for an alcohol permit must be received by the Community Services Manager no later than 45 days calendar days before the event date.

PROCEDURE FOR TICKET SALES / ENTRY FEES

1. The Art Gallery may charge a ticket fee or entry fee for events held at the Performance Studio.
2. There will be no pre-sale of tickets. All ticket fees or entry fees will be collected upon arrival of the guest at the Art Gallery.
3. Admission/entry prices shall be clearly displayed in advance on all promotional materials distributed for each event and at the check-in table on the day of the event.
4. Only cash, checks and money orders (made payable to the “Chino Hills Community Foundation”) will be accepted as payment for ticket sales or entry fees.
5. Monies for ticket sales or entry fees shall be received by chARTS volunteers located at a check-in table at the front of the Art Gallery. Received monies shall be kept by chARTS volunteers in a lock box at the same table.

6. Donations beyond the listed ticket price or entry fee can also be accepted by chARTS volunteers stationed at the check-in table.

PROCEDURE FOR CONFIRMATION OF MONIES RECEIVED

1. At the conclusion of an event held at the Performance Studio, two chARTS volunteers (at least **one** of which must be a Board Member of CHCF *and also* a chARTS Committee member) shall count the proceeds from all sources (ticket sales, entry fees, donations, and snack sales).
2. The two volunteers who counted the proceeds will complete and sign Attachment E (Performance Studio Proceeds) and then place the completed form in the Art Gallery binder.

PROCEDURE FOR DISTRIBUTION OF MONIES

1. After all proceeds have been counted and Attachment E (Performance Studio Proceeds) has been completed and signed, the total monies shall be distributed as follows:
 - a. 50% to the main artist, teacher, director, or leader of the event
 - b. 25% to the Chino Hills Community Foundation
 - c. 25% to The Shoppes at Chino Hills
2. The main artist, teacher, director, or leader of the event will be directly paid 50% of total proceeds at the conclusion of the event by a volunteer who is both a Board Member of CHCF *and also* a chARTS Committee member (or their designee)
3. A volunteer who is both a Board Member of CHCF *and also* a chARTS Committee member (or their designee) shall, within twenty-four (24) business hours, deliver 25% of total donations to the General Manager of The Shoppes (or designee) and 25% of total donations to the City of Chino Hills Senior Management Analyst assigned to the Chino Hills Community Foundation (or designee).
4. Checks or money orders made payable to CHCF should be included in the 25% portion delivered to the City of Chino Hills Senior Management Analyst assigned to the Chino Hills Community Foundation (or designee).



Attachment E
Performance Studio Proceeds



Date: _____

Name of Event: _____

Names of volunteers confirming proceeds:

1. _____
2. _____

A. Total cash from **ticket sales / entry fees**: \$ _____

Total checks/money orders from **ticket sales / entry fees**: \$ _____

If checks received, list check numbers: _____

B. Total cash from **donations** at check-in: \$ _____

Total checks/money orders from **donations** at check-in: \$ _____

If checks received, list check numbers: _____

C. Total cash from **snack sales**: \$ _____

Total checks/money orders from **snack sales**: \$ _____

If checks received, list check numbers: _____

Grand Total of all Proceeds \$ _____

Signature of Volunteer #1 listed above: _____

Signature of Volunteer #2 listed above: _____

(see back)

Distribution of Monies

- 50% of grand total (\$_____) given to _____
(name of main artist, director, or leader)
on _____ by _____
(date) (volunteer name)

- 25% of grand total (\$_____) to be delivered to CHCF on _____ by _____
(date)
(volunteer name)

- 25% of grand total (\$_____) to be delivered to The Shoppes on _____
by _____ (date)
(volunteer name)

**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. 22 Board Meeting	TBD Volunteer Reception - Send Invitations 20 Board Meeting (conflict with MLK)	TBD Volunteer Reception - Send Invitations 19 Board Meeting (conflict with MLK)	
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 & 2: 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 18 Board Meeting 23 Kids Art Exploration	17 Board Meeting TBD Kids Art Exploration	16 Board Meeting 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 5 Concert Series #1: TBD		
MAY	1-31 Art Show #1 - Sean Underwood 2 Artist Reception 1 Wine Walk Planning Begins 3 Concert Series #2 - Derek Bordeaux 13 Board Meeting 27 Wine Walk Webpage LIVE	1 Wine Walk Planning Begins 19 Board Meeting 17 Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE	1 Wine Walk Planning Begins 18 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE	
JUNE	1-30 Art Show #1 - Sean Underwood	TBD Art Show #1	TBD Art Show #1	
JULY	8 Concert Series #3: Tickets on Sale 15 Board Meeting 1-31 Art Show #1	21 Board Meeting TBD Art Show #1	20 Board Meeting TBD Art Show #1	
AUGUST	1 Wine Walk Tickets on Sale 1-31 Art Show #2 - Anne Wang 1 Artist Reception: Anne Wang 21 Winter Rec Guide DEADLINE 22 Art Gallery Reception - 1 year	1 Wine Walk Tickets on Sale 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 16 Board Meeting 1-30 Art Show #2 - Anne Wang	15 Board Meeting TBD Art Show #2 13 Concert Series #3 - TBD	21 Board Meeting TBD Art Show #2	
OCT.	12 Chino Hills Wine Walk 1-31 Art Show #2 - Anne Wang	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 18 Board Meeting	TBD Concert Series Planning Begins 17 Board Meeting TBD Spring Rec Guide (Feb -May) DEADLINE	TBD Concert Series Planning Begins 16 Board Meeting 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	