

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

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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.

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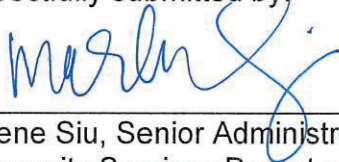
Capps: Board Member Capps questioned where the Strategic Plan is saved, and if she could receive a copy so she can work on updating it.

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