

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

**MARCH 17, 2025
REGULAR MEETING**

CHINO HILLS, CALIFORNIA

Board Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:03 p.m.

PRESENT: BOARD MEMBERS: PETER ROGERS
CYNTHIA MORAN
DAVID KRAMER
SPENCER BOGNER
GRACE CAPPS
SAMANTHA JAMES-PEREZ
DARRIN LEE
DELINIA LEWIS
PETER PIRRITANO
RICK SHIBA
DENISE CATTERN

ABSENT: BOARD MEMBERS: SYLVIA NASH
KATHLEEN SMITH
MARY FAULHABER
DARRYLL GOODMAN
GLEN ANDERSON

ALSO PRESENT: MELISSA ARMIT, COMMUNITY SERVICES MANAGER
SARAH SNYDER, MANAGEMENT ANALYST II
JANELLE RAMOS, COMMUNITY SERVICES COORDINATOR II
BRIANNA HIGGINS, FOUNDATION SECRETARY

PLEDGE OF ALLEGIANCE TO THE FLAG

Led by Board Vice Chair Moran.

PUBLIC COMMENTS

None.

FOUNDATION DEPARTMENT BUSINESS

Board Chair Rogers introduced Community Services Senior Administrative Assistant Brianna Higgins and welcomed back Management Analyst II Sarah Snyder from maternity leave.

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 James-Perez and seconded by Board Member Shiba, to approve the Consent Calendar items, as presented:

MINUTES

The Board members approved the November 18, 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, 2024, as presented.

PRELIMINARY FINANCIAL REPORT

The Board members received and filed the Quarterly Investment Report as of February 28, 2025, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, BOGNER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SHIBA, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NASH, SMITH, FAULHABER, GOODMAN, ANDERSON.

ABSTAIN: BOARD MEMBERS: CATTERN

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 Community Services Manager Armit, or himself, regarding any nominations, questions, or comments.

REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 25-26 BUDGET

Community Services Manager Armit mentioned that the budget is based on the prior years' actuals and any projections foreseen. She stated this item will be voted on at the May meeting but asked the Board to provide direction. Chair Rogers asked the Board to review the budget and be prepared with questions for the next meeting.

Board Member James-Perez inquired about a new line item, the art gallery supplies budget, to which Chair Rogers confirmed it was added.

Board Vice Chair Moran noted that the budget for the Volunteer Reception has increased in attendance over the years, which may need to be adjusted to accommodate. She also

considered the Board purchase linens for the Volunteer Reception, rather than renting. Chair Rogers stated further discussion will take place at the May meeting.

DISCUSS DONOR RECOGNITION POLICY

Chair Rogers reported that the Fund Development Committee had discussed updating the Donor Recognition Policy, and shared that the policy has been revised to reflect the final recommended version. One change Chair Rogers highlighted was the increase in the amount the Shoppes will receive to allow the Board to host the Wine Walk event, from \$2,500 to \$5,000.

Community Services Manager Armit added that the updated policy will impact the donor recognition wall at the Chino Hills Community Center, where all donors who have contributed to the Foundation are acknowledged. She explained that previously, donors who contributed \$1,000 or more were recognized on the wall. With the policy update, only donors who contribute \$5,000 or more will be honored. Additionally, she added recognition on the wall will be removed if no donation has been made within five years and if the Board approves this update, an updated list of donor leaf levels will be presented at the next meeting in May to ensure the tree reflects the most current contributions. Board Member Capps asked if there was an estimated number of leaves that would be removed from the wall. Community Services Manager Armit stated there are currently 147 leaves, and with the new policy, this would bring the total to below 50.

A motion was made by Board Member Bogner and seconded by Board Member Shiba, to approve the Donor Recognition Policy.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, BOGNER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SHIBA, SMITH, CATTERN.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NASH, SMITH, FAULHABER, GOODMAN, ANDERSON.

DISCUSS MOVING THE REGULAR MEETING DATE OF MAY 19, 2025, DUE TO CONFLICT WITH THE CHINO VALLEY UNIFIED SCHOOL DISTRICT HIGH SCHOOL GRADUATIONS TO MAY 12, 2025, AND REVIEW CALENDAR.

Board Chair Rogers recommended rescheduling the next meeting from May 19, 2025, to May 12, 2025, due to a conflict with the graduations at Chino Hills High School and Ayala High School. Board Member Bogner proposed moving the May meeting permanently one week earlier to avoid future conflicts with graduations, as well as adjusting the January meeting to prevent overlap with Martin Luther King Day. Community Services Manager Armit suggested that the Board revisit the calendar toward the end of the year to assess potential scheduling conflicts for 2026, as there will be a clearer understanding of any conflicts that may arise.

A motion was made by Board Member James-Perez and seconded by Board Member Pirritano, to approve moving the regular meeting date of May 19, 2025 to May 12, 2025.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, BOGNER, CAPPS, JAMES-PEREZ, LEE, NASH, PIRRITANO, SHIBA, SMITH, CATTERN.

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: NASH, SMITH, FAULHABER, GOODMAN, ANDERSON.

DISCUSS FOUNDATION FUNDING FOR FUTURE COMMUNITY PROJECTS

Chair Rogers briefed the Board on previous donations made by the Foundation and proposed the idea of contributing to the new Pinehurst Park Community Building and Splash Pad project for the City. He highlighted past donations, including \$125,000 for the inclusive playground equipment at Crossroads Park, \$75,000 for the Chino Hills Library, \$335,000 for the Community Center, and \$173,000 for the Los Serranos Park playground. He suggested that the next potential donation could be \$400,000 towards the Pinehurst Park Community Building project, noting that this proposal could be revisited later. Board Vice Chair Moran requested that a presentation of the proposed project be brought to the Foundation Board to offer a clearer understanding of its design and components. She noted that the presentation given at the City Council meeting on March 11, 2025, was very informative.

Board Member James-Perez suggested adding a plaque or similar recognition at the new community building to promote the Board to the public and enhance its reputation. Board Vice Chair Moran inquired whether the donation would be designated for a specific part of the building, such as furniture, referencing the previous donation had gone towards furniture at the current Community Center. Community Services Manager Armit responded that staff are exploring creative ideas for furniture, potentially including art pieces or interactive elements. Board Member Lewis expressed agreement with Vice Chair Moran, emphasizing the importance of being specific about the allocation of the donation. She noted the positive impact of the previous donation at the Community Center, highlighting how the furniture there has become strongly associated with the Foundation Board. A discussion followed regarding the project, with Chair Rogers noting that more details and potentially a formal donation proposal would be presented at the next meeting.

COMMITTEE REPORTS

Board Chair Rogers

- WINE WALK SUBCOMMITTEE – Board Chair Rogers informed the Board that the committee will start meeting soon to discuss the annual Wine Walk Event. He mentioned that they started outreach for donations, updating the website with

information on ticket sale dates, and updating paperwork for sponsors or vendors to allow online registration.

Board Treasurer Pirritano

- FUND DEVELOPMENT COMMITTEE – Board Member Pirritano and Board Chair Rogers stated that the committee met recently where they discussed the Donor Recognition Policy and explored additional strategies to increase funding from donors, sponsors and businesses.

Board Vice Chair Moran left the meeting at 4:44 p.m.

Board Member Cattern

- PUBLIC AFFAIRS COMMITTEE – Board Member Cattern announced that Linda **Briney DelPilar** had been named Volunteer of the Year. She expressed her gratitude to Chino Valley Champion Newspapers for helping to publicize events in the paper. Additionally, she shared her intention to leverage the Chino Valley Chamber of Commerce membership in the upcoming year to promote events more effectively and gain additional exposure.

Board Member Glen Anderson

- chARTS COMMITTEE –
 - Concert Series – Board Chair Rogers provided an update on behalf of Board Member Anderson. He announced that the Derek Bordeaux concert is scheduled for April 5th, 2025, but ticket sales are currently low and emphasized to the Board that the event needs to be promoted in the coming weeks. He also stated that Andy Vargas from Santana is scheduled for the September concert, though the June concert may be canceled due to rising costs. Board Member Lee inquired about the possibility of promoting both concerts through the Chino Valley Chamber of Commerce. In response, Community Services Manager Armit confirmed that the marketing materials for the Derek Bordeaux concert are ready and can be submitted to the Chamber for promotion.
 - Art Gallery – Board Member James-Perez announced that the Art Gallery will host an Open Mic Night on April 4th, 2025 at 6:00 p.m. She added that the event is free to attend, and any type of talent is welcome to perform.
 - Kids Art – Board Chair Rogers announced that the Kids Art Exploration Day event on March 22nd, 2025, at the Shoppes, is sold out.

Board Member Capps

- STRATEGIC COMMITTEE – Board Member Capps noted that the committee will continue discussions on the additional needs of the Foundation Board.

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BOARD COMMENTS

Kramer: Board Member Kramer invited the Board to the Los Serranos Country Club 100th Anniversary Dinner and Reception on April 24th, 2025.

Lee: Board Member Lee thanked RA Sushi for donating food items to the concert series.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:10 p.m.

Respectfully submitted by:



Brianna Higgins, Senior Administrative Assistant
Community Services Department, City of Chino Hills