



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, MAY 12, 2025
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.

FOUNDATION DEPARTMENT BUSINESS

CONSENT CALENDAR (5 ITEMS) – *All matters listed on the Consent Calendar are considered routine by the Foundation Board and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Foundation Board votes on the motion to adopt, Members of the Foundation Board or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

2. Approve March 17, 2025, Foundation Meeting Minutes.
3. Receive and file Quarterly Investment Report as of March 31, 2025.
4. Receive and file Preliminary Financial Report as of March 31, 2025.
5. Recommend approval of re-appointment of board members Denise Cattern, Samantha James Perez, Peter Pirritano, Syliva Nash, and Kathleen Smith for a term ending May 31, 2029, to the Chino Hills City Council.
6. Approve FY 25-26 proposed annual budget.

DISCUSSION CALENDAR – *This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Please complete and submit a speaker card to the Foundation Secretary. Comments will be limited to three minutes per speaker.*

7. Open the floor for nominations for Chair, Vice Chairperson, Secretary, and Treasurer and call for a vote for each candidate nominated for the Chair, Vice Chairperson, Secretary, and Treasurer.
8. Receive and file the report on the City of Chino Hills proposed Pinehurst Park Community Center and Splash Pad.
9. 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

- chARTS

Board Member Grace Capps

- Strategic Committee

Secretary Mary Faulhaber

- Volunteer Committee

BOARD COMMENTS

ADJOURNMENT

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 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.

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



City of Chino Hills

MEMORANDUM

DATE: APRIL 28, 2025

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 March 31, 2025.

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

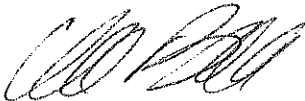
**Chino Hills Community Foundation
Quarterly Investment Trustee Report
For the Quarter Ending March 31, 2025**

Description	Cost Value	Market Value	% Yield Earned
Cash and Cash Equivalents			
Citizens Business Bank - Checking Account	\$ 76,220	\$ 76,220	0.02%
LAIF	931,986	932,777	4.31%
Petty Cash	300	300	N/A
Total Funds Held by Foundation	<u>\$ 1,008,506</u>	<u>\$ 1,009,297</u>	

Blended Yield of Cash and Investments	3.99%
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Benchmarks:	
LAIF	4.31%
6mo U.S. Treasury	4.23%
2yr U.S. Treasury	3.89%
5yr U.S. Treasury	3.96%

In accordance with the Bylaws of the Chino Hills Community Foundation Article XI, Section 1, the Investment Trustee shall render an accounting of the investment transactions concerning the Foundation to the Board of Directors at least quarterly.



Christina Buhagiar
Investment Trustee

Chino Hills Community Foundation
Statement of Revenues, Expenditures and Changes in Fund Balances
March 31, 2025

	Fiscal Year 24/25
Revenues:	
Interest income	\$ 20,087
Other revenues	4,492
Donations	94,350
Ticket sales	115,185
Fair Market value	2,775
Total Revenues	\$ 236,889
Expenditures:	
Memberships and certifications	\$ 450
Computer services	1,623
Contractual services	8,291
Financial services	728
Professional services	710
Liability insurance	6,337
Postage and express delivery	73
Printing and photocopy services	2,487
Special parts and supplies	15,458
Equipment rental	26,169
Permits and fees	105
Special departmental expense	1,459
Total Expenditures	\$ 63,890
Excess of revenues over (under) expenditures	\$ 172,999
Fund Balances:	
Beginning of fiscal year	\$ 831,357
Excess of revenues over (under) expenditures	172,999
End of fiscal year	\$ 1,004,356 A

A The ending fund balance amount of \$1,004,356 differs from the bank balance of \$1,008,506. The difference of (\$4,150) are the outstanding checks.

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 March 31, 2025, is \$48,240.

CHINO HILLS COMMUNITY FOUNDATION
Statement of Activities
As of March 31, 2025

	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	\$ 88,450	\$ -	\$ 6,000	\$ -	\$ -	\$ 94,450	\$ 19,450
Special Events	91,250	91,250	105,575	-	14,002	-	-	119,577	28,327
Interest Income	-	-	21,764	-	-	-	1,098	22,863	22,863
Total Operating Revenue	<u>166,250</u>	<u>166,250</u>	<u>215,789</u>	<u>-</u>	<u>20,002</u>	<u>-</u>	<u>1,098</u>	<u>236,889</u>	<u>70,639</u>
Operating Expenses:									
Program Services:									
Adopt-A-Family Program	2,400	2,400	1,459	-	-	-	-	1,459	(941)
Summer Day Camps	17,200	17,200	-	-	-	-	-	-	(17,200)
Utility Box Art Program	10,000	20,000	-	-	-	-	-	-	(20,000)
AED Machines	4,200	4,200	-	-	-	-	-	-	(4,200)
Chino Hills Historical Society	2,500	2,500	-	-	-	-	-	-	(2,500)
McCoy Equestrian	-	2,500	-	-	-	-	-	-	(2,500)
Total Program Expenses	<u>36,300</u>	<u>48,800</u>	<u>1,459</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,459</u>	<u>(47,341)</u>
Supporting Services:									
Fundraising	60,631	60,631	38,371	-	9,419	-	-	47,790	(12,841)
Administration	17,800	18,510	14,641	-	-	-	-	14,641	(3,869)
Total Support Services	<u>78,431</u>	<u>79,141</u>	<u>53,012</u>	<u>-</u>	<u>9,419</u>	<u>-</u>	<u>-</u>	<u>62,431</u>	<u>(16,710)</u>
Total Operating Expenses	<u>114,731</u>	<u>127,941</u>	<u>54,471</u>	<u>-</u>	<u>9,419</u>	<u>-</u>	<u>-</u>	<u>63,890</u>	<u>(64,051)</u>
Changes in Net Assets	\$ 51,519	\$ 38,309	\$ 161,318	\$ -	\$ 10,583	\$ -	\$ 1,098	\$ 172,999	\$ 134,690
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>\$ 746,823</u>	<u>\$ 895,272</u>	<u>\$ 7,127</u>	<u>\$ 50,717</u>	<u>\$ 3,000</u>	<u>\$ 48,240</u>	<u>\$ 1,004,356</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of March 31, 2025

	PROGRAM SERVICES	<u>Fundraising</u>			<u>Administration</u>	<u>Total</u>
		2025			General	
		Wine Walk	chARTS	Total	Management	
Operating Revenues:						
Contributions:						
Sales	\$ -	\$ 105,015	\$ 10,170	\$ 115,185	\$ -	\$ 115,185
Donations/Sponsorships	20,000	68,350	6,000	74,350	-	94,350
Other Revenues	100	560	3,832	4,392	-	4,492
Interest Income	22,863	-	-	-	-	22,863
	<u>42,963</u>	<u>173,925</u>	<u>20,002</u>	<u>193,927</u>	<u>-</u>	<u>236,889</u>
Operating expenses:						
Licenses & Permits	-	-	-	-	-	-
Memberships	-	-	-	-	450	450
Liability Insurance	-	-	-	-	6,337	6,337
Financial Services	-	530	-	530	197	728
Computer Services	-	-	-	-	1,623	1,623
Contractual Services	-	-	-	-	1,801	1,801
Advertising & Promotion	-	-	-	-	-	-
Printing Services	-	2,413	-	2,413	74	2,487
Postage	-	-	-	-	73	73
Office Supplies	-	-	-	-	-	-
Special Parts and Supplies	-	9,426	2,167	11,593	3,865	15,458
Concessions	-	-	-	-	-	-
Administrative Overhead	-	-	-	-	-	-
Entertainment	-	-	7,200	7,200	-	7,200
Catering and Refreshments	-	-	-	-	-	-
Rentals	-	25,949	-	25,949	220	26,169
Taxes	-	52	52	105	-	105
Scholarships, Grants & Awards	1,459	-	-	-	-	1,459
	<u>\$ 1,459</u>	<u>\$ 38,371</u>	<u>\$ 9,419</u>	<u>\$ 47,790</u>	<u>\$ 14,641</u>	<u>\$ 63,890</u>
Changes in Net Assets	<u>\$ 41,503</u>	<u>\$ 135,554</u>	<u>\$ 10,583</u>	<u>\$ 146,137</u>	<u>\$ (14,641)</u>	<u>\$ 172,999</u>

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
Cultural Arts Committee
As of March 31, 2025

	Kids Art Exploration	Art Gallery	2025 Concert Series	Total
Operating Revenues:				
Contributions:				
Sales	\$ -	\$ -	\$ 10,170	\$ 10,170
Donations/Sponsorships	-	-	6,000	6,000
Advertising	-	-	-	-
Raffles & Auctions	-	-	-	-
Commission Sales	-	2,137	-	2,137
Concessions	-	-	1,695	1,695
Other	-	-	-	-
Interest Income	-	-	-	-
	<u>-</u>	<u>2,137</u>	<u>17,865</u>	<u>20,002</u>
Operating expenses:				
Licenses & Permits	-	-	-	-
Liability	-	-	-	-
Financial Services	-	-	-	-
Computer Services	-	-	-	-
Contractual Services	-	-	-	-
Advertising & Promotion	-	-	-	-
Printing Services	-	-	-	-
Postage	-	-	-	-
Office Supplies	-	-	-	-
Special Parts and Supplies	39	1,524	604	2,167
Concessions	-	-	-	-
Administrative Overhead	-	-	-	-
Entertainment	-	-	7,200	7,200
Catering and Refreshments	-	-	-	-
Rentals	-	-	-	-
Taxes	-	-	52	52
Scholarships, Grants & Awards	-	-	-	-
Donations	-	-	-	-
	<u>\$ 39</u>	<u>\$ 1,524</u>	<u>\$ 7,856</u>	<u>\$ 9,419</u>
Changes in Net Assets	<u>\$ (39)</u>	<u>\$ 613</u>	<u>\$ 10,009</u>	<u>\$ 10,583</u>



STAFF REPORT

TO: BOARD MEMBERS

DATE: MAY 12, 2025

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 06

SUBJECT: ANNUAL BUDGET

RECOMMENDATION:

Approve FY 2025-26 proposed annual budget.

BACKGROUND/ANALYSIS:

The Foundation's bylaws (Article III, section 3) state that "Adoption of a budget for the upcoming fiscal year shall occur at the annual meeting". The proposed annual budget was presented at the March 17, 2025, board meeting. The only revisions made to the proposed budget were an increase of \$10,050 in projected revenues and \$3,000 in expenditures related to the Wine Walk event, along with the addition of \$5,000 allocated for updates to the Foundation Donor Tree located at the Chino Hills Community Center.

CHINO HILLS COMMUNITY FOUNDATION
ADOPTED BUDGET
FISCAL YEAR 2025-2026

	PROGRAM SERVICES	SUPPORT SERVICES							Administration	Total
		Fundraising					Total	CHCF009 General Management		
		CHCF001 Wine Walk	CHCF006 Volunteer Reception	CHCF008 Concert Series	CHCF012 Art Gallery	CHCF005 Kids Art Exploration				
Support Services Revenues:	Donations									
Special Events:										
Ticket Sales	\$ -	\$ 109,500		\$ 13,500			123,000	\$ -	\$ 123,000	
Sponsorships		77,000		5,000			82,000		82,000	
		-		-			-		-	
		<u>186,500</u>		<u>18,500</u>			<u>205,000</u>		<u>205,000</u>	
Expenses:										
Catering and Refreshments	-		2,000				2,000		2,000	
Contractual Services	-	3,000		1,800			4,800		4,800	
Entertainment	-		300	10,500			10,800		10,800	
Financial Services	-	500					500	1,000	1,500	
Liability Insurance	-							6,645	6,645	
Licenses & Permits	-	100		156			256		256	
Memberships	-							450	450	
Office Supplies	-							200	200	
Postage	-							100	100	
Printing Services	-	4,200		300			4,500	100	4,600	
Professional Services	-							725	725	
Rentals	-	26,200	300	375			26,875		26,875	
Special Parts and Supplies	-	12,100	900	900	2,500	500	16,900	5,450	22,350	
Website & Software Services	-							7,800	7,800	
Taxes	-							150	150	
	\$ -	\$ 46,100	\$ 3,500	\$ 14,031	\$ 2,500	\$ 500	\$ 66,631	\$ 22,620	\$ 89,251	
Program Services Donations:										
Adopt A Family	2,400								2,400	
Utility Box Art Program	10,000								10,000	
Summer Day Camp Scholarship:	17,160								17,160	
AED Machines	5,000								5,000	
Chino Hills Historical Society	2,500								2,500	
									-	
	\$ 37,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,060	
Changes in Net Assets	\$ (37,060)	\$ 140,400	\$ (3,500)	\$ 4,469	\$ (500)	\$ 138,369	\$ (22,620)	\$ 78,689		

thousands of residents each year. The Pinehurst Park Community Center presents a similar opportunity for long-term impact.

An Ideas Page summarizing this project has been prepared and will be presented to the Foundation's Strategic Planning Committee for review and discussion. Should the Committee determine the project is a strategic fit for Foundation funding priorities, a formal donation proposal will be brought back to the full Board for consideration at a future meeting.

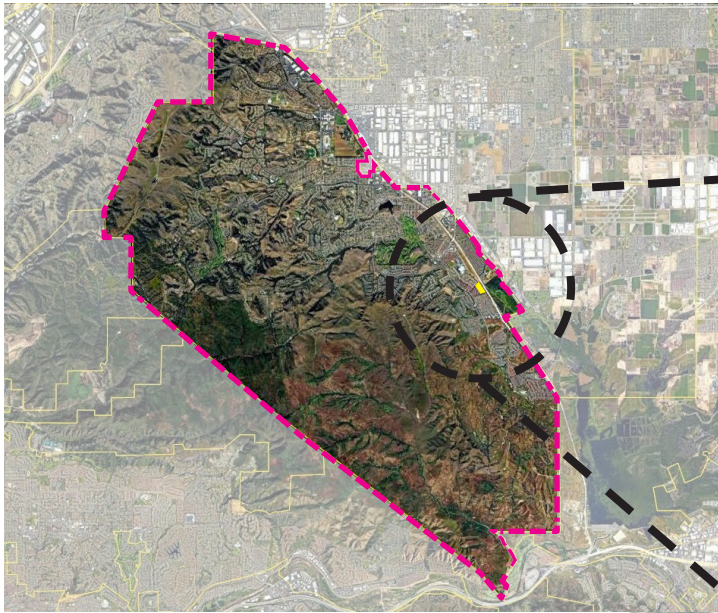
Attached to this report are the preliminary design plans for the Pinehurst Park Community Center project.



PINEHURST PARK COMMUNITY CENTER AND SPLASH PAD



Asulon
Architecture & Design



CHINO HILLS CITY BOUNDARY
NTS

LEGEND

- - - City Boundary
- - - Site Boundary



PINEHURST PARK LOCATION MAP

NTS







LEGEND

1. Main Parking Lot
2. Drop off zone
3. Optional Overflow Parking Area (Mulch)
4. Turf Slope
5. Community Center Building
6. Building Patio
7. Community Water Play Park (21,100 SF-not including mechanical building)
8. Existing Pedestrian Walk to Remain
9. Existing Cul-de-Sac to Remain
10. New Pedestrian Walk
11. Planting Buffer

PARKING LEGEND

Main Parking Lot:
 Total Stalls: 90
 Drop off Space: +/- 100 LF

Optional Overflow Parking Lot:
 Total Stalls: 91

Total Parking Stalls: 181

**CHINO HILLS COMMUNITY FOUNDATION
THREE YEAR EVENT PLANNING SCHEDULE**

*** Dates should be scheduled at least 6 months in advance ***

Dec			
	2025	2026	2027
JANUARY	Volunteer Reception - Send Invitations 13 Board Meeting CANCELLED	Volunteer Reception - Send Invitations 19 Board Meeting (conflict with MLK)	Volunteer Reception - Send Invitations 18 Board Meeting (conflict with MLK)
FEBRUARY	8 Summer Rec Guide DEADLINE 3 Volunteer Recognition 6 Concert Series #1: Tickets on Sale	TBD Summer Rec Guide DEADLINE 2 Volunteer Recognition	TBD Summer Rec Guide DEADLINE 1 Volunteer Recognition TBD Concert Series #1: Tickets on Sale
MARCH	17 Board Meeting 22 Kids Art Exploration 10 Wine Walk Vendor/Sponsors Live	TBD Concert Series #1: Tickets on Sale 16 Board Meeting TBD Kids Art Exploration	15 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL	5 Concert Series #1: Derek Bordeaux	25 Concert Series #1: TBD TBD Wine Walk Webpage LIVE	
MAY	1 Wine Walk Planning Begins 8 Art Show #1: Fawn Whitten 19 Board Meeting 27 Wine Walk Webpage LIVE 28 Fall Rec Guide DEADLINE	1 Wine Walk Planning Begins 18 Board Meeting TBD Concert Series #2 - TBD TBD Fall Rec Guide DEADLINE	1 Wine Walk Planning Begins 17 Board Meeting TBD Concert Series #2 - TBD TBD Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE
JUNE	Concert Series #2: CANCELLED	TBD Art Show #1	TBD Art Show #1
JULY	17 Concert Series #3: Tickets on Sale 21 Board Meeting 30 Wine Walk Tickets on Sale	20 Board Meeting TBD Art Show #1	19 Board Meeting TBD Art Show #1
AUGUST	14 Art Show #2: TBD 28 Winter Rec Guide DEADLINE	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.	13 Concert Series #3 - Andy Vargas 15 Board Meeting	12 Concert Series #3: TBD 21 Board Meeting TBD Art Show #2	20 Board Meeting TBD Art Show #2
OCT.	11 Chino Hills Wine Walk	10 Chino Hills Wine Walk TBD Art Show #2	9 Chino Hills Wine Walk TBD Art Show #2
NOVEMBER	Concert Series Planning Begins 17 Board Meeting 21 Spring Rec Guide (Feb -May) DEADLINE	TBD Concert Series Planning Begins 16 Board Meeting TBD Spring Rec Guide (Feb -May) DEADLINE	TBD Concert Series Planning Begins 15 Board Meeting TBD Spring Rec Guide (Feb -May) DEADLINE
DECEMBER	Volunteer Reception - Save the Date Concert Series webpage LIVE	Volunteer Reception - Save the Date Concert Series webpage LIVE	Volunteer Reception - Save the Date Concert Series webpage LIVE