



AGENDA

CHINO HILLS COMMUNITY FOUNDATION
REGULAR MEETING
MONDAY, JULY 21, 2025
4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

CHINO HILLS COMMUNITY CENTER
14250 PEYTON 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 May 12, 2025, Foundation Meeting Minutes.
3. Receive and file Preliminary Financial Report as of June 30, 2025.
4. Receive Program Updates (Day Camp Scholarships and Utility Box Art).
5. Approve Special Request Rollover for Utility Box Art Program.

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. Appoint Board Members to the following Committees for FY2025-26: Board Development, Finance & Investment, Fund Development, Public Affairs, Strategic Planning, Volunteer.
7. Approve a donation to the City of Chino Hills in the amount of \$500,000 for the Pinehurst Park Community Building and Splash Pad Project and approve a budget amendment in the amount of \$500,000 for a donation to the City of Chino Hills for the Pinehurst Park Community Building and Splash Pad Project.
8. 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

MAY 12, 2025
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Board Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:02 p.m.

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

ABSENT: BOARD MEMBERS: DARRYLL GOODMAN
KATHLEEN SMITH
DELINIA LEWIS
GLEN ANDERSON

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR
MELISSA ARMIT, COMMUNITY SERVICES MANAGER
SARAH SNYDER, MANAGEMENT ANALYST II
JANELLE RAMOS, COMMUNITY SERVICES COORDINATOR
BRIANNA HIGGINS, 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.

Board Member Cattern stated a correction is needed on page 5 of the March minutes, clarifying that Linda DelPilar was named Volunteer of the Year, instead of Linda Briney.

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

MINUTES

The Board members approved the March 17, 2025, Chino Hills Community Foundation Meeting Minutes, as amended.

QUARTERLY INVESTMENT REPORT

The Board members received and filed the Quarterly Investment Report as of March 31, 2025, as presented.

PRELIMINARY FINANCIAL REPORT

The Board members received and filed the Quarterly Investment Report as of March 31, 2025, as presented.

RECOMMEND APPROVAL OF RE-APPOINTMENT OF BOARD MEMBERS DENISE CATTERN, SAMANTHA JAMES-PEREZ, PETER PIRRITANO, SYVLIA NASH, AND KATHLEEN SMITH FOR A TERM ENDING MAY 21, 2029

The Board members approved the recommendation of re-appointment of Board Members Denise Cattern, Samantha James-Perez, Peter Pirritano, Sylvia Nash, and Kathleen Smith for a term ending May 31, 2029, to the Chino Hills City Council.

APPROVE FY 23-24 PROPOSED ANNUAL BUDGET

The Board members approved the FY 24-25 proposed annual budget, as presented.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, SMITH, LEWIS, ANDERSON.

ABSTAIN: BOARD MEMBERS: NONE.

DISCUSSION CALENDAR

OPEN NOMINATIONS FOR EXECUTIVE BOARD POSITIONS

Nominations were opened for the Executive Board positions.

A motion was made by Board Member Lee, and seconded by Board Member Nash, to re-nominate all executive Board positions.

Motion carried as follows:

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

NOES: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: GOODMAN, SMITH, LEWIS, ANDERSON.

RECEIVE AND FILE THE REPORT ON THE CITY OF CHINO HILLS PROPOSED PINEHURST PARK COMMUNITY CENTER AND SPLASH PAD

Community Services Director Marshall provided an overview of the proposed Pinehurst Park Community Center and Splash Pad project. He explained that the project is still in the early planning stages, but shared a video presentation illustrating the envisioned design of the building and splash pad. He also shared anticipated programming plans, usage opportunities, and additional amenities.

Community Services Manager Armit explained that the new facility will support the continued growth of recreation programming, as the existing community center is nearing its capacity for both usage and events. She noted that the proposed building will offer significantly more space enabling a wider range of activities, from recreation programs to private events. As an example, she shared that the City's Day Camp program relies on the Mystic Canyon and Grand Avenue Park buildings, which can only accommodate 50 campers at each location. The new facility would allow the program to expand, hosting more campers and offering additional camp sessions. She stated that the purpose of this discussion is to provide the Board with a clearer understanding of the project and address any questions as they consider a potential donation.

Chair Rogers stated that, given the continued rise in the cost of goods, now is a good time to consider a donation, particularly in light of the City's need for a second community center. He recommended that, following a discussion by the Strategic Planning Committee, the item be brought back to the Board for consideration. At that point, the Board could determine whether to proceed with a donation and begin discussions on the potential amount.

Vice Chair Moran stated that the Foundation has sufficient funds available for donations and that the Strategic Planning Committee plays a key role in evaluating donation requests. However, she emphasized the importance of the Board engaging in broader discussions about all upcoming projects and developing a multi-year plan. She noted that recurring events like the Wine Walk will continue to generate additional revenue, which should be factored into planning. Chair Rogers agreed, noting that while larger projects are typically planned well in advance, smaller projects may arise and can be executed more quickly and may warrant timely donations. He added that the Strategic Planning Committee typically conducts the initial review of proposed projects before they are brought to the full Board for discussion and approval.

Director Marshall stated that the project is still in the early stages of planning and that additional detailed information will be presented in the coming months. He suggested that the Board consider establishing a preliminary donation amount, with the understanding that it can be re-evaluated and adjusted as more definitive information becomes available.

Board Member Capps suggested that once the Strategic Planning Committee reviews the idea page for this project, they can evaluate all upcoming initiatives, taking into account historical donation patterns, and begin setting aside funds for not only the proposed community center but also other future projects.

Board Member Lee inquired about additional funding sources the City is exploring for this project. Community Services Manager Armit responded that the City is working with a grant writer, with part of the focus being on the solar panel component of the project. She also noted that staff are exploring the possibility of designating the community center as an emergency shelter, which could qualify the facility for a generator. Additionally, staff have been reaching out to local assembly members for potential support. However, she added that the City's demographics do not qualify for many available funding programs. Director Marshall added that another potential funding source is the Community Facilities District (CFD) Funding. Chair Rogers also added that San Bernardino County Supervisor Curt Hagman has conducted additional outreach efforts.

A discussion followed regarding the project, during which Chair Rogers noted that the Board will receive and file the information presented at this meeting, with further discussions to be held at future meetings.

REVIEW CALENDAR

Chair Rogers reviewed the calendar and mentioned that the concert series in June has been cancelled, with only two concerts for the year instead of three.

COMMITTEE REPORTS

Board Chair Rogers

- **WINE WALK COMMITTEE** – Chair Rogers reported that the committee met last week to discuss plans for the upcoming Wine Walk event in October. He noted that additional tickets will be made available this year to boost participation, with sales expected to begin at the end of July. He also shared that outreach efforts for sponsorships and wine donations are already underway. Board Member Lee added that last year's Wine Walk received a lot of positive feedback regarding the food and encouraged anyone interested in becoming a food vendor to reach out to the Board as soon as possible.

Treasurer Peter Pirritano

- **FUND DEVELOPMENT COMMITTEE** – Board Member Pirritano pointed out to the Board that the overall fund balance is shown on page 12 of the agenda.

Board Member Denise Cattern

- PUBLIC AFFAIRS COMMITTEE – Board Member Cattern announced that RA Sushi will be providing food at the upcoming Concert Series featuring Andy Vargas. She also shared that an article highlighting the Community Foundation has been submitted to Champion Newspapers for inclusion in the special Celebrate Chino Valley edition.

Board Member Glen Anderson

- chARTS COMMITTEE –
 - Art Gallery – Board Member James-Perez provided an update on behalf of Board Member Anderson. She stated that the recent Open Mic Night at the Art Gallery was a success with a lot of participation. She noted that interest in the gallery continues to grow, with members of the public even inquiring about hosting private events. However, she clarified that this is not feasible due to the gallery's limited operating hours. She also shared that more artists are expressing interest in displaying their work at the gallery. Additionally, she reported that the new art show featuring artist Fawn Witten opened on May 8th at the Community Center. Board Member Capps asked whether additional publicity could be done to raise awareness of the Art Gallery, noting that some community members are still unaware of its existence. Board Member James-Perez responded that the gallery does have an active Instagram page, which has been receiving a good amount of engagement. She added that while they are continuing to promote the gallery through social media, they are mindful of its limited operating hours and want to ensure visitor turnout remains manageable. Board Member Cattern further noted that the gallery also has a dedicated website, chinohillsartgallery.com, which serves as an additional resource for the public.

Board Secretary Faulhaber

- VOLUNTEER COMMITTEE – Board Member Faulhaber stated she is coordinating potential volunteers for the Wine Walk and plans to send out invitations in late June to past volunteers to gauge their interest in participating again this year.

BOARD COMMENTS

Kramer: Board Member Kramer thanked everyone who attended the Los Serranos Country Club 100th Anniversary Reception.

Cattern: Board Member Cattern announced that the Historical Society will be hosting a 100th Anniversary Dinner and Reception at Los Serranos Country Club on June 9th at 7:00 p.m.

Bogner: Board Member Bogner expressed his support for donating to the Pinehurst Park Community Center and Splash Pad project, emphasizing that it is one of the most significant upcoming projects and questioning what other projects would be more deserving of their support.

Moran: Board Vice Chair Moran shared that she received a request from a community member interested in partnering with the Foundation to support a Chino Hills youth symphony. She inquired about how the Foundation might consider this proposal. Board Member Capps responded that she will look into the request and follow up accordingly.

James-Perez: Board Member James-Perez thanked the Board for recommending her and other members for reappointment to an additional four-year-term. She also shared that the Chino Valley Community Chorus will be performing at the Farmer's Market on Wednesday, May 14th.

ADJOURNMENT

Board Chair Rogers adjourned the meeting at 5:27 p.m.

Respectfully submitted by:

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

STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

DATE: JULY 21, 2025

ITEM NO.: 03

SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of June 30, 2025.

BACKGROUND/ANALYSIS:

The Financial Report as of June 30, 2025 is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. The Unrestricted balance as of June 30, 2025 is \$887,956.

Temporarily Restricted:

These funds are donations which the donor has designated or restricted use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The board, at the March 2016 meeting, approved a donation of \$10,000; at the September 2019 meeting, an additional \$6,700 was approved.
- B. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.
- C. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.

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 June 30, 2025, is \$47,142.

CHINO HILLS COMMUNITY FOUNDATION

Statement of Activities

As of June 30, 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	\$ 99,406	\$ -	\$ 6,000	\$ -	\$ -	\$ 105,406	\$ 30,406
Special Events	91,250	91,250	105,987	-	18,258	-	-	124,245	32,995
Interest Income	-	-	31,507	-	-	-	1,630	33,137	33,137
Total Operating Revenue	166,250	166,250	236,899	-	24,258	-	1,630	262,788	96,538
Operating Expenses:									
Program Services:									
Adopt-A-Family Program	2,400	2,400	1,459	-	-	-	-	1,459	(941)
Summer Day Camps	17,200	17,200	17,136	-	-	-	-	17,136	(64)
Utility Box Art Program	10,000	20,000	-	-	-	-	-	-	(20,000)
AED Machines	4,200	4,200	4,200	-	-	-	-	4,200	-
Chino Hills Historical Society	2,500	2,500	2,500	-	-	-	-	2,500	-
McCoy Equestrian	-	2,500	-	-	-	-	-	-	(2,500)
Total Program Expenses	36,300	48,800	25,295	-	-	-	-	25,295	(23,505)
Supporting Services:									
Fundraising	60,631	60,631	38,734	-	11,251	-	-	49,985	(10,646)
Administration	17,800	18,510	18,868	-	-	-	-	18,868	358
Total Support Services	78,431	79,141	57,602	-	11,251	-	-	68,852	(10,289)
Total Operating Expenses	114,731	127,941	82,897	-	11,251	-	-	94,148	(33,793)
Changes in Net Assets	\$ 51,519	\$ 38,309	\$ 154,002	\$ -	\$ 13,008	\$ -	\$ 1,630	\$ 168,640	\$ 130,331
Net Assets, beginning of the year	811,314	708,514	733,954	7,127	40,134	3,000	47,142	831,357	
Net Assets, end of the year	<u>\$ 862,833</u>	<u>\$ 746,823</u>	<u>\$ 887,956</u>	<u>\$ 7,127</u>	<u>\$ 53,142</u>	<u>\$ 3,000</u>	<u>\$ 48,772</u>	<u>\$ 999,997</u>	

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
As of June 30, 2025

	PROGRAM SERVICES	Fundraising			Administration	Total
		2025			General	
		Wine Walk	chARTS	Total	Management	
Operating Revenues:						
Contributions:						
Sales	\$ -	\$ 105,015	\$ 10,170	\$ 115,185	\$ -	\$ 115,185
Donations/Sponsorships	20,000	79,112	6,000	85,112	-	105,112
Other Revenues	294	560	8,088	8,648	412	9,354
Interest Income	33,137	-	-	-	-	33,137
	<u>53,431</u>	<u>184,687</u>	<u>24,258</u>	<u>208,945</u>	<u>412</u>	<u>262,788</u>
Operating expenses:						
Licenses & Permits	-	-	-	-	-	-
Memberships	-	-	-	-	450	450
Liability Insurance	-	-	-	-	6,337	6,337
Financial Services	-	612	-	612	260	873
Computer Services	-	-	-	-	5,600	5,600
Contractual Services	-	-	-	-	1,801	1,801
Advertising & Promotion	-	-	-	-	-	-
Printing Services	-	2,532	262	2,795	74	2,869
Postage	-	-	-	-	88	88
Office Supplies	-	-	-	-	-	-
Special Parts and Supplies	-	9,588	3,384	12,971	4,038	17,009
Concessions	-	-	-	-	-	-
Administrative Overhead	-	-	-	-	-	-
Entertainment	-	-	7,500	7,500	-	7,500
Catering and Refreshments	-	-	-	-	-	-
Rentals	-	25,949	-	25,949	220	26,169
Taxes	-	52	105	157	-	157
Scholarships, Grants & Awards	<u>25,295</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,295</u>
	\$ 25,295	\$ 38,734	\$ 11,251	\$ 49,985	\$ 18,868	\$ 94,148
Changes in Net Assets	<u>\$ 28,135</u>	<u>\$ 145,952</u>	<u>\$ 13,008</u>	<u>\$ 158,960</u>	<u>\$ (18,456)</u>	<u>\$ 168,640</u>

CHINO HILLS COMMUNITY FOUNDATION
Statement of Functional Activities
Cultural Arts Committee
As of June 30, 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	-	3,107	-	3,107
Concessions	-	-	1,695	1,695
Other	-	-	3,286	3,286
Interest Income	-	-	-	-
	-	3,107	21,151	24,258
Operating expenses:				
Licenses & Permits	-	-	-	-
Liability	-	-	-	-
Financial Services	-	-	-	-
Computer Services	-	-	-	-
Contractual Services	-	-	-	-
Advertising & Promotion	-	-	-	-
Printing Services	-	-	262	262
Postage	-	-	-	-
Office Supplies	-	-	-	-
Special Parts and Supplies	97	1,827	1,459	3,384
Concessions	-	-	-	-
Administrative Overhead	-	-	-	-
Entertainment	300	-	7,200	7,500
Catering and Refreshments	-	-	-	-
Rentals	-	-	-	-
Taxes	-	-	105	105
Scholarships, Grants & Awards	-	-	-	-
Donations	-	-	-	-
	\$ 397	\$ 1,827	\$ 9,026	\$ 11,251
Changes in Net Assets	\$ (397)	\$ 1,280	\$ 12,125	\$ 13,008



STAFF REPORT

TO: BOARD MEMBERS
FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR
SUBJECT: PROGRAM UPDATES

DATE: JULY 21, 2025

ITEM NO.: 04

RECOMMENDATION:

Receive program updates report.

BACKGROUND/ANALYSIS:

Scholarship Program

A total of 21 scholarship applications were received for the program. A scholarship was awarded to 19 children, allowing them to participate in four or five weeks of the program, for a total of \$17,136.

Utility Box Art Program

Installations scheduled for this year have been delayed. The last cycle is now expected to be completed in FY 25/26.



CHINO HILLS COMMUNITY FOUNDATION BUDGET AMENDMENT

BA # 26B002

 Description: Utility Box Art Program

 Date: 7/21/2025

 Requested by: Sarah Snyder

 Total Expend: \$ 20,000.00

 Dept/Div: Chino Hills Community Foundation

 Total Revenue: \$ -
EXPENDITURES

GL String/Project String	Account Description	Current Budget	Proposed Amendment	Amended Budget
CHCF010-DONATIONS-UTILBOXART	CHCF - UTILITY BOX ART PROGRAM	\$ 10,000.00	\$ 20,000.00	\$ 30,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

REVENUES

GL String/Project String	Account Description	Current Budget	Proposed Amendment	Amended Budget
				\$ -
				-
				-
				-
				-
				-

REASON/JUSTIFICATION

To record for Special Requests Rollovers of unspent funds totaling \$20,000 for the Utility Art Program, consisting of \$10,000 previously rolled over from FY 2023-24 and \$10,000 from FY 2024-25, to be carried forward to FY 2025-26.



STAFF REPORT

TO: BOARD MEMBERS

DATE: JULY 21, 2025

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 06

SUBJECT: COMMITTEE APPOINTMENTS

RECOMMENDATION:

Appoint board members to the following committees for FY 2025-26: Board Development, Fund Development, Finance & Investment, Public Affairs, Strategic Planning, and Volunteer committees.

BACKGROUND/ANALYSIS:

Every year, at the July board meeting, board members are assigned to serve on the various committees. Attached is a description of the roles and responsibilities of the committees, as well as current committee assignments. No more than six board members shall serve on each committee.

Chino Hills Community Foundation Board Committee Appointments

FY 2024-2025

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning	Volunteer
Cynthia Moran	x	x			x		x
Darrin Lee		x			x		
Darryll Goodman			x	x			
David Kramer						x	
Denise Cattern					x(c)		x
Delinia Lewis				x	x		
Glen Anderson		x				x	
Grace Capps			x			x(c)	
Kathleen Smith		x	x				x
Mary Faulhaber	x						x(c)
Peter Pirritano	x		x(c)	x(c)			
Peter Rogers	x(c)	x(c)		x		x	
Rick Shiba			x	x			
Samantha James Perez					x	x	x
Spencer Bogner		x	x	x			
Sylvia Nash							x

FY 2025-2026

	Executive	Board Development	Finance & Investment	Fund Development	Public Affairs	Strategic Planning	Volunteer
Cynthia Moran	x						
Darrin Lee							
Darryll Goodman							
David Kramer							
Denise Cattern							
Delinia Lewis							
Glen Anderson							
Grace Capps							
Kathleen Smith							
Mary Faulhaber	x						
Peter Pirritano	x						
Peter Rogers	x(c)						
Rick Shiba							
Samantha James Perez							
Spencer Bogner							
Sylvia Nash							

(c) committee chair

CHINO HILLS COMMUNITY FOUNDATION
BOARD COMMITTEES
Revised: May 11, 2020

Executive Committee

Comprised of the Officers of the Foundation

Responsibilities include, but are not limited to:

1. Approval of agendas for full Board meetings.
2. Action on issues requiring attention between Board meetings, as authorized by the full Board.
3. Preliminary discussion and review of issues prior to presentation to full Board for action.
4. Completion of tasks not delegated to other Board Committees.
5. Evaluation of staff and consultants' job performance, as required.
6. Action on other issues as authorized by the full Board.
7. Approval of all leadership and donor recognition programs.

Board Development Committee

Responsibilities include, but are not limited to:

1. Evaluation of Board leadership requirements.
2. Development of criteria for Board membership.
3. Screening Board candidates.
4. Recommendations of potential Board members for consideration by the full Board.
5. Approval of orientation and training programs for new Board members.
6. Development of "continuing education" programs for Board members.
7. Approval of evaluation and assessment guidelines to measure the effectiveness of Board members.
8. Development of programs to increase community involvement with the foundation and its fundraising programs.

Finance and Investment Committee

Responsibilities include, but are not limited to:

1. Financial oversight of all Foundation activities.
2. Establishment of acceptable accounting procedures in concert with the appropriate staff of the City of Chino Hills.
3. Recommendations concerning the budget required to support Foundation activities.

4. Recommendations regarding cash management and investment policies and procedures for Board consideration and approval.
5. Oversight of the preparation of giving policies and treasury procedures for the acceptance and recording of gifts to the Foundation.
6. Recommendations regarding accounting software and bookkeeping procedures.
7. Development of policies related to endowment and special funds within the Foundation.
8. Oversight of all financial reporting, development of financial statements and the conduct of an annual audit and report of Foundation activities in cooperation with the City of Chino Hills.

Fund Development Committee

Responsibilities include, but are not limited to:

1. Development of fundraising plans.
2. Determination of leadership and organizational requirements to support fundraising through the Foundation.
3. Identification of immediate and long-term fundraising objectives for each element of the development program, including individual gifts, corporate and business gifts, grants, special events, giving clubs, direct mail and planned giving.
4. Appointment of sub-committees, subject to full Board approval, to assist with the various elements of the fundraising program, including Special Events and Planned Giving.
5. Development of an annual calendar and timetable for all fundraising activities.
6. Enlistment of fundraising leaders from the wider community, with the assistance of the Board Development Committee, to assist with the Foundation's fundraising activities.
7. Assistance with the implementation of the fundraising plan, including prospect identification, cultivation and solicitation, as appropriate.

Public Affairs Committee

Responsibilities include, but are not limited to:

1. Recommendations related to public relations plans and activities that will fully inform the residents and businesses in the city of Chino Hills and surrounding communities of the Foundation's mission, giving opportunities and importance in helping meet community needs.
2. Coordination of public relations activities to ensure communication, coordination and cooperation between the Foundation, the City of Chino Hills and other governmental agencies.
3. Development of printed materials required to support the Foundation, its volunteers and the various components of the fundraising program.

4. Identification of other public relations requirements, i.e. audio-visual presentations, website development, etc., to promote the Foundation.
5. Assistance with the implementation of all aspects of the public relations and government relations programs.
6. Development of a Speakers' Bureau to promote the Foundation and its activities and identification of organizations and key groups for presentations.
7. Recommendations regarding organizations and groups in which the Foundation should consider membership.

Strategic Planning Committee

Responsibilities include, but are not limited to:

1. Development and annual update of a long-range plan for the Foundation.
2. Recommendations related to the process required to identify community needs and projects for possible support by the Foundation.
3. Identification of opportunities to develop "donor advised" funds as part of the Foundation's endowment.
4. Evaluation of other issues and opportunities for the Foundation.

Volunteer Committee

Responsibilities include, but are not limited to:

1. Recruit volunteers to assist the Foundation with fundraising and public relations activities.
2. Screen volunteer candidates
3. Approval of orientation and training programs for new volunteers.
4. Approval of evaluation and assessment guidelines to measure the effectiveness of volunteers.

All Board members are expected to assist with Foundation fundraising activities and events.

Board members may serve on all Board committees with the exception of the Executive Committee.

STAFF REPORT

TO: BOARD MEMBERS

DATE: JULY 21, 2025

FROM: JONATHAN MARSHALL
COMMUNITY SERVICES DIRECTOR

ITEM NO.: 07

SUBJECT: CHINO HILLS COMMUNITY FOUNDATION DONATION FOR
PINEHURST PARK COMMUNITY BUILDING AND SPLASH PAD
PROJECT

RECOMMENDATION:

1. Approve a donation to the City of Chino Hills in the amount of \$500,000 for the Pinehurst Park Community Building and Splash Pad Project.
2. Approve a budget amendment in the amount of \$500,000 for a donation to the City of Chino Hills for the Pinehurst Park Community Building and Splash Pad Project.

BACKGROUND/ANALYSIS:

At the May 12, 2025 Foundation Board Meeting, the Board requested that the Strategic Committee meet to discuss a potential donation to the City of Chino Hills in support of the Pinehurst Park Community Building and Splash Pad project. The Strategic Committee has since reviewed the proposal and is recommending a \$500,000 donation to the City. Attached is the full proposal for review.



CHINO HILLS COMMUNITY FOUNDATION BUDGET AMENDMENT

BA # 26B001

 Description: Pinehurst Community Center Project

 Date: 7/21/2025

 Requested by: Sarah Snyder

 Total Expend: \$ 500,000.00

 Dept/Div: Chino Hills Community Foundation

 Total Revenue: \$ -
EXPENDITURES

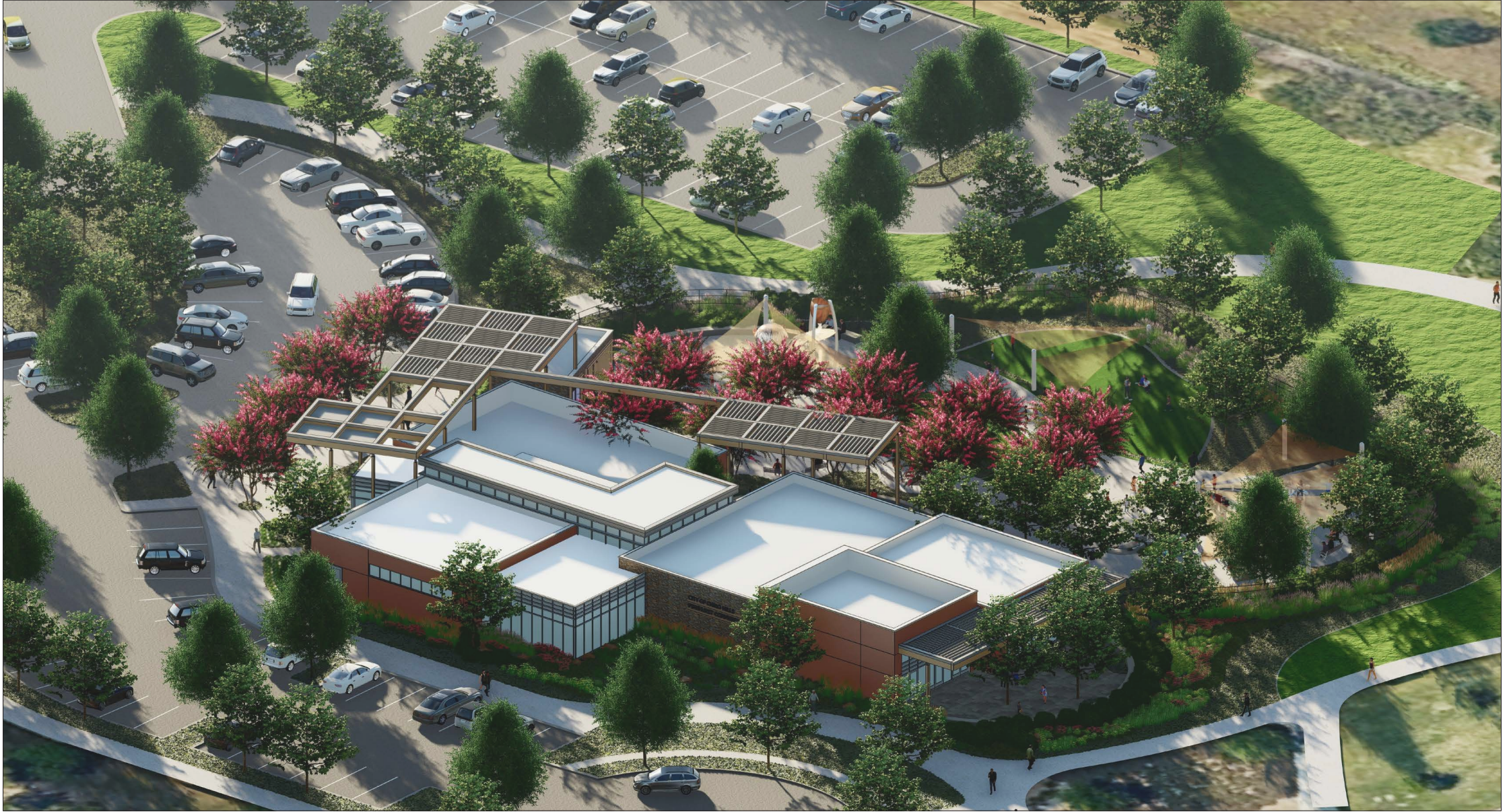
GL String/Project String	Account Description	Current Budget	Proposed Amendment	Amended Budget
CHCF010-DONATIONS-OTHERCOST	CHCF - FOUNDATION DONATION	\$ -	\$ 500,000.00	\$ 500,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

REVENUES

GL String/Project String	Account Description	Current Budget	Proposed Amendment	Amended Budget
				\$ -
				-
				-
				-
				-
				-
				-

REASON/JUSTIFICATION

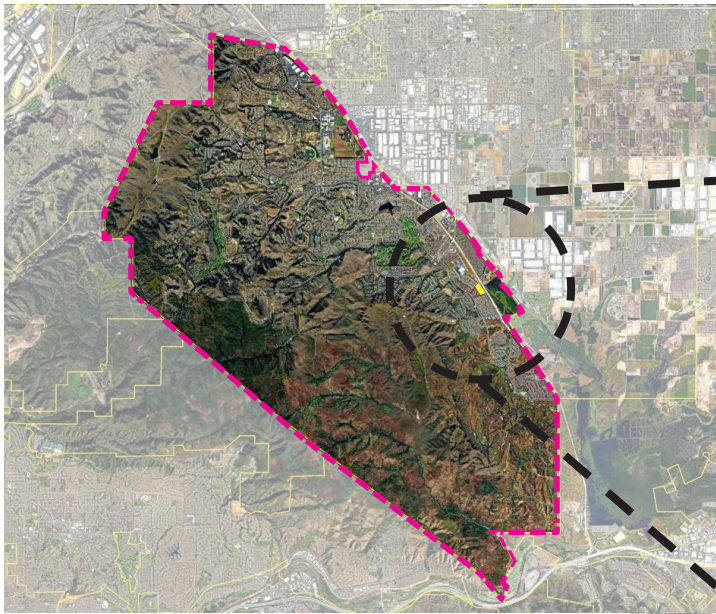
To appropriate the Community Foundation Fund for the donation to the City of Chino Hills for the Pinehurst Community Center Project.



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

Idea Page

Idea Name			Idea Log #	
Board Member Sponsor				
Planned Start Period		Planned Finish Period		
Total Project Cost				
Current State				
Desired End State				

Improve Local Facilities

Improve current community facilities

Enhance Education

Provide opportunities for personal development and knowledge

Protect Environment

Mitigate risks to and sustain the beauty of our surroundings

Promote the Arts

Support the growth of and the exposure to the arts in the community

**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) TBD Concert Series #1: Tickets on Sale
FEBRUARY	8 Summer Rec Guide DEADLINE 3 Volunteer Recognition 6 Concert Series #1: Tickets on Sale	TBD Summer Rec Guide DEADLINE 2 Volunteer Recognition 26 Concert Series #1: Tickets on Sale	TBD Summer Rec Guide DEADLINE 1 Volunteer Recognition
MARCH	17 Board Meeting 22 Kids Art Exploration 10 Wine Walk Vendor/Sponsors Live	16 Board Meeting TBD Kids Art Exploration TBD Concert Series #2: Tickets on Sale	15 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD TBD Concert Series #2: Tickets on Sale
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 TBD Art Show #1: TBD	1 Wine Walk Planning Begins 17 Board Meeting TBD Concert Series #2 - TBD TBD Wine Walk Webpage LIVE TBD Fall Rec Guide DEADLINE TBD Art Show #1
JUNE	Concert Series #2: CANCELLED		
JULY	17 Concert Series #3: Tickets on Sale 21 Board Meeting 30 Wine Walk Tickets on Sale	9 Concert Series #3: Tickets on Sale 20 Board Meeting 29 Wine Walk Tickets on Sale	19 Board Meeting 28 Wine Walk Tickets on Sale
AUGUST	20 Art Show #2: Paul Rozsa 28 Winter Rec Guide DEADLINE	TBD Art Show #2: TBD TBD Winter Rec Guide DEADLINE	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	20 Board Meeting TBD Art Show #2
OCT.	11 Chino Hills Wine Walk	10 Chino Hills Wine Walk	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