

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
May 12, 2014
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Chair Moran called the Chino Hills Community Foundation Meeting to order at 3:30 p.m.

II. PLEDGE OF ALLEGIANCE

Lisa McPheron led the Assembly for the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Hughes	Derek S. Williams
	Bill Taylor*	Grace Capps*
	Cynthia Moran	Lisa McPheron
	Dan Capener	Peter Rogers
	David Kramer*	Steven Elie*
	David Robbins	Sylvia Nash

ABSENT:	Brian Pollack	Wayne Scaggs*
	John Young	

ALSO PRESENT: Alma Hernandez, Administrative Analyst II
Kimberly Albarian, Recreation Supervisor
Donna Siebert, The Shoppes General Manager
Delinia Lewis, CA Dept. of Corrections and Rehabilitation
Aimee Holliday, Equestrian Community

* Note: Bill Taylor arrived at 3:40 p.m.
David Kramer arrived at 3:32 p.m.
Grace Capps arrived at 4:00 p.m.
Steven Elie left at 4:52 p.m.

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. BOARD MEMBER INTRODUCTIONS

A round table introduction was done for the benefit of Ms. Siebert, Ms. Lewis, and Ms. Holliday.

VI. RECEIVE AND FILE FINANCIAL AND QUARTERLY INVESTMENT REPORTS

Received and filed.

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VII. ACTION ITEMS

a) Approval of March 10, 2014 Meeting Minutes

On motion by Sylvia Nash, seconded by Derek Williams, the Meeting Minutes of March 10, 2014 were approved. All in favor. MOTION CARRIED.

b) Re-appointment of Board Member Capener

On motion by Bill Hughes, seconded by Vice Chair Rogers, the nomination for re-appointment of Dan Capener was approved. All in favor. MOTION CARRIED.

c) Approve new Board members: Donna Siebert, Delinia Lewis, and Aimee Holliday

On motion by Sylvia Nash, seconded by Steven Elie, the nomination for the appointment of Ms. Siebert, Ms. Lewis, and Ms. Holliday was approved. All in favor. MOTION CARRIED.

d) Election of Officers: Chair, Vice Chair, Treasurer, Secretary

On motion by Bill Hughes, seconded by Sylvia Nash, the following members were elected as Officers of the Board. All in favor. MOTION CARRIED.

Chair – Peter Rogers
Vice Chair – Lisa McPheron
Treasurer – Derek Williams
Secretary – John Young

e) Approve Annual Budget

On motion by Derek Williams, seconded by Sylvia Nash, the Annual Budget for FY 2014/15 was approved. All in favor. MOTION CARRIED.

f) Wine Walk – Fee Increase

On motion by Bill Taylor, seconded by Grace Capps, the fee increase to \$45 for the cost of tickets to the Wine Walk was approved. All in favor. MOTION CARRIED.

VIII. DISCUSSION ITEMS

a) High School Financial Planning Seminar by Ted Athens

Vice Chair Rogers stated that the financial seminars by Ted Athens are free with no cost to the Foundation. The cost of materials would be funded by a grant received by Ted Athens. The Foundation's role would be to promote the event.

The Board discussed the possibility of having a seminar that was open to everyone or directed at seniors as a test. Then a subsequent seminar targeted for high school students.

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Mr. Taylor stated that he is involved with the AVID classes and could assist. Ms. Lewis stated that she is involved with the Boosters of Chino Hills High School. The Board decided to form an Ad hoc Committee with Peter Rogers, Delinia Lewis, and Bill Taylor. Committee will report to the Board in July.

b) 2014 – 2015 Foundation Marketing and Website Strategy

Chair Moran stated that marketing the Foundation is crucial to its success. Ms. McPheron suggested a volunteer or college intern to assist with the updates.

c) chARTS

Vice Chair Rogers reported that the Chino Hills Cultural Arts started about a year ago to bring arts into the City. The Cultural Arts Committee successfully presented their first arts show. The show attracted over 325 guests and there is strong demand for an encore performance.

Chair Moran asked how the budget process is set up for chARTS. Ms. Hernandez stated that chARTS needs to submit a calendar of events with a detailed budget for each event to the Board for approval.

d) Audit

Chair Moran announced that the City would pay for the Foundation's audit.

e) DonorPerfect Software

Ms. Hernandez gave a short presentation on the software. She is currently in the process of setting up the database and expects completion by June 30.

f) Future Projects and/or Programs to Support

Chair Moran stated that the Community Center needs an additional stage module for future performances. She also suggested that a piano for the lobby area would be a great enhancement to the facility.

Vice Chair Rogers announced that the Foundation is promoting another brick program at the cost of \$150 for a 4x8 brick and \$375 for an 8x8 brick. Funds raised through the brick program would be designated for the Community Center.

Additional suggestions given for enhancements were lighting, sound system, additional picnic benches, and shade.

Vice Chair Rogers stated that Supervisor Ovitt is paying for the cost of permanent artwork for the facility.

IX. FUNDRAISING EVENTS

a. Spring Home Tour - Recap

Ms. Nash reported that the Spring Home Tour was a success with \$10,000 in sponsorships received this year.

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She reported that there were two reported incidents of falls at two different homes. The Board took great efforts in securing booties with rubberized soles. After inspections, booties donated this year were deemed of inferior to those that were purchased. For next year's event, organizers will conduct thorough inspections of booties to ensure that they are of high quality.

Next year's home tour scheduled for April 19, 2015 already has possible show homes.

Ms. Nash suggested securing a better sound system for next year's reception. She noted that the raffle sheets worked well.

b. Wine Walk

Vice Chair Rogers reported that the Committee needs more volunteers for the event. Some possibilities this year include getting sponsors for bamboo plates with the sponsor's logo.

Ms. Hernandez announced that the new software to purchase tickets would be less cumbersome for residents. The City purchased a new ticketing module that will be similar to the process on Eventbrite. In addition, a barcode appears on the tickets when printed after purchase to facilitate the check-in process at the door.

X. COMMITTEE REPORTS

None.

XI. COMMENTS

None.

XII. ADJOURNMENT

Chair Moran adjourned the meeting at 5:17 p.m. to the next regular meeting on July 14, 2014.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation