

MINUTES
CHINO HILLS COMMUNITY FOUNDATION MEETING
March 9, 2015
Chino Hills Government Center
Community Room
14000 City Center Drive, Chino Hills, California

I. CALL TO ORDER

Chair Rogers called the Chino Hills Community Foundation Meeting to order at 4:04 p.m.

II. PLEDGE OF ALLEGIANCE

David Kramer led the Assembly for the Pledge of Allegiance.

III. ROLL CALL

PRESENT:	Bill Taylor	Grace Capps
	Dan Capener	Jeff Rieger
	David Kramer	Lisa McPheron
	David Robbins	Peter Rogers
	Delinia Lewis	Sylvia Nash
ABSENT:	Aimee Holliday	Cynthia Moran
	Bill Hughes	Derek S. Williams
	Brian Pollack	John Young
ALSO PRESENT:	Alma Hernandez, Management Analyst II	
	Kim Albarian, Recreation Supervisor	

IV. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

V. BOARD MEMBER INTRODUCTIONS

Chair Rogers reported that the following Board members' terms are expiring on June 30, 2015: Robbins, Rieger, Lewis, and Hughes. He encouraged these members to indicate their intentions of renewing their membership to the Board to place their nomination on the agenda at the next meeting.

VI. RECEIVE AND FILE FINANCIAL AND QUARTERLY INVESTMENT REPORTS

On motion by Dan Capener, seconded by Lisa McPheron, the financial and quarterly investment reports were received and filed. All in favor. MOTION CARRIED.

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VII. ACTION ITEMS

a. Approve January 12, 2015 Meeting Minutes

On motion by Sylvia Nash, seconded by Jeff Rieger, the Meeting Minutes of January 12, 2015 were approved as corrected. All in favor. MOTION CARRIED.

b. Approve Strategic Plan Proposal

On motion by Lisa McPheron, seconded by Sylvia Nash, the Board approved the Strategic Plan Proposal in processing request for future projects in accordance with the Foundation bylaws and mission. All in favor. MOTION CARRIED.

c. Review and Approve Adaptive Swing Proposal

On motion by Sylvia Nash, seconded by Lisa McPheron, a donation in the amount of \$3,500 for the purchase and installation of adaptive swings at City parks for special needs children was approved. All in favor. MOTION CARRIED.

VIII. DISCUSSION ITEMS

a. Board Commitment Form - Ms. Hernandez reported that the Board approved the annual Commitment Form earlier this fiscal year. The forms are to be completed by the members to express their commitment to the Board and in what specific area they are able to assist. This form will be completed on an annual basis. Ms. Albarian stated that the forms are completely confidential.

b. Conflict of Interest Statement – Ms. Hernandez stated that the annual Conflict of Interest Statement must be completed by every Board member as part of the Conflict of Interest Policy.

c. Preliminary Proposed Budget – Ms. Hernandez reported that the budget is only a proposed preliminary budget; and the final budget will be on the agenda for a vote at the annual meeting. She added the current year actuals to the adopted budget to project the status for the next fiscal year. The only thing added was the Adopt-a-Family Program. Staff proposes to add this at \$1,700 this fiscal year. Another proposal for a change would be the Senior Scholarship Program due to a low turnout for the Senior Scholarship Program with only four seniors applying. Staff inquired if the Board would like to sponsor the Active Adult Program by subsidizing transportation costs in lieu of the senior scholarship program. If the Board subsidizes the transportation, staff estimates the fee can be reduced from \$15 to \$20 per participant. The Board was open for discussion and asked that “New Idea Page” be completed.

Chair Rogers asked staff about the Summer Day Camp sponsorship. Ms. Albarian stated that the application process had slowed down a bit but staff is working with Community Relations on a press release to encourage more residents to apply. Ms. Hernandez stated that those who were awarded

scholarships are more likely to wait for the summer brochure to come out and use their scholarship.

Mr. Taylor asked if the funds are spent or if the balance is rolled over to the following fiscal year. Ms. Hernandez stated that funding is on an annual basis and is expended on a reimbursement basis only.

Mr. Taylor asked how many residents could apply that has not applied in the previous year. Ms. Hernandez stated that a resident could be awarded two years consecutively and would have to be off the program the following year.

- d. New Website – Chair Rogers stated that the goal was to work on the website. He added that the website shows the most current information, including the Facebook page for the Foundation and the Facebook page on the chARTS on the home page. More funds were expended this year to update the website.

IX. UPCOMING EVENTS

- a. Singer/Songwriter Series – Saturday, March 28
Chair Rogers reported that Glen Anderson is going to put out a flier to approach the high schools to encourage younger artists to perform or write songs for free concerts.
- b. Home Tour – Ms. Nash reported the following:
 - Three wonderful homes have been secured and photos have been taken for the ads.
 - Two Estate (\$2,500) sponsorships have been received; three banners will strategically be displayed throughout the City with the Estate sponsor logos. Ms. Nash reminded the Board to help get the word out about the Home Tour.
 - Ms. Lewis has been doing a great job for advertising for the program. Some of those who advertised also have become a sponsor for the event.
 - Bag Insert Project was turned over to Laura Seltzer this year and for \$100, sponsors are able to provide items to place in the bag, including footsies, water bottle, and promotional items they wish to give to the participants.
 - Docent training will be held on Monday, April 16, 6:15 pm, at the Community Center
 - Marketing efforts include social media; including access to Chino Hills Connection with 8,000 subscriber. Ms. Capps suggested to post in the Vellano display board. Ms. Capps suggested posting a flier at the golf course would also help to reach another demographic. Ms. Nash also suggested that posting in The Shoppes display would also be a great media outlet. Jeff Reiger suggested announcing the event at the City community outreach event on March 19. Chair Rogers stated that a flier could be created and distributed at the event. He added that the flier was also in the Recreation brochure that is scheduled for

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distribution to 24,000 homes; including an e-mail blast through Constant Contact. Ms. Nash added that advertising is also done in the Chino Hills Champion.

X. COMMITTEE REPORTS:

None.

XI. COMMENTS

Grace Capps reported that there is an interest in forming a youth group that would function under the umbrella of the Foundation but more research has to be done to see if there is a real need for a youth group. She asked that should anyone find an area of need for a youth group to participate, she would like to have a discussion about this opportunity at the next meeting.

David Kramer suggested that it would be great to have a representative from each school to see how the organization operates and take the information back to their school. He asked for an update on the School District's plan to have a performing arts center. Chair Rogers stated that the School District wants to do a school bond and would like to rebuild Chino High as a school model, maybe a performing arts center in Chino and Chino Hills. However, it is still too early in the process and they are still looking for people who work on a bond. Mr. Kramer stated that the Bonita School District built a 700- seat performing arts center in the parking lot of a school that looks like a little Nokia Theater.

XII. ADJOURNMENT

Chair Rogers adjourned the meeting at 5:25 p.m. to the next regular meeting on May 11, 2015.

Respectfully submitted by:

Carmen Fructuoso-Canter
Community Services Department

Signed by:

John Young, Board Secretary
Chino Hills Community Foundation