

MINUTES

CHINO HILLS COMMUNITY FOUNDATION

JULY 10, 2017
REGULAR MEETING

CHINO HILLS COMMUNITY CENTER
14250 PEYTON DRIVE, CHINO HILLS, CALIFORNIA

CALL TO ORDER

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:13 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Glen Anderson led the Assembly for the Pledge of Allegiance.

ROLL CALL

PRESENT:	BOARD MEMBERS:	
	DARRIN LEE	DELINIA LEWIS
	GLEN ANDERSON	GRACE CAPPS (arrived at 4:25)
	KATHLEEN SMITH	PETER ROGERS
	SPENCER BOGNER	SYLVIA NASH

ABSENT:	BOARD MEMBERS:	
	AIMEE DAVIS	BILL HUGHES
	BILL TAYLOR	CYNTHIA MORAN
	DAN CAPENER	DARRYLL GOODMAN
	DAVID KRAMER	

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SVCS. DIRECTOR
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST
MELISSA ARMIT, COMMUNITY SVCS. SUPERVISOR

PRESENTATIONS

INTRODUCTION – New Board Member

Chair Roger welcomed new Board Member Kathleen Smith.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

FOUNDATION DEPARTMENT BUSINESS – ACTION ITEMS

APPROVE MAY 8, 2017, FOUNDATION MEETING MINUTES

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Motion was made by Board Member Delinia Lewis and seconded by Board Member Glen Anderson to approve the meeting minutes as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, LEE, LEWIS, ROGERS.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NASH, SMITH

ABSENT: BOARD MEMBERS: CAPENER, CAPPS, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF JUNE 30, 2017

Motion was made by Board Member Sylvia Nash and seconded by Board Member Glen Anderson. The Board received and filed the Financial Report as of June 30, 2017, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, LEE, LEWIS, NASH, ROGERS, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, CAPPS, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

RECEIVE AND FILE REPORT ON THE SUMMER SCHOLARSHIP PROGRAM

Motion was made by Board Member Spencer Bogner and seconded by Board Member Darrin Lee. The Board received and filed the summer scholarship program report as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, LEE, LEWIS, NASH, ROGERS, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

APPOINT NEW INVESTMENT TRUSEE

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Motion was made by Sylvia Nash and seconded by Kathleen Smith to appoint Finance Director Christa Buhagiar as Investment Trustee to the Foundation.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, LEE, LEWIS, NASH, ROGERS, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

APPROVE CHARTS BUDGET

Motion was made by Glen Anderson and seconded by Spencer Bogner approve the chaRTS budget as submitted.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, LEE, LEWIS, NASH, ROGERS, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

DISCUSSION CALENDAR

APPOINT BOARD MEMBERS TO THE FOLLOWING COMMITTEES FOR FISCAL YEAR 2017-18

BOARD DEVELOPMENT	FINANCE & INVESTMENT
FUND DEVELOPMENT	PUBLIC AFFAIRS
STRATEGIC PLANNING	

Due to the low attendance of the meeting, only chair positions were appointed. Committee members will be assigned at the next board meeting.

Board Development: Peter Rogers Finance & Investment: Dan Capener

Fund Development: Sylvia Nash Public Affairs: Cynthia Moran

Strategic Planning: Grace Capps

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Motion was made by Peter Rogers and seconded by Sylvia Nash to appoint the aforementioned Committee Chair positions.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, LEE, LEWIS, NASH, ROGERS, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

REVIEW PRIOR YEAR STRATEGIC GOALS BENCHMARK

Vice Chair Capps stated that upon comparison of the past two years' gross income figures, the Foundation revenues have remained flat. She stated that per the Foundation strategic plan, the goal is to attain a 10% annual increase in revenues. Chair Rogers suggested that the Board review this again in another year since a major event was added this last year that could have skewed the figures. Vice Chair Capps recommended that the Foundation review its mission periodically to keep a focus on its goals.

REVIEW OF FY 2016-2017 PRELIMINARY DONOR LIST

The preliminary donor list for donations received through June 30, 2017, was presented. The donor's wall at the Community Center will be updated accordingly.

DISCUSS GIRL SCOUT GOLD AWARD PROJECT

Alma Hernandez received a request for the Foundation to sponsor a Girl Scout project. Since the project would be taking place on City property, the requestor will have to meet the City's insurance requirements.

Motion was made by Spencer Bogner and seconded by Glenn Anderson to accept the Girl Scout project sponsorship request pending verification of insurance coverage.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPPS, LEE, LEWIS, NASH, ROGERS, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPENER, DAVIS, GOODMAN, HUGHES, KRAMER, MORAN, TAYLOR.

PROVIDE DIRECTION ON HOLIDAY HOME TOUR

Melissa Armit stated there was conflicting information regarding the details of the Home Tour from two different Foundation meeting discussions and asked for clarification. Ms. Nash clarified that the March 13th meeting discussion gave the accurate event detail.

PROVIDE DIRECTION ON UPDATES TO THE COMMUNICATION PLAN

Chair Rogers will review the plan and update it as necessary.

COMMITTEE REPORTS

WINE WALK

Chair Rogers gave an update of Wine Walk. Sponsorships and wine donations are still being pursued. The goal is to have 22 host locations, versus having 20 last year, to be able to increase ticket sales of 650 last year. The after party will likely be in the same location as last year, the empty space next to Kickin Crab. There will be a mini beer garden this year.

CHARTS UPDATE

Board Member Anderson gave an update on upcoming chARTS events. There will be a free concert at the Community Center featuring Derek Bordeaux in September. Other free community events are in the review and planning stages.

BOARD COMMENTS

Capps: Vice Chair Capps asked about the chARTS budget reflecting a net loss. Chair Rogers pointed out a new line item reflecting an insurance premium. She asked about a statement of cash balance. Ms. Hernandez stated that Finance generates that report quarterly. The last report was presented at the last board meeting.

Bogner: Board Member Bogner welcomed Kathleen Smith to the Board.

Lee: Board Member Lee spoke about the idea of sponsoring a public event to create awareness for Post-Traumatic Stress Disorder (PTSD). The event would include a panel to discuss and answer questions related to PTSD. He asked for guidance from the Board if the Foundation is the right vehicle for such an event. Chair Rogers suggested submitting the proposal to the Strategic Planning committee to determine if it meets the mission of the Foundation. Board Member Nash suggested speaking to the Chino Valley Fire District or the Chamber of Commerce. Ms. Armit suggested speaking with the 55+ Club.

Ortiz: Ms. Ortiz informed the Board of the Parks and Recreation Commission's effort to update the Parks, Recreation, and Open Space Master Plan. She

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recommended all to complete the online survey asking for community input related to facility and program needs and desires in the Chino Hills community.

ADJOURNMENT

Chair Rogers adjourned the meeting at 5:44 p.m. until the next regular meeting scheduled on September 11, 2017, at 4:00 p.m.

Respectfully submitted by:

Emily Ortiz
Community Services Department

Signed by:

Bill Taylor, Board Secretary
Chino Hills Community Foundation